

1999-2000 Catalog



PORTERVILLE COLLEGE

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1999-2000 CATALOG

100 East College Avenue
Porterville, California 93257

559/791-2200

KERN COMMUNITY COLLEGE DISTRICT

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GENERAL INFORMATION



Mission Statement

Porterville College's mission is to provide a diverse student population access to educational opportunities which will assist each student in developing the skills necessary to achieve his/her potential and in acquiring the knowledge and attitudes essential for success in our communities and a global society.

GENERAL INFORMATION

HISTORY

Porterville College was established in 1927 as a part of the Porterville Union High School and College District and has been a unit of the Kern Community College District since July 1, 1967.

LOCATION

Porterville College is located at 100 East College Avenue, Porterville, California, at the base of the scenic High Sierra Mountain Range in southeastern Tulare County. The population of the Porterville urban area is approximately 35,000 persons and that of the surrounding service area is 80,000 persons. Porterville is the gateway to a vast mountain wonderland and recreational area. It is within three hours commuting time to the seashores of the Pacific or to the metropolitan Los Angeles area.

Porterville College is the northernmost college in the Kern Community College District, which serves an area of some 12,500 square miles in all or portions of Kern, Tulare, Inyo, and San Bernardino Counties. Other campuses in the district are Bakersfield College in Bakersfield and Cerro Coso Community College in Ridgecrest.

ACCREDITATION

Porterville College is accredited by the Western Association of Schools and Colleges and is fully approved by the Board of Governors, California Community Colleges, and other agencies. The University of California, California State Universities and other universities and colleges give full credit to lower division transfer courses completed at Porterville College.

PHILOSOPHY STATEMENT

Porterville College, a public community college, is committed to an educational process which enhances the personal worth and intellectual potential of all students by assisting in the development of skills necessary to achieve goals and acquire the knowledge and attitudes essential for a self-fulfilling, satisfying life.

INSTITUTIONAL GOALS

- Goal #1 Provide quality instruction and programs.
- Goal #2 Provide quality student support services and programs.
- Goal #3 Foster a positive and supportive learning environment.
- Goal #4 Foster a positive and efficient institutional, fiscal, and personnel processes.

Goal #5 Develop and promote community partnerships and linkages.

Goal #6 Develop and promote positive campus and district-wide working relationships.

FACILITIES

The campus is located on approximately 60 acres and includes facilities for business, liberal arts, applied sciences, science-mathematics, communications, theater, library media center, trade and industry, child development center, fine arts, health, stadium and track, gymnasium, fitness center, swimming and diving pools, tennis courts, baseball and softball diamonds, horticulture complex, and ample parking.

LEAGUE for INNOVATION

Porterville College, as a unit of the Kern Community College District, is a charter member of the League for Innovation in the Community Colleges. The League consists of 18 outstanding districts throughout the nation. The League is dedicated to innovation in education with particular focus upon those matters that are of greatest concern to the continuing development of the community college movement. Numerous projects have been funded directly through the League to promote innovation and experimentation. There has always been a strong emphasis upon research and evaluation in order that the results may be appropriately assessed. Through membership and participation in the League, the College reaffirms its dedication to provide the best possible educational programs and fullest utilization of its resources in serving the needs of the community and its students.

PORTERVILLE COLLEGE FOUNDATION

The Porterville College Foundation is an incorporated non-profit organization which provides community support for Porterville College. Persons wishing to donate to special projects or receive additional information about the Foundation, should contact the Office of Development at 559/791-2319.

Gifts and bequests may be designated for specific projects, be presented in honor or memory of an individual, or designated as unrestricted gifts and bequests which can be used where the need is greatest.

Mission Statement:

"The Porterville College Foundation will support Porterville College in developing activities, programs and facilities to the best interest of students; will actively solicit gifts, bequests and other income; and will demonstrate prudent fiduciary responsibility in the administration of those funds."

SCHEDULE

The schedule of classes is the official listing of courses. It is published each semester of the academic year. The schedule contains information regarding registration dates and special instruction for registering in classes.

The college reserves the right to make additions or deletions to the schedule of classes. Any class in which the enrollment is too small to justify continuance, may be canceled.

SUMMER INTERSESSION

The college offers a summer intersession between the spring and fall semesters. The program enables recent high school graduates to begin their college work early. It also allows college and university undergraduates to continue their college education close to home. In addition, many adults in the community take advantage of the summer school offerings for enrichment purposes, or to upgrade job skills. The program includes regular credit classes and a few non-credit classes and fee courses. Further information may be obtained by calling the Office of Admissions and Records.

FACULTY OFFICE HOURS

Porterville College is noted for the close academic relationship between faculty and students. The educational benefits of the student being able to know and talk personally with his or her instructor is an invaluable part of the instruction offered at Porterville College. Each member of the full-time faculty schedules office hours each week for this purpose. This schedule is posted outside the instructor's office. Students are encouraged to take advantage of this opportunity, the benefits of which include:

- assistance in understanding and achieving specific course requirements,
- development of concepts and understanding beyond the course expectancies,
- insights into career opportunities within the instructor's area of expertise,
- direction in meeting requirements in a transfer major, specifically if that major is within the instructor's area of expertise.



POLICIES AND PROCEDURES



POLICIES and PROCEDURES

MATRICULATION - STUDENTS RIGHTS and RESPONSIBILITIES

Matriculation is a process consisting of a set of policies and procedures which has been designed to bring Porterville College and its students into a partnership. The purpose of this "contract" is the realization of your educational goals.

Porterville College has as its basic role in the Matriculation Partnership the responsibility to develop an efficient process to encourage student participation in College services, programs, and learning experiences which will aid in achieving academic success.

You, the student, in turn, have the responsibility to let us know what your educational and career goals are. If you are undecided in either or both areas, our staff can assist you in clarifying your directions. Listed below are the basic components of your partnership with Porterville College:

You agree to:

- State a broad educational intent upon enrollment, e.g., AA/AS Degrees, transfer, etc.
- Declare a specific educational goal within a reasonable period of time following admission, with the deadline being during the term after which you complete 15 credits of course work.
- Attend classes regularly and complete assigned coursework.
- Complete your courses and maintain progress toward an educational goal.

Porterville College agrees to:

- Process your application for admission.
- Provide orientation services addressing questions concerning college procedures, course scheduling, academic expectations, financial assistance and other relevant issues. In addition to a preregistration orientation process, we also offer a course designed to help you adjust to college expectations and improve your study skills, time management skills, test taking skills, interpersonal skills and other life skills useful in successful goal achievement, both in school and beyond. Career option exploration is also initiated in "Becoming A Master Student," an integral part of the Porterville College matriculation program.
- Provide for assessment of your skills in conjunction with counseling/advisement.
- Provide for assessment to determine Math and English placement, including:
 - a. Assistance in identification of aptitudes, interests, and educational objectives.
 - b. Evaluation of study and learning skills.
 - c. Referral to specialized support services.

d. Advisement concerning course schedules.

- Provide post enrollment evaluation of your progress which is available through counseling and other support services.
- Provide a wide variety of course offerings, including precollegiate basic skills.
- Provide advisement of students enrolled in pre-collegiate basic skills, who have not declared a specific major and students who have been placed on probation.

Additional Rights of Students:

1. Right to appeal requirements of any prerequisite based on unavailability of the necessary course.
2. Right to challenge through the appropriate office any prerequisite they believe to be discriminatory.
3. Right to challenge matriculation regulations/procedures.
4. Right to provided alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.

Where To Go and Who To See:

Vice President of Student
Services, Room AC-126

PREREQUISITES

Many courses offered by the College require the completion of prerequisite courses taken at Porterville College, or their equivalent at another accredited institution. Students are advised to consult the course descriptions found in the current College Catalog or semester schedule for the identification of the prerequisites for a course.

Prerequisites are approved through the Porterville College Curriculum Committee. They may be revised or adjusted during the school year. For specific information, contact the office of the Vice President of Instruction.

Important Definitions. If you should see the words prerequisite, co-requisite or recommended prerequisite in the catalog, it is important for you to understand the definition of these terms.

Prerequisite means a condition of enrollment which a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Co-requisite means a condition of enrollment consisting of a course which a student is required to simultaneously take in order to enroll in another course.

Recommended Prerequisite means a condition of enrollment which a student is advised, but not required, to meet before, or in conjunction with enrollment in a course or educational program.

Procedures for Prerequisite Challenge

1. Challenging the prerequisite on the grounds that it has not been made reasonably available.
2. Challenging the prerequisite on the grounds that it was established in violation of regulation or in violation of the District-approved processes (student documentation required).
3. The prerequisite is discriminatory or applied in a

discriminatory manner (student documentation required).

4. Challenging the prerequisite based on the student's knowledge or ability to succeed in the course despite not meeting the prerequisite (student documentation required).

Location of Prerequisite Challenge Petitions

Prerequisite Challenge Petitions are available in the Student Services Office.

RECOMMENDED SKILL LEVELS

For most courses listed in the catalog, recommended basic skill levels have been assigned in reading and writing and, where applicable, in mathematics. Students are advised that they should have at least these skill levels for academic success. Specific course skill levels are available in the Instruction Office.

OPEN ENROLLMENT

It is the policy of this college that, unless specifically exempted by statute or regulation, every course, course section or class reported for state aid, wherever offered and maintained by this college, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of subchapter 1 of Chapter 6 of the California Code of Regulations. Porterville College complies with regulations of the law prohibiting discrimination on the basis of sex.

K.C.C.D. POLICY REGARDING UNLAWFUL DISCRIMINATION

"No person associated with the Kern Community College District shall, on the basis of ethnic group identification, religion, age, sex, color or physical or mental disability, be unlawfully subjected to discrimination in any of the district's programs or activities." Title IX Coordinator is located in room AC-126G.

K.C.C.D. EL SISTEMA SOBRE LA DISCRIMINACION ILEGAL

Ninguna persona asociada con el "Kern Community College District" sera ilegalmente sometida a la discriminacion a causa de su identificacion con un grupo etnico, su religion, su edad, su color o una incapacidad fisica o mental.

STUDENT DIRECTORY

INFORMATION POLICY

Applicants who are accepted as students should note that "directory information" may be released by the campus at any time unless the campus has received a prior written objection from the student specifying the specific information that the student requests not to be released. The following information is included within the definition of "directory information": the student's

name, address, telephone listing; date of birth; major field of study; class schedule; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received, the most recent previous educational agency or institution attended, and when authorized in writing by the student, other similar information. To have directory information restricted, contact the Admissions and Records Office.

CONDUCT of STUDENTS

Students are expected to formulate and observe among themselves a proper standard of conduct, showing such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do so will be sufficient cause for disciplinary action. The student code of conduct is available in the office of the Dean of Students.

DISMISSAL from CLASSES

An instructor may, for good cause as defined by law, remove a student from class for the day of removal and the next class meeting. The Kern Community College District Student Discipline Policy provides for due process and stipulates the procedure for administration of discipline. The policy is available in the office of the Vice President of Student Services.

FORMAL STUDENT GRIEVANCES

Student grievances are processed according to Kern Community College District Board Policy. Specific procedures for filing grievances are available in the office of the Dean of Students.

GENERAL PARKING REGULATIONS

A parking permit is required to park on campus. The following general regulations apply to all students:

1. The only parking on the Porterville College campus is in marked parking slots. This means your vehicle must be within the two painted lines and not over the front painted limit line.
2. Parking is head-in only. This means the vehicle must be parked so that it is backed out of the space rather than driven forward.
3. Read and obey all posted signs.
4. Violators of the above will be cited.
5. By California law, anyone receiving a citation is allowed to question the citation. The appeal is submitted to the Director of Security located in the Maintenance and Operations Building.
6. Complete the Citation Dispute Form available at the College Information Desk in the Academic Center.



ADMISSION AND REGISTRATION



ADMISSION and REGISTRATION PROCEDURES

ACADEMIC ELIGIBILITIES

Any high school graduate, any graduate of an equivalent secondary school, or persons with equivalent high school proficiency test scores may be admitted to Porterville College. Other persons over 18 years of age, who can benefit from instruction, may be admitted upon the recommendation of the President of the College. Recommended high school juniors and seniors may enroll in part-time college programs in advanced education.

APPLICATION for ADMISSION

Applications may be obtained by writing the Registrar, or by calling the Admissions and Records Office. Since the application should include the prospective student's social security number, students should take steps to be sure they have numbers several weeks in advance of the application deadlines.

A certified high school transcript and a certified transcript from each college previously attended must be on file in the Admissions and Records Office before registration may be completed. Credits earned at other accredited collegiate institutions generally will be accepted at face value toward completion of work at Porterville College. New students must take the Porterville College placement test. Students should contact the Student Services Center for information on test dates and fees.

NON-RESIDENT TUITION

The non-resident tuition fee for the academic year 1999-2000 is \$122 per credit, \$1830 per semester; or \$3660 per year, whichever is the lesser amount. For students taking less than fifteen (15) credits, the rate is \$122 per credit. Tuition fees must be paid prior to admission to classes. Rates are re-evaluated annually by the Board of Governors for California Community Colleges.

Non-resident students, out-of-state and foreign, are required to pay tuition on all credits for which they enroll. The tuition fee is re-evaluated each year by the Board of Trustees who then set the per credit charge. In some cases the non-resident tuition fee may be paid on an installment plan. In these cases, the tuition must be paid prior to the end of the semester. Installment

contracts must be requested and approved by the Director of Financial Aid and Vice President of Student Services.

FOREIGN STUDENTS

It is the belief that students from foreign countries make significant contributions to the college community while preparing for leadership roles in their home countries. Many foreign students have successfully completed work at the college in the past and have gained much from the community. Foreign students are required to have Test of English as a Foreign Language (TOEFL), or on-campus admissions test in lieu of TOEFL. An International TOEFL score of 450 is required to meet minimum admission requirements. Proof of financial independence in the form of a bank statement is required as part of the screening procedure for admission. Non-resident tuition fees are charged.

FEES

ENROLLMENT FEE

The State of California has imposed an enrollment fee to all students enrolling in credit courses at California Community Colleges. (Education Code, Section 72252, Title 5, Sections 58500-58508).

These fees reflect the most recent fee changes as of the publication date of this catalog; however, Porterville College reserves the right to adjust fees to meet state mandates.

OTHER FEES FOR 1999-2000

Enrollment Fees: \$12 per credit.

Parking Fee: \$15.00 per semester, per student enrolled in on-campus classes. Summer Parking fee: \$7.50.

Health Fee: \$11.00 per semester, per student enrolled in on-campus classes. Summer Health fee: \$5.00.

MATERIALS FEES

Some classes have special materials fees attached for supplies a student uses, provided such supplies are of value to the student outside the classroom setting. These fees vary according to the class and are due at the time of registration.

PROCEDURES for PAYMENT of FEES

Porterville College fees may be paid by cash or check. Checks should have the student's current address, telephone number and driver's license number listed. Fees are payable in the Admissions Office, which is open Monday through Thursday from 8:15 a.m. to 7 p.m. and Friday from 8:15 a.m. to 4:30 p.m. All fees connected to enrollment are due at the time of registration. There is a \$10 charge for any check returned to Porterville College by a bank because of insufficient funds.

NON-CREDIT COURSES

No enrollment fees are charged for non-credit courses. However, students will be charged the mandatory parking and health fees on enrollment in on-campus non-credit class(es).

COMMUNITY SERVICE COURSES

Students are required to pay the established community service fee at the time of registration into community service courses. Fees for these courses vary according to the type of class being offered.

AUDIT COURSES

Students must petition the Vice President of Instruction or his/her designate for permission to audit courses. Students granted permission to audit courses will pay a fee equal to the enrollment fee, i.e., twelve dollars (\$12) per credit.

ENROLLMENT, HEALTH, PARKING, SPECIAL MATERIALS FEE and NON-RESIDENT TUITION REFUND PROCEDURES

1. The student shall be credited any excess enrollment fee or nonresident tuition computed based on credits of current enrollment, if a student drops a course within:
 - a. two (2) weeks of the term starting date of a semester length course, or
 - b. a date calculated to be ten percent (10 %) from the starting date of a course other than semester length.

If a course is ten (10) days or less in length, the course must be dropped before the second meeting to be credited a refund, computed based on credits of current enrollment.
 - c. students enrolling in an open-entry/open-exit class after the ten percent date will not be entitled to any refund should they withdraw from the class.
2. If a class is canceled or rescheduled, the student shall be credited any excess enrollment fee computed based on credits of current enrollment.
3. A student entitled to receive the enrollment fee refund must:
 - a. Apply for the refund using appropriate photo identification and
 - b. present an appropriate receipt for fees paid.

Both of these items must be presented to the personnel in the Admissions Office.

The student will be credited a health fee refund if all classes are dropped and an enrollment fee refund is generated and the aforementioned requirements are met.

If a student drops a course (within the first two weeks of instruction or the ten percent date of courses less than a semester in length), which requires a materials fee, the student is eligible for a refund of the materials fee. After the first two weeks of a semester-length course or a date calculated to be ten percent from the starting day of a course other than semester-length, no refund will be made for courses dropped.

ACADEMIC ADVISING

Students should see a counselor each term to help plan their academic programs and to make sure they are taking the appropriate classes for their educational goals. Students should give preliminary thought to the selection of a major field and courses in order to gain the full benefit of the advising session. In planning a program, the student should consider (1) the general requirements prescribed by the college; (2) the special requirements in his/her major field of study; (3) the general requirements of any future college or university he/she may expect to attend; and (4) the most desirable electives.

The normal program includes 14 to 16 credits of work per semester, including physical education. Many students can complete the requirements for graduation in four semesters providing there are only slight variations from the normal program. It is not unusual for a student to require five semesters to meet the graduation requirements.

Generally, each class lecture hour represents one credit; a course that meets three hours a week will yield three credits. The number of credits a course yields follows the listing of the course title in the description of courses in this catalog.

In preparing his/her program the student should estimate that at least two hours of preparation outside of class for each class hour are necessary to meet satisfactorily the standards of the academic courses.

Nineteen credits constitute a maximum study program. Only students with proven scholastic ability should enroll for a maximum program.



ACADEMIC INFORMATION



ACADEMIC INFORMATION

ATTENDANCE

A student is expected to attend all sessions of each class in which he/she is enrolled. Failure to do so may result in removal from the class. A student may be dropped from a class when his/her instructor determines the absences to be excessive (i.e., more than three unexcused absences for a 3 credit class or more than four unexcused absences for a 4 credit class.)

Absence due to a serious illness, death in the family, or equally unavoidable reasons may be excused if the instructor in charge of the course is completely satisfied as to the cause. Errands for parents, personal transportation delays, business excuses, and non-school related absences from the city are not considered as valid excuses. Students are expected to give their education top priority.

CLASSIFICATION OF STUDENTS

A freshman student is one who has earned less than 30 credits. A sophomore student is one who has earned 30 or more credits of college work. A full-time student is one enrolled in 12 or more credits of college work. A part-time student is one enrolled in less than 12 credits of work.

STUDENT LOAD

A student who desires to carry more than 19 credits must secure approval from a counselor.

SCHOLASTIC RECOGNITION

Special recognition is accorded students whose academic achievement in any one semester meets the requirements for placement on either the President's List, the Dean's List or the Limited (Part-Time) Dean's List.

To qualify for one of the honors lists, the student must have earned the following grade point average and grade points:

President's Honor List Criteria: Semester GPA of 3.5 with a minimum of 42 grade points.

Dean's Honor List Criteria: Semester GPA of 3.0 with a minimum of 36 grade points.

Limited (Part-Time) Dean's Honor List Criteria: Semester GPA of 3.0 with a minimum of 18 grade points.

SCHOLARSHIP

A student's work is considered as satisfactory when he/she maintains an average of "C" (grade point average of 2.0) or higher. The achievement of the student in each course, as determined by class work and examinations, will be reported in terms of the following grades:

Grade	Grade Points
A - Excellent	4 per credit
B - Good	3 per credit
C - Satisfactory	2 per credit
D - Passing, Less than Satisfactory	1 per credit
F - Failing	.0 per credit
CR - Credit (at least satisfactory - credits awarded not counted in GPA)	
NC - No Credit (less than Satisfactory, or Failing - credits not counted in GPA)	
I - Incomplete *	
IP - In Progress**	
RD - Report Delayed ***	
W - Withdrawal	

*Incomplete academic work for verifiable unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal.

**The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term and indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" grade may be used only with specified courses.

***The "RD" symbol may be assigned by the registrar when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student.

NON-TRADITIONAL COLLEGE CREDIT

Four forms of non-traditional college credit which a student may request to be added to the Porterville College transcript are:

CREDIT BY EXAMINATION

A student enrolled at Porterville College during a regular semester, who has completed a minimum of 12 credits at Porterville College, and who has maintained a 2.5 grade point average in all college-level work attempted, may petition the Vice President of Instruction for credit by examination.

Such credit to be granted only (1) for a course listed in the catalog of Porterville College, (2) in an amount not greater than the credit listed for the course, and (3) for a total of not more than 30 credits.

A student may not petition for credit by examination in the following types of courses:

1. Physical education activity courses or sports.
2. Performing courses in music, art, journalism and drama.
3. Courses in science, agriculture, technology or industrial arts, in which considerable laboratory, shop, or field work is required unless by specific permission of the instructional division concerned.
4. Courses in speech (oral communication) unless by specific permission of the instructional division concerned.

A student must make formal application for course credit by examination in a letter addressed to the Vice President of Instruction. The letter must contain information concerning the student's qualifications to challenge a course. Such application must be submitted during the first nine weeks of the semester in which the examination is requested. The student must pay a fee of \$10 per examination plus the enrollment fees for the course credits.

If the Vice President of Instruction approves the application, appropriate fees are collected. Then the applicant is referred to the chair of the academic division concerned, who will supervise the preparation of the examination. The examination, as prepared and administered by the division, will be of such comprehensiveness and depth that its successful completion will require a thorough knowledge of course content as indicated in the course outline.

A student may not challenge courses in which he/she has received previous equivalent instruction for credit. Such questions will be decided by the Vice President of Instruction. A student may not challenge more than one course per academic semester.

If a student fails the examination, he/she will not be allowed to repeat it. If the student takes the examination, the course, with credits and grade will be entered on the student's permanent record in the same way as regularly scheduled courses. (The student will not have the option of rejecting a substandard grade.)

Students should understand that some transfer institutions may reject or limit credit by examination.

ADVANCED PLACEMENT EXAMINATIONS (General Examination)

Porterville College participates in the Advanced Placement Program offered by the College Entrance Examination Board. Six semester credits are granted for the Advanced Placement Examination completed with scores of three or above. In order to receive credit, a student must be currently enrolled at Porterville College and have completed at least 12 credits of work at Porterville College, and must have his/her official College Board test scores forwarded to Porterville College.

Porterville College will accept and allow credit for the following Advanced Placement Examinations only:

- American Government/Institutions - equivalent to Political Science P101
- American History - equivalent to History P117 or P118 (only one)
- Calculus BC - equivalent to Math P103
- Chemistry - equivalent to Chemistry P101A
- English Composition and Literature -equivalent to English P101A (maximum of three credits allowed)

- English Language and Composition - equivalent to English P101A - (maximum of three credits allowed)
- European History - equivalent to History P105
- Macroeconomics - equivalent to Economics P102
- Microeconomics - equivalent to Economics P101
- Physics B - equivalent to Physics P102A
- Physics C - equivalent to Physics P104A
- Spanish Language - equivalent to Spanish P103

No grade is assigned, only credit added. If the student has completed or will complete in the future any courses equivalent to those covered by the examinations, no duplication of credit will be allowed.

Students should understand that some transfer institutions may reject or limit credit by examination.

Advanced Placement Examinations in CSU General Education-Breadth Certification

The following Advanced Placement examinations may be incorporated into certification of completion of CSU General Education-Breadth requirements by any participating institution. Students must have scored 3, 4, or 5 on an Advanced Placement examination listed below to receive the credit indicated. All CSU Campuses will accept the minimum credits shown below toward fulfillment of the designated General Education-Breadth area if the examination is included in a full or subject-area certification; individual CSU campuses may choose to accept more credits than those specified below towards completion of General Education-Breadth requirements. The CSU campus to which the student is transferring determines the total number of credits awarded for successful completion of an Advanced Placement examination and the applicability of the examination to other graduation requirements.

AP Subject	# credits	Area
Art: History of Art	3	C1
Biology	3	B2
Chemistry	6	B1 & B3
Economics: Macroeconomics	3	D2
Economics: Microeconomics	3	D2
English: English Lang & Comp	3	D2
English: English Lit & Comp	6	A2 & C2
French: French Language	6	C2
French: French Literature	6	C2
German Language	6	C2
Government /Politics: US	3	D8
Government /Politics: Comparative	3	D8
History: European History	3	D6
History: United States History	3	D6
Latin: Vergil	3	C2
Latin: Latin Literature	3	C2
Mathematics: Calculus AB	3	B4
Mathematics: Calculus BC	3	B4
Music Theory	3	C1
Physics B	6	B1 & B3
Physics C (mechanics)	3	B1 & B3
Physics C (electricity & magnetism)	3	B1 & B3
Psychology	3	D9
Spanish: Spanish Language	6	C2
Spanish: Spanish Literature	6	C2
Statistics	3	B4

COLLEGE LEVEL EXAMINATION PROGRAM (C.L.E.P.)

Porterville College awards credits in four general and some of the subject examinations of the College Level Examination Program. Up to six credits may be awarded for each examination that a student completes with a score of 500 or more. In order to receive credit, a student must be currently enrolled at Porterville College and have completed at least 12 credits of work at Porterville College, and must have his/her official C.L.E.P. test scores forwarded to Porterville College. Application information on how and where to take the test and what examinations are accepted at Porterville College is available in the Porterville College Vice President of Student Services office. It is recommended that a student see a counselor prior to registering for the exam.

If the student has completed or will complete in the future, any courses equivalent to those covered by the examinations, no duplication of credit will be allowed.

Students should understand that some transfer institutions may reject or limit credit by examination.

2+2 ARTICULATION PROGRAMS

Articulation programs between Porterville College and the area high schools are called 2 + 2. This term is used for approved classes that provide both high school credit and college credit - after 12 credits of Porterville College work is completed. The application process starts at the high school level where the student must complete the "Secondary-Post Secondary Articulation Agreement Completion Certificate". Prospective Porterville College students should check with their high school counselors for information on what 2 + 2 programs may exist with that high school.

If the student has completed or will complete in the future, any courses equivalent to those covered by the 2 + 2 agreements, no duplication of credit will be allowed.

CREDIT/NO-CREDIT COURSES

Credit/no-credit is a grading system which allows students to explore curricula outside their major area without jeopardizing their grade point average. This policy also recognizes that a standard letter grade may not always measure the value of a course to an individual student. Students who elect CR/NC grading will be granted credit in a course if they earn the equivalent of a "C" or higher. If they earn less than a "C" grade, no credit will be awarded. In any case, courses taken on a credit/no-credit basis are not used in the computation of a student's grade point average. Students who receive an excessive number of credit/no-credits in courses for which they have enrolled, may be subject to probation or dismissal under the provisions of Title V of the California Administrative Code.

Regulations of such courses are as follows:

1. Courses for which credit/no-credit grading may be used have been designated by the academic division involved. A department or division may require courses taken in majors to be taken for a letter grade.
2. The time to elect credit/no-credit shall be no later

than the end of the 30 percent date for semester length classes or the 30 percent date on classes less than semester length and is irrevocable after that time.

3. A maximum of 12 credit/no-credit grades, earned at Porterville College, can be used toward satisfaction of graduation requirements.
4. A maximum of one course per semester, plus a physical education activity course, may be taken on a credit/no-credit basis.
5. Credit/no-credit grades are final and cannot be changed to letter grades at a later date.
6. Students enrolling in an open-entry/open-exit class after the 30 percent date will not be given the option to choose credit/no-credit grades.

INTENT TO GRADUATE

In order to graduate, the student is required to file an Intent to Graduate form starting July 1, but no later than November 1, in the academic year he/she wishes to receive the degree. Intent forms are available in the Vice President of Student Services Office, AC-126A or AC-126B.

WITHDRAWAL FROM COURSES

Withdrawal from a class or classes is authorized through the last day of the fourteenth (14th) week of instruction or 75 percent of a term/course, whichever is less. The academic record of a student who remains in a class beyond the last day noted above must reflect a letter grade other than a "W". No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first 30 percent of the term/course. However, an instructor may stipulate that a penalty grade of "F" will be assessed on withdrawals after 30 percent but prior to the 75 percent point in the semester. Instructors using the grade of "F" for withdrawals after 30 percent but prior to 75 percent of instruction will provide this information to students in writing at the beginning of the semester. The "W" shall not be used in calculating grade point averages, but excessive "Ws" shall be used as factors in probation and dismissal procedures.

Extenuating circumstances necessitating a "W" after the 75 percent date of instruction will be restricted to verification of the following: accident, serious illness, or injury preventing attendance; or circumstances beyond the control of the student.

REPETITION OF COURSES

As of Fall 1983, the State of California limited the number of times any community college course could be repeated. Certain Porterville College courses are identified as repeatable. All other courses may be repeated only under the following conditions:

1. Extenuating circumstances, such as verified cases of accident, illness or other circumstances beyond the control of the student.
2. One repetition only if a student earned a

substandard grade of D, F or N/C. Upon satisfactory repetition ("C" grade or higher), the student may petition the Admissions and Records Office to have an original substandard grade no longer counted in the grade point average.

3. There had been a significant lapse of time between the last enrollment and current enrollment.

If a student repeats a course for which substandard work was not recorded, the grade awarded under this condition shall not be counted in the calculation of the student's grade point average. (Title 5, section 55763, paragraph c).

In each of these instances, the permanent record will indicate that the course was previously taken. The grades and the grade points earned will be recorded for each semester. The cumulative grade point average will be determined in cases of repeated courses for which a substandard grade was previously recorded, by including credits attempted and grade points earned in both the original and repeated enrollment of the course. Students are required to pay enrollment fees on repeated courses.

A student may not receive credit for a sequential course which is a prerequisite to a course for which the student has already received college credit.

The state allowed local community college boards to designate certain skill and performing classes as repeatable for up to a maximum of four enrollments. The maximum repeatable credits for courses listed in the Porterville College catalog are listed below:

Course No. and Title	# of Credits	Total Rep. Credits
ACCT P030 Introduction to Federal Income Tax for Individuals	1	1 2
APDS P103 Weaving	2	3 8
APDS P107 Advanced Weaving	2	3 8
ART P109 Studio Folk Arts	2	1 4
ART P135 Art and the Environment	1	3 4
ART P149 Art Topics	1	3 4
ART P050 Art Studio	1	3 4
ART P055 Gallery Tours	1/2	3 2
AUTO P050 Automotive Maintenance and Service	2	3 8
AUTO P053 Automotive Engineering and Design Analysis	2	3 8
AUTO P059 Clean Air/Emissions	4	3 16
CHDV P061 Survival Skills for Parenting Alone	1	1 2
CHDV P069 Living with Teenagers	2	1 4
CHDV P079 Living with Teenagers	2	1 4
CRIM P140 Field Work in Administration of Justice Police Cadet	3	3 12
CRIM P141 Current Topics in Criminology	1	2 3
DRMA P127L Acting Laboratory	2	3 8
DRMA P128L Music Production Laboratory	1	3 4
DRMA P129L Theater Laboratory	1	3 4
ECON P147 Dir. Studies: Field Work in Econ.	1	1 2
EFL P079 Beginning English for Non-Native Speakers	3	1 6
ENGL P117 American Indian Literature	1	1 2
ENGL P085 Reading Foundations	3	2 9
ENGL P086 Learning Skills Laboratory: Developmental Reading	1/2	2 1 1/2
ENGL P087 Learning Skills Laboratory: Grammar and Usage	1/2	1 1

ENGL P088 Learning Skills Laboratory: Spelling	1/2	1 1
ENGL P089 Learning Skills Laboratory: Vocabulary Development	1/2	1 1
HIST P106 Current Topics	1	2 3
HUM P114 Topics in Humanities	1	3 4
HMSVP134 Human Services Internship	1	7 8
HMSVP135 Human Services Internship	2	3 8
MUSC P115 Singing Techniques	1	3 4
MUSC P117 College Chorale	2	3 8
MUSC P118 Chamber Singers	1	3 4
MUSC P119 Women's Chorus	1	3 4
MUSC P120 Applied Music	1	3 4
MUSC P121 Chamber Music Ensemble	1	3 4
MUSC P130 Studio Band	2	3 8
MUSC P131 Theater Band	1	3 4
MUSC P140-P141-P142 Music Lab	1/2-1 1/2	3 2-6
MUSC P051 Valley Chamber Chorale	1/2	3 2
MUSC P055 Beginning/Intermediate Guitar	2	1 4
MUSC P116 Handbell Choir	1	3 4
NASC P113 Field Studies in Natural Science	1	1 2
PHED P101A Beginning Volleyball	1	3 4
PHED P101B Intermediate Volleyball	1	3 4
PHED P102A Beginning Basketball	1	3 4
PHED P102B Intermediate Basketball	1	3 4
PHED P103 Weight Training	1	2 3
PHED P105 Weight Training	1	2 3
PHED P106 Shape-Up	1	3 4
PHED P107 Aerobic Dance	1	3 4
PHED P109 Advanced Basketball -- Women	1	3 4
PHED P110 Badminton	1	3 4
PHED P111A Golf	1	3 4
PHED P111B Intermediate Golf	1	3 4
PHED P112A Beginning Tennis	1	3 4
PHED P112B Intermediate Tennis	1	3 4
PHED P112C Advanced Tennis	1	3 4
PHED P115 Advanced Softball -- Women	1	3 4
PHED P116 Advanced Baseball -- Men	1	3 4
PHED P117 Advanced Basketball -- Men	1	3 4
PHED P122 Varsity Basketball for Men	1	3 4
PHED P123 Varsity Basketball for Women	1	3 4
PHED P124 Varsity Soccer for Men	2	1 4
PHED P125 Varsity Soccer for Women	2	1 4
PHED P126 Varsity Baseball	2	1 4
PHED P128 Varsity Tennis for Men/Women	2	1 4
PHED P132 Varsity Softball for Women	2	1 4
PHEDP142 Advanced Soccer - Men	1	3 4
PHED P143 Sports Conditioning	1	3 4
PHED P149 Advanced Soccer for Women	1	3 4
PHED P150 Beg. Swimming	1	3 4
PHED P151 Inter. Swimming	1	3 4
PHED P152 Lifesaving	1	3 4
PHED P154 Aqua Exercise	1	3 4
PHED P157 Independent Studies	1	3 4
PHOT P124 Landscape Photography	1	3 4
PHSC P121-P122 Physical Science Assistant	1-2	3 4-8
WKEX P120 Career Information	1	3 4
WKEX P149 Occupational Work Experience	1/2	3 2
WKEX P150 Occupational Work Experience	1	3 4
WKEX P151 Occupational Work Experience	2	3 8
WKEX P152 Occupational Work Experience	3	3 12
WKEX P153 Occupational Work Experience	4	3 16
WKEX P160 On Campus Entrepreneurial Work Experience	1	3 4
WKEX P161 On Campus Entrepreneurial Work Experience	2	3 8

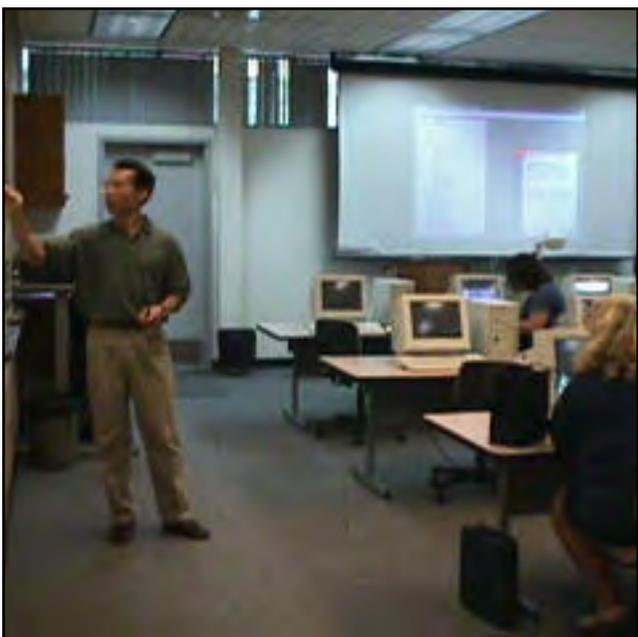
Max. 16 credits

WKEX P155	General Work Experience	} Max. 6 credits	1	3	4
WKEX P156	General Work Experience		2	3	8
WKEX P157	General Work Experience		3	3	12

COURSE INFORMATION

Courses offered at Porterville College make possible the selection of curricula that meet the requirements for most regular college and university majors, technical-vocational curricula that prepare the student for productive life in the community, as well as general education.

ACADEMIC REGULATIONS



ACADEMIC REGULATIONS

ACADEMIC RENEWAL/GRADE FORGIVENESS

The policy governing Academic Renewal and/or Grade Forgiveness is as follows:

Repeating Courses: (Grade Forgiveness)

A student who has received a "D" or an "F" grade in a course at Porterville College may petition the Admissions and Records Office to have the grade no longer counted in the student's grade point average by repeating the equivalent course. The petition is approved if the student receives a grade of "C" or higher.

The petition is not approved if the student receives a grade which is the same or lower than the previous grade. In such cases, both grades are used in calculating the grade point average.

In all cases, all work remains legible on the record to ensure a true and complete academic history.

Academic Renewal:

Under certain circumstances, the college may disregard previous courses in which a "D" or an "F" grade was received. In order to qualify for renewal, one of the following conditions must be met:

1. Three years have elapsed and twelve (12) credits have been completed with a 2.0 grade point average or higher since the most recent work to be disregarded was completed.
2. Thirty credits have been completed with a 2.0 grade point average or higher since the most recent work to be disregarded was completed.

Clarification: If more than 12 credits have been completed when the petition is presented to the Admissions Office, all credits taken, subsequent to the receipt of the "D" or "F" grades including "Ws", will be considered in arriving at a final decision.

A maximum of twenty (20) credits of substandard grades may be forgiven.

Evidence showing the above requirements have been met shall be included in the petition submitted to the Admissions Office. Once the petition is approved, the grade will no longer be counted in the calculation of the GPA even though it still will be listed on the transcript.

If approved, the substandard work will be disregarded in the computation of the grade point average and an annotation made on the permanent record. The permanent academic record shall remain a true and complete academic history and the course work disregarded under this policy will remain on the permanent record.

PROBATION

A student who has attempted at least twelve (12) semester credits shall be placed on academic probation if the grade point average is below 2.0. A student who transfers from another college will be placed on probation if the cumulative grade point average is below 2.0. A student who attempts twelve (12) or more cumulative credits in one or more semesters shall be placed on progress probation when fifty percent (50%) or more of the credits attempted are awarded "CR/NC", "I" or "W" grades.

Special note to veterans receiving Veterans' Educational Benefits: Once a veteran is on probation for two consecutive semesters, the veteran can no longer be certified for veteran benefits. When the veteran has brought his/her cumulative grade point average back to a 2.0 or higher, then re-certification can be processed in order for the veteran to receive VA benefits again.

REMOVAL from PROBATION

A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher. A student on progress probation because of an excess of credits for which entries of "W", "I", and "CR/NC" are recorded shall be removed from probation when the percentage of credits in this category drops below fifty percent (50%).

DISQUALIFICATION and REINSTATEMENT

Any student who is placed on probation for three consecutive semesters shall be disqualified for admission to classes the following semester. A student who is disqualified may be conditionally readmitted upon submitting a petition to the Admissions and Records Office after approval by a Counselor and Dean of Students.

PLAGIARISM and CHEATING

Kern Community College District Board Procedure 4F8:

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Definition of Cheating

Cheating is defined as the act of obtaining, or attempting to obtain, or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the

answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included are plagiarism as defined, and altering or interfering with the grading procedures.

Consequences of Violation

Failure to follow the accepted ways of crediting writers is likely to result in plagiarism, which is a serious violation of the Student Code of Conduct.

Disciplinary action may be imposed upon a student by the College for violation of its standards of student conduct.



INSTRUCTIONAL SERVICES



INSTRUCTIONAL SERVICES

LIBRARY MEDIA SERVICES

Over 30,000 books and other materials are housed in the Library Media Center which is kept open for evening study on Monday through Thursday evenings until 9 p.m. Information searching is accelerated by use of an on-line card catalog, CD-ROM microcomputer programs for locating magazine and newspaper articles, and the Internet. Media equipment such as video recorders, microform readers/printers and three coin-operated photocopying machines are available for use in the LMC. For further information call 791-2318.

ANTHROPOLOGY LIBRARY

This facility is intended to serve students and other researchers from the southern and central San Joaquin Valley and is available to all individuals with an interest in anthropology. Books and journals donated by the estates of Gay Weinberger (a long-time professor of anthropology at the college) and Jack and Betty Atwater (Tulare County avocational archaeologists) form the nucleus of the library. The dominant themes of the collection are archaeology and ethnography of the San Joaquin Valley and aboriginal rock art of western North America.

The library is housed on the first floor of the Science and Mathematics Building in room 107B and is linked to the main library computer catalog system. Regular hours of operation are maintained. Materials may not be checked out, however, a spacious study area is located adjacent to the facility and a copy machine is available on-site. For further information, call 791-2298 or 791-2318.

TUTORIAL SERVICES

Tutors are available to students who feel a need for assistance. Appointments with tutors may be made in the Learning Center. Further information can be obtained by calling 791-2236, 791-2242 or contacting the Learning Center.

LEARNING CENTER

The Learning Center offers individualized programs in English, math, reading, vocabulary, learning skills, study skills, survival skills and spelling to name a few. Flexible scheduling allows students to use the center almost any time their schedules permit. For more information about the Learning Center, call 791-2242 or contact the Learning Center.

STUDENT SERVICES



STUDENT SERVICES

GENERAL

Special services for students outside of the academic program are coordinated in the office of the Vice President of Student Services. These services are concerned with the total welfare and development of all students.

ADVISING and COUNSELING

The services of counselors are available to all students at Porterville College. Counselors assist students in the preparation of their academic programs and provide guidance in the solution of personal problems.

CAREER SERVICES

The Student Services area in AC-126 maintains computerized career assistance, interest and aptitude tests and current information concerning occupations. Students are urged to make use of these services and investigate career opportunities early in their academic program.

CHILD CARE SERVICES

Limited child care facilities are available for children of Porterville College students. To be eligible, the student: (1) must be carrying a minimum of 12 credits, and (2) be enrolled in a child development class.

The child must be at least three months old and must meet state mandated medical standards. Enrollment priority is established by parents' income level, class load, and number of parents in family. For further information, call the Child Care Center.

COSTS

Enrollment Fees\$12* per credit
Student/Health Fees\$ 22 per year
Parking (optional)\$ 30 per year
Student ASB Card (optional)\$ 15 per year
Room and Board (average)\$ 4480 per year
Books and Supplies (average)\$ 650 per year
Personal Expenses\$ 1400 per year
Transportation\$700 per year

*\$12 per credit cost is set by the state and may change. (Per year is a nine month academic year.)

ENABLER and LEARNING DISABILITIES SERVICES for DISABLED STUDENTS

As mandated by section 504 of the Rehabilitation Act, the Enabler Program centralizes and expands services for students who are physically limited, learning disabled, and those with other limitations.

The Enabler Office, located in the Student Services area, AC-125, is open to all types of students with disabilities who can benefit, including those seeking credits to transfer to a four-year college, those desiring personal enrichment and those wanting to learn a marketable skill. A particular emphasis in the program involves vocational education and helping disabled students acquire the necessary training to compete in the job market.

STATE and FEDERAL FINANCIAL AID

Porterville College has an extensive program of scholarships, grants, and support services to assist in meeting students' educational costs of attendance. Each program differs in the type of aid awarded and criteria. Awards are based on student financial need.

FEDERAL FINANCIAL AID

The free application for federal student aid is used also for applying for the following federal programs:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Federal Work-Study (FWS)

To be eligible you must.....

- be a U. S. citizen or eligible non-citizen,
- have a high school diploma or a General Education Development (GED)
- Certificate, pass a test approved by the U. S. Department of Education (see FAO for additional information)
- be registered with Selective Service (if required),
- be working toward a degree or certificate,
- be making satisfactory academic progress,
- not owe a refund on a federal grant or be in default on a federal educational loan, and
- have financial need

In addition:

- Students who have received a bachelor's degree are not eligible for Federal Pell Grants or FSEOG
- Students attending two schools in the same enrollment period must inform both FAAs. Students CAN NOT receive Pell Grants at both schools
- Conviction of drug distribution or possession may make a student ineligible
- PC does not participate in Federal Title IV Direct and FFEL Stafford Loans.

STATE and COLLEGE STUDENT FINANCIAL AID

Scholarships

Porterville College has many scholarships ranging from \$100 to \$2000. These scholarships are awarded in part to students presently enrolled and attending Porterville College, as well as graduating sophomores continuing their education at a four-year institution.

Applicants are considered for all awards for which they qualify. Unless otherwise stipulated, awards are made in the Spring semester. Applications may be picked up from the Financial Aid Office in January. For additional information on scholarships, contact the Financial Aid Office.

CAL Grant Program

The California Student Aid Commission offers Cal Grants to undergraduate students and Graduate Fellowships to graduate students on the basis of demonstrated need and specific requirements. To be eligible to compete for a commission award you must:

- be registered at an eligible postsecondary California school;
- be a California resident for at least one year;
- be making satisfactory progress toward a degree or certificate, if enrolled in postsecondary education and
- not be in default on any government loan or owe a refund on a state or federal grant, unless repayment arrangements acceptable to the commission have been made.

Eligible applicants who file both Free Application for Federal Student Aid (FAFSA) and a verified GPA by the March 2 deadline will be considered, based upon personal circumstances and school choice, for the following:

- Cal Grant A
- Cal Grant B
- Cal Grant C

For additional information on the Cal Grant Program, contact the Financial Aid Office in AC-126.

EXTENDED OPPORTUNITY PROGRAMS and SERVICES (EOPS)

EOPS provides services to students who are educationally and economically disadvantaged. It is funded by the State of California and the local community college district. To be eligible for the EOPS program you must:

- be a resident of California
- be a full-time student (12 credits) at Porterville College
- qualify for the Board of Governors Grant (BOGG) A or B
- be educationally disadvantaged as determined by the state regulations
- not have completed more than 70 credits of college level course work
- be working towards a degree or certificate

- be making satisfactory progress with an Educational Plan
- not in default with a federal educational loan

Students may be eligible for:

- Grants
- book awards
- school supplies
- academic advising
- transfer assistance
- peer advising

Students must have a Free Application for Federal Student Aid on file with the Financial Aid Office.

COOPERATIVE AGENCIES RESOURCES for EDUCATION (CARE)

CARE participants must meet EOPS eligibility, have a child under six years of age at the time of admission, receive AFDC (for a minimum of one consecutive year) and be a single head of household who is 18 years old.

CARE eligible students may receive assistance through child care grants, book awards, meal tickets, supplies, and special interest workshops.

For additional information on the EOPS or CARE Programs, contact the staff in AC-126 or refer to the Financial Aid Student Handbook located in AC-126.

BOARD OF GOVERNORS ENROLLMENT FEE WAIVER PROGRAM

Students interested in applying for a fee waiver must complete the BOGG application in the Financial Aid Office, AC-126. If eligible, the BOGG will cover the cost of the enrollment and health fee for the academic year.

FOOD SERVICES

Breakfast and luncheons are available in the student center at reasonable rates Monday through Friday for those wishing to eat on campus. The center is also open evenings, Monday through Thursday. Meal tickets are available in the bookstore for \$25.00, giving students with ASB cards a 30 percent reduction in food costs.

HOUSING

Students living away from home will find no extraordinary expenses in living in Porterville. Prices and rents are slightly below the state average. The Office of the Vice President of Student Services in AC-126, maintains listings of available community housing.

PLACEMENT SERVICE

Porterville College maintains a student placement or employment office, and receives calls requesting part-time and summer student help. When making employment referrals, every effort is made to offer placement compatible with the applicant's education, training, interests and desires. Contact the Coordinator of Student Activities, located in AC-126, for information.

STUDENT ACTIVITIES

Porterville College, in keeping with modern trends of education, has an accepted policy of encouraging and developing a sound and controlled program of student activities. The program is supported largely by the sale of Associated Student Body Cards, and students are encouraged to support the program. A game room, dances, recreational activities, Buccaneer Week, and concerts are included. Student activities are under the control of the Student Senate, which meets twice weekly.

CLUBS

Formation of clubs under faculty sponsorship is encouraged at Porterville College to provide outlets of expression for specialized interests. Each club sends a representative to the Activities Board. The activities of all the clubs and organizations on campus are coordinated through this board.

ATHLETICS

Porterville College provides a comprehensive program of competitive athletics for both men and women students. A stadium, playing fields, large gymnasium, and tennis courts are available.

MUSIC

Whether music majors or a music lover, students enjoy the many offerings at Porterville College. A rich tradition of choral music (including numerous successful tours by PC choirs) and newly developing ensembles provide instrumental and vocal students with many opportunities for group performance. Piano, voice and guitar instruction are available to the beginning, intermediate, or advanced student. The Music Department is proud of its recently added Handbell Choir and new programs in computer assisted music instruction. Academic classes in music prepare students for transfer-level coursework. Music is one of the fastest-growing departments at PC, and student involvement is one of the reasons!

DRAMA

Students interested in all phases of theater may participate in the college's expanding drama program. Three to four major productions are presented each

school year including a musical. Major responsibilities, such as scene and costume design, are often open to students. Opportunities are open in the technical fields, and experience may be gained in a wide spectrum of interests, including classical, modern, musical, touring and children's theater.

ART GALLERY

Porterville College is fortunate to have one of the finest small galleries found on a community college campus. Located in the center of the campus in a uniquely shaped building, it offers both students and the community an opportunity to see art exhibited in a professional environment. Shows often include local artists, students or examples of important historical works such as Indian rock art. The concept of the gallery was conceived as a learning tool to share art as a total experience from conception of idea through construction to the final product.

TEXTBOOKS, SUPPLIES

Porterville College makes education available at the lowest possible cost for all students who attend. Supplies and new or used textbooks may be purchased at minimum cost in the college bookstore in the student center. Students are held financially accountable for any unnecessary wastage or breakage of instructional materials or equipment. Students are required to provide materials for special courses. The college bookstore stocks textbooks, school supplies and sundry items. It is open daily, some evening hours and at selected times during the summer session .

TRANSFER SERVICES

Porterville College offers services to students whose goal is to transfer to a four-year institution. Activities are varied and include negotiating Articulation Agreements, assistance with submission of applications for admission, financial aid and housing, communication of transfer information and scheduling of field trips. Contact the Transfer Counselor in AC-126 for more information.

VETERAN'S EDUCATION

Porterville College is approved for the education of veterans eligible for educational benefits. As such, it will qualify veterans in attendance to draw education subsidy and subsistence benefits under either federal or state laws. The college maintains contact with both the Veteran's Administration and the California Veteran's Affairs Office, and will make arrangements for the service of veterans' guidance centers and for interviews between the veterans and representatives of veterans' agencies.

Porterville College will evaluate incoming transcripts to determine the amount of credit granted at this institution. Porterville College will grant credit to veterans for specific service experience up to a

maximum of two (2) credits. Additional credits may be evaluated and awarded for other military education completed. Veterans are required to have official transcripts sent to Porterville College from all other institutions attended, as well as, AARTS or CCAF transcripts. Evaluations of such experience will be made by the Admissions Office. Once the amount of military credit granted is determined, the veteran's length of time to meet the educational goal (degree or LVN or Psych. Tech. certificate) will be shortened. The Veterans Administration will be notified of same. Evaluations made and credit allowed by Porterville College are subject to review and re-evaluation by any college or university to which the veteran may later transfer.



GRADUATION REQUIREMENTS



GRADUATION REQUIREMENTS

PHILOSOPHY of GENERAL EDUCATION for the ASSOCIATE DEGREE

The faculty and administration at Porterville College recognize that the associate degree is a valuable and unique college degree which includes courses and requirements that may be different from or are not available at upper division institutions. Therefore, the general education component of the associate degree requirements emphasizes the special needs of the students of this community who may be terminating formal education for a time with the associate degree.

In keeping with the general philosophy of Porterville College, general education for the associate degree stresses the educational process to enhance intellectual potential and personal worth of all students. Each student is assisted in developing the skills necessary to achieve personal goals and acquire the knowledge and attitudes essential for a self-fulfilling, satisfying life. It reflects the conviction that those individuals who qualify for an associate degree must have an awareness of certain basic principles and concepts shared by various disciplines.

A core program of essential skills is required of all students completing the general education requirements for the associate degree. These skills, required of a productive and educated member of society, include: being able to read, write, and speak clearly and correctly; to use mathematics effectively.

In addition to the core skills, certain other knowledge is essential to an informed member of society. This knowledge includes: the methods of scientific inquiry and evaluation of the physical or biological environment; an understanding of the political structure of government required of a citizen; methods of inquiry and critical thinking; an ability to fully appreciate and constructively use artistic expression, cultural activities and aesthetic values; to be computer literate; and to be a wise consumer; to acknowledge the value of diversity in other cultures and societies; to achieve good physical and mental health; and to be aware of ethical and moral constraints placed on society and the individual.

Finally, there is the need for the student to integrate this core of knowledge to improve self-understanding, to think logically, weigh evidence, evaluate facts and ideas critically, and to comprehend the difficulty of finding simple answers to complex problems.

GRADUATION REQUIREMENTS

1. An Associate in Arts or Associate in Science degree is awarded those who complete a minimum of sixty (60) credits of graded courses with at least a 2.0 grade point average. A stipulated number of credits must be completed while in residence at this institution. There are two alternative methods of completing this residence requirement. The first is to complete the last twelve (12) credits of the total in residence. If it is not possible to complete the last twelve (12) credits in residence, a minimum of forty-eight (48) credits must be earned in residence.
2. Of the sixty (60) credits required for graduation, eighteen (18) or more credits of study must be completed in a discipline or from related disciplines as listed in the California Community College "Taxonomy of Programs". Students should check the catalog for specific major requirements. This list is available in the Instruction Office or Admissions and Records Office. This eighteen (18) credit requirement may be met in one of the following ways:
 - A. Sixty credits with 18 credits or more from a "discipline" (or related disciplines) and complete the minimum credit requirement in the general education areas indicated on the appropriate graduation checklist.
 - B. Sixty credits and meet the CSU General Education Breadth Requirements and complete the physical education area indicated on the appropriate graduation checklist.
 - C. Sixty credits and meet the Intersegmental General Education Transfer Curriculum (IGETC) and complete the physical education area indicated on the appropriate graduation checklist.
 - D. Sixty credits with 18-24 credits depending on the "discipline" and choose from the following options: complete the (a) IGETC and ethnic studies, Education 1, physical education requirements or (b) CSU General Education Breadth Requirements and ethnic studies, Education 1, physical education requirements.

Dual Degrees/Majors: Credits used to satisfy the major requirement in one degree/major cannot be used to satisfy a general education graduation requirement in the other degree/major.
3. At least twenty (20) credits of general education must be completed and shall include at least one or more courses from each of the following areas:
 - A. Core Program
 - B. Natural Science (Biological Sciences)
 - C. Physical Science
 - D. Social and Behavioral Sciences
 - E. Analytical Thinking
 - F. Humanities
 - G. Ethnic Studies
 - H. Health and Physical Fitness

Students taking these courses may elect to use them to satisfy partially the general education requirements for a baccalaureate degree at the

California State Colleges and Universities in accordance with provisions of Section 40405 of Title 5. Lists of courses meeting requirements in each of the General Education categories are maintained in the Admissions and Records Office.

4. In addition to meeting minimum requirements listed above, students who qualify for graduation from Porterville College must also:

A. Meet minimum proficiencies in communication and mathematics skills through courses or examination. These minimum proficiencies are identified as Level 2 for composition in written communication and in oral communication. The mathematics graduation requirement is met when a student earns a "C" grade or higher in any high school intermediate algebra or higher course; three (3) or four (4) credit mathematics course numbered from P051 through P055 or P101 through P122 (1-55) or any of the following courses: Physics P102A, P102B, P104A, P104B, P204A, P204B, Chemistry P101A, P101B or P106.

B. Meet minimum proficiencies in knowledge of personal and public health, through completion of courses in health education or related courses, or by demonstrated equivalent knowledge. This minimum proficiency may be met by successful completion of Health Education P112. Students who successfully complete the Vocational Nursing or Psychiatric Technology programs at Porterville College, or who possess licenses as registered nurses, vocational nurses, psychiatric technicians, or in medicine, dentistry, pharmacy, or related fields are considered as having competency in health education.

5. Two credits of physical education are required of all students under 21 years of age unless they have a medical excuse, or are in the psychiatric technician or vocational nursing programs.
6. The Associate in Science degree may be awarded to students who satisfy the Associate in Arts degree requirements and complete a major of at least eighteen (18) credits in the physical or biological sciences. Only those four credits or more science courses numbered P100-P299 (1-9) will be counted as part of this eighteen (18) credit requirement. Exceptions to these numbers are Anatomy P110, Biology P101, Geology P110, and Physical Science P112.
7. Porterville College graduation requirements are not to be confused with General Education Breadth Requirements, and/or Intersegmental General Education Transfer Curriculum (IGETC) which students may meet and have certified before transferring to a member of the California State College and University System. See catalog section on General Education Breadth Requirements for further details.
8. Effective Spring 1981, a student has the option of meeting the course requirements for the associate degree either as of the semester in which he/she applies for graduation or as of the semester in which the student first completed a course, if the required courses are still being offered at Porterville College.

TESTING PROGRAMS

Some four-year transfer institutions require either the Scholastic Aptitude Test or the American College Testing program.

Students may receive information concerning places of the administering of the SAT and ACT exams by contacting the Dean of Student Services.

COLLEGE TRANSCRIPTS

Upon written application by the student, a transcript of all work completed at Porterville College will be prepared and forwarded to any college or university to which the student is seeking admission. Two copies of a transcript requested at the same time are provided free; thereafter, a fee of \$2.00 is charged for each additional request. There is a \$5.00 fee for emergency or FAX transcripts and are only processed as time and personnel allow. Transcripts and other college documents may be held up if there are outstanding financial obligations due the college.

DEGREES

Porterville College offers the Associate in Arts degree and the Associate in Science degree. The Associate in Arts degree is offered in each division. The Associate in Science degree is offered in the Science Division only.

TRANSFER PROGRAM

Porterville College offers lower division course work for most four-year majors as listed below, as well as many others which are not identified. Students are advised to consult catalogs of the four-year schools that they are interested in and to discuss specific requirements with Porterville College counselors. In this way, a student may plan his/her lower division preparation so as to minimize loss of time or credits upon transferring.

The following list provides some suggested transfer programs which have been developed by the college as guides for students. These are suggested programs only and are not guaranteed to meet all requirements at all four-year colleges, but the preparation suggested will meet most requirements at most colleges.

Administration of Justice	Music
Agriculture	Philosophy
Anthropology	Physical Education
Art	Physics
Biology	Political Science
Business Administration	Pre-Dentistry/Medicine
Chemistry	Pre-Law
Economics	Pre-Pharmacy
Engineering	Psychology
English	Social Welfare
Forestry	Sociology
Geography	Spanish
Geology	Speech
History	Theater Arts/Drama
Mathematics	

TRANSFER

Colleges and universities prescribe their own standards of eligibility for transfer. Admission practices of four-year institutions are in the process of change, and students expecting to transfer after one or more semesters at Porterville College should be careful to check entrance requirements. Students who maintain a 2.0 grade point average and who complete the required pattern of courses may expect to make a satisfactory transfer to California State University campuses. The University of California requires a minimum 2.4 for transfer eligibility. Students may transfer up to a maximum of 70 community college credits to California State Universities and to the University of California.

TRANSFER INFORMATION

Students who plan to graduate from Porterville College and who wish to transfer to another college or university have three requirements to complete:

1. Clear up any high school level entrance deficiencies in grades or subject matter if the four-year college to which the student expects to transfer requires it.
2. Fulfill the general education requirements of the four-year college which are prescribed for all students.
3. Fulfill the individual pre-major requirements, i.e., the lower division requirements for the upper-division major.

If the student plans to transfer prior to graduation, the first requirement listed above must be completed, and progress must be made on the other two. All these things must be done with a satisfactory scholarship average of at least 2.0 on a four-point scale for transfer to California State Universities and 2.4 to University of California.

Students will be encouraged to continually assess their intellectual needs as they enter and proceed through this college.

Students wishing to transfer their credits to a particular college or university should obtain the catalog of the institution and, with the aid of their advisor, plan a program which will permit the student to transfer a maximum number of credits. Catalogs for most institutions may be found at the Transfer Center located in AC-126.

TRANSFER to the CALIFORNIA STATE UNIVERSITIES

California State Universities depend upon community college transfers for a large portion of their upper-division enrollment. By proper program planning, students may complete lower-division preparation at Porterville College and transfer to the campus of their choice without loss of credits or grades. Information on the major fields for which students may prepare at

Porterville College is available through advisors, the Transfer Center, or the Registrar.

Liberal arts and sciences compose the core curriculum at all of the State University campuses while individual campuses offer a variety of specialized programs. Linked in a statewide system, each campus retains its own personality and academic emphasis.

CSU ADMISSION REQUIREMENTS for CALIFORNIA RESIDENTS

If space is available, students who were eligible to enter a California State University upon graduation from high school are eligible to transfer from a community college at the close of any semester.

Students who were not eligible to enter a California State University upon graduation from high school are eligible to transfer from a community college after completion of 56 credits in courses certified for baccalaureate credit with a grade point average of 2.0 (C) or higher. In general, Porterville College courses numbered P100-P299 (1-49) are designed for transfer. Advisors should be consulted for exceptions.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

The Intersegmental General Education Transfer Curriculum will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G. E. requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

Interested students should contact an academic advisor for further information.

IGETC TRANSFER CURRICULUM

AREA 1—ENGLISH COMMUNICATION - 3 courses/ 9 semester credits (2 courses / 6 credits for UC)

English P101A English P101B Speech P101

AREA 2—MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING - 1 course/ 3 semester credits

Math P102 Math P103 Math P104
Math P205 Math P206 Math P122
Business Administration P150

AREA 3—ARTS and HUMANITIES - 3 courses/ 9 semester credits, at least one course in the arts and one course in the humanities.

Arts

Art P101	Anthropology P102	English P120
Art P110	English P102	English P130
Art P111	English P104	History P104
Art P112	English P112	History P105
Drama P101	English P114	History P120
Drama P102	English P116	History P121
Music P111	English P118	Philosophy P106
Music P112	English P119	Spanish P103
		Spanish P104

Humanities

AREA 4—SOCIAL and BEHAVIORAL SCIENCES

3 courses/9 semester credits - minimum of two curricular areas.

Anthropology P103	History P108	Poli. Sci. P102
Anthropology P105	History P117	Poli. Sci. P103
Economics P101	History P118	Poli. Sci. P105
Economics P102	History P119	Psychology P101A
Geography P113	History P120	Psychology P120
Geography P114	History P123	Psychology P133
Geography P115	History P218	Sociology P101
History P104	History P219	Sociology P102
History P105	Poli. Sci. P101	Sociology P120
		Sociology P121

AREA 5—PHYSICAL and BIOLOGICAL SCIENCES

2 courses/7-9 semester credits

Physical Sciences

Astronomy P101
Chemistry P101A, P101B,
P202A, P202B
Chemistry P106
Chemistry P108
Geology P110
Physical Science P112
Physics P102A, P102B
Physics P104A, P104B

Biological Sciences

Anatomy P110
Anthropology P101
Biology P101
Botany P101
Microbiology P106
Physiology P101
Zoology P102

LANGUAGE other than ENGLISH (UC requirement only)
Proficiency equivalent to two years of high school or one year of study in the same language.

ASL P101

Spanish P101

CSU GENERAL EDUCATION BREADTH REQUIREMENTS

As explained in the information regarding IGETC, it may be advantageous to the individual student to complete CSU General Education Breadth rather than IGETC. The Porterville College General Education Breadth Requirements list is found on page 39.

TRANSFER to UNIVERSITY of CALIFORNIA

The University of California has established campuses at Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

A student who was not eligible for direct admission to the university from high school may become eligible after making up subject and/or grade deficiencies at Porterville College. Upon completion of 60 credits in

courses certified for baccalaureate credit with a GPA of 2.4, students attain eligibility for transfer.

Requirements for students who have attended a community college and who wish to be admitted to the university in advanced standing differ according to high school record and year of high school graduation.

The university will not grant credit toward graduation for work completed in excess of 70 lower division semester credits.

Graduation requirements may vary between the different campuses of the university. Prospective transfer students should obtain a catalog from the campus to which they plan to transfer, and in consultation with their advisor and the Transfer Center, determine courses needed to fulfill requirements. The Transfer Center maintains university catalogs for student reference.

PROGRAM PLANNING

In most cases, all the lower-division requirements can be fulfilled at Porterville College. Students planning to transfer to one of the State Universities must keep the following requirements in mind when selecting courses:

1. General Education: Students are advised to confer with their advisor or the Transfer Center staff regarding this part of their program.
2. Division: Some lower-division courses in the student's area of specialization should be taken prior to transfer. The student should consult his/her advisor to determine divisional course requirements.
3. Transferability of courses: Only courses certified as appropriate for baccalaureate credit are transferable. At Porterville College, courses numbered P100-P299 (1 to 49) are designed for transfer; P001-P069 (50 to 69) are not certified as transferable; P070-P089 (70 to 89) are developmental in nature and are not designated for transfer or associate degree; P090 - P099 (90 to 99) are non-credit.

In planning a lower-division program at Porterville College, the student should bear in mind that a minimum of 124 semester credits of college work for a Bachelor degree is required. By state law, the state university may accept for transfer from a community college a maximum of 70 semester credits.

TRANSFER to PRIVATE COLLEGE or UNIVERSITY

Students planning to transfer to private colleges or universities should consult the catalog of the college to which they plan to transfer for specific lower division requirements which may be completed at Porterville College. For assistance in planning a transfer program to private institutions, students should see an advisor.

Graduation Checklist

Requirements for an A.A. or A.S. Degree

- A. Sixty credits with 18 credits or more from a "discipline" (or related disciplines) and complete the minimum credit requirement in the general

education areas indicated on the appropriate graduation checklist.

or

B. Sixty credits and meet the CSU General Education Breadth Requirements and complete the physical education area indicated on the appropriate graduation checklist.

or

C. Sixty credits and meet the Intersegmental General Education Transfer Curriculum (IGETC) and complete the physical education area indicated on the appropriate graduation checklist.

or

D. Sixty credits with 18-24 credits depending on the "discipline" and choose from the following options: complete the (a) IGETC and ethnic studies, Education P101, physical education requirements or (b) CSU General Education Breadth Requirements and ethnic studies, Education P101, physical education requirements.

Math P055 or P053 [previously 56] or any courses numbered above P069 cannot be used in a major.

Credits earned in courses numbered P070-P089 do not count toward the associate degree.

A maximum of 12 credits of "credit" grade courses may be counted toward graduation.

Core Program (8 to 10 credits)

Education (2 credits)
Education P101

Reading

English P101A with a grade of "C" or higher or English P050 or Business P135 with a grade of "C" or higher and one of the following with a "C" or higher: Anthropology P101, English P102, English P104, English P110, English P114, English P052, History P117, History P118, Philosophy P106, Political Science P101, Psychology P101A.

Writing (3 credits)

English P101A
Business P135
English P051

Communications

Speech P101
Speech P102

Mathematics (3-4 credits)

The mathematics graduation requirement is met when a student earns a "C" grade or higher in any high school intermediate algebra or higher course or any three- or four-credit mathematics course numbered from P051 through P055 or P101 through P122 (1-55) or a "C" or higher in any of the following courses: Physics P102A, P102B, P104A, P104B, P204A, P204B, Chemistry P101A, P101B or P106.

Additional General Education Requirements (17-27 credits)

Natural (Biological Science) (3 - 4 credits)

Anatomy P110
Anthropology P101
Biology P101

Botany P101
Microbiology P106
Physiology P101
Zoology P102

Completion of the Psych. Tech. or Voc. Nursing Program

Physical Science (3 - 4 credits)

Astronomy P101
Chemistry P101A
Chemistry P101B
Chemistry P202A
Chemistry P202B
Chemistry P106
Geography P114
Geology P110
Physical Science P112
Physics P102A
Physics P102B
Physics P104A
Physics P104B

Social and Behavioral Sciences - One course from list A and one course from list B - (6 credits)

List A

History P117
History P118
Political Science P101
Political Science P102
Political Science P105
AP-Am. History

List B

Anthropology P102
Anthropology P105
Criminology P111
Criminology P123
Economics P101 (1B)
Economics P102 (1A)
Geography P113
Geography P114
History P104
History P105
Political Science P110
Psychology P101A
Sociology P101
AP-European History

Analytical Thinking (1 - 3 credits)

Info. Systems P100
Info. Systems P001
Philosophy P107
Any three- or four- credit mathematics course numbered P101 through P122

Ethnic Studies (1 - 3 credits)

English P112
English P113
English P117
English P120
History P108
History P109
History P119
History P120
History P121
History P123

Soc. Sci. P134
 Soc. Sci. P135
 Soc. Sci. P136
 Sociology P120
 Sociology P121
 Sociology P122
 Sociology P123
 Sociology P124

Health Education (0 - 3 credits)

Health Ed. P112
 Health education waived where equivalent knowledge is demonstrated.

Physical Education (0 - 2 credits)

PE Activity Class
 (Two credits required for graduation for students under 21 years of age.)

Humanities (2 - 3 credits)

Art P101
 Art P102
 Art P110
 Art P111
 Art P112
 Drama P101
 Drama P102
 English P101B
 English P102
 English P104
 English P103
 English P114
 English P116
 English P118
 English P119
 English P130
 English P140
 English P141
 Humanities P114
 Music P110
 Music P111
 Music P112
 Philosophy P106
 Philosophy P109
 One semester transfer level foreign language

The Associate in Science degree may be awarded to students who satisfy the Associate in Arts degree requirements and complete a major of at least eighteen (18) credits in the physical or biological sciences. Only those four credit or more science courses numbered P100-P299 (1-9) will be counted as part of this eighteen (18) credit requirement. Exceptions to these numbers are Anatomy P110, Biology P101, Geology P110, and Physical Science P112.

Dual Degrees/Majors

Credits used to satisfy the major requirement in one degree/major cannot be used to satisfy a graduation requirement in the other degree/major.

General Education Breadth Requirements

A. WRITTEN AND ORAL COMMUNICATION AND CRITICAL THINKING (Minimum of 9 semester credits) Select one course from each of the following subdivisions. (A course may meet only one area/subdivision requirement.)

A-1 Oral Communication

Speech P101 (3)
 Speech P102 (3)

A-2 Written Communication

English P101A (3)

A-3 Critical Thinking

English P101B (3)
 Philosophy P107 (3)

B. NATURAL SCIENCE AND MATHEMATICS

(Minimum of 9 semester credits) Select one laboratory course from either subdivision B-1 or B-2 plus one course from any of the other subdivisions. (A course may meet only one area/subdivision requirement.)

B-1 Physical Universe

Astronomy P101 (4) Physical Science P112 (3)
 Chemistry P101A (5) Physics P102A (4)
 Chemistry P106 (4) Physics P104A (4)
 Geology P110 (4)

B-2 Life Forms

Anatomy P110
 Anthropology P101 (3)
 Biology P101 (4)
 Botany P101 (5)
 Microbiology P106 (5)
 Physiology P101 (5)
 Zoology P102 (5)

B-3 Laboratory Activity

Astronomy P101 (4)
 Biology P101 (4)
 Botany P101 (5)
 Chemistry P101A (5)
 Chemistry P202A (5)
 Chemistry P202B (5)
 Chemistry P106 (4)
 Geology P110 (4)
 Microbiology P106 (5)
 Physical Science P112 (3)
 Physics P102A (4)
 Physics P104A (4)
 Physiology P101 (5)
 Zoology P102 (5)

B-4 Mathematical Concepts Quantitative Reasoning & Applications

Business Administration P150
 Mathematics P101 (4)
 Mathematics P102 (4)
 Mathematics P103 (4)
 Mathematics P104 (4)
 Mathematics P122 (4)
 Mathematics P205 (4)
 Mathematics P206 (4)

C. ARTS and HUMANITIES

(Minimum of 9 semester credits) Select one course.
(A course may meet only one area/subdivision requirement.)

C-1 Arts (Art, Drama, Music, Theater)

Art P101 (3)
Art P110 (3)
Art P111 (3)
Art P112 (3)
Drama P101 (3)
Drama P102 (3)
Drama P127L (max. 2 credits)
Music P101 (4)
Music P110 (3)
Music P111 (3)
Music P112 (3)
Music P117 (2) (max. 2 credits)

C-2 Humanities (Literature, Philosophy, Foreign Languages)

American Sign Language P101
Anthropology P102 (3)
AP - European History
English P101B (3)
English P102 (3)
English P103 (3)
English P104 (3)
English P112 (3)
English P113 (2)
English P114 (3)
English P115
English P116 (3)
English P117 (1-2)
English P118
English P119 (3)
English P120 (3)
English P130 (3)
English P140 (3)
History P104 (3)
History P105 (3)
History P108 (3)
History P120 (3)
History P121 (3)
Philosophy P106 (3)
Philosophy P109 (3)
Spanish P101 (4)
Spanish P102 (4)
Spanish P103 (4)
Spanish P104 (4)
Spanish P105 Bi (4)
Spanish P106 Bi (4)

D. SOCIAL, POLITICAL, ECONOMIC INSTITUTIONS and BEHAVIOR; HISTORICAL BACKGROUND

(Minimum of 9 semester credits) Select three courses in at least two subdivisions. (A course may meet only one area/subdivision requirement.)

D-1 Anthropology and Archaeology

Anthropology P101 (3)
Anthropology P102 (3)
Anthropology P103 (3)
Anthropology P105 (3)

D-2 Economics

Economics P101 (3)

Economics P102 (3)

D-3 Ethnic Studies

Anthropology P105 (3)
History P108 (3)
History P119 (3)
History P120 (3)
History P121 (3)
History P123 (3)
Sociology P120 (3)
Sociology P121 (3)

D-4 Gender Studies

Sociology P127 (3)

D-5 Geography

Geography P113 (3)
Geography P114 (3)
Geography P115 (3)

D-6 History

AP - American History
AP - European History
History P104 (3)
History P105 (3)
History P108 (3)
History P117 (3)
History P118 (3)
History P120 (3)
History P121 (3)
History P123 (3)
History P218 (3)
History P219 (3)

D-7 Interdisciplinary Social or Behavioral Science

No applicable courses

D-8 Political Science, Government, and Legal Institutions

Political Science P101 (3)
Political Science P102 (3)
Political Science P103 (3)
Political Science P105 (3)

D-9 Psychology

Psychology P101A (3)
Psychology P120 (3)
Psychology P126 (3)
Psychology P133 (3)

D-10 Sociology and Criminology

Criminology P102 (3)
Criminology P121 (3)
Criminology P123 (3)
Drama P101 (3)
Sociology P101 (3)
Sociology P102 (3)
Sociology P120 (3)
Sociology P121 (3)
Sociology P127 (2)

E. UNDERSTANDING AND SELF-DEVELOPMENT

(Minimum of 3 semester credits) Select one course from each of the following subdivisions. (A course may meet only one area/ subdivision requirement.)

E-1 Integrated Organism

Anthropology P101 (3)
 Anthropology P102 (3)
 Health Ed. P112 (3)
 Physiology P101 (5)
 Psychology P101A (3)
 Psychology P126 (3)
 Speech P102 (3)

E-2 Activity

Any transferable PE activity course. Students over age 21 are exempted.

F-1 U.S. History, State and Local Government

F-2 U.S. Constitution and Institutions

Courses proposed for CSU Breadth, but not yet included:

Anatomy P110 (B-2)	Criminology P102 (D-10)
Art P103 (C-1)	Criminology P121 (D-10)
ASL P101 (C-2)	Health Education P113 (E)
Business Administration P150 (B-4)	Political Science P113 (D-8)

ASSOCIATE DEGREE MAJORS

AGRICULTURE MAJOR:

Required Courses

AGRI P101 - Intro to Ag Business/Economics	3 credits
AGRIP103 - Agricultural Sales	3 credits
AGRIP104 - Computer Applications in Agriculture	3 credits
AGRI P105 - Farm Accounting	3 credits

Option A - Business (choose four)

AGRI P102 - Agricultural Economics	3 credits
AGRIP106 - Introduction to Soil Science	3 credits
AGRIP131 - Introduction to Plant Science	3 credits
AGRI P132 - Agricultural Math	3 credits
BSAD P120 - Principles of Mgt. and Organization	3 credits
BSAD P140 - Business Law	4 credits

Option B - Production (choose four)

AGRI P102 - Agricultural Economics	3 credits
AGRI P106 - Introduction to Soil Science	3 credits
AGRI P110 - Principles of Pesticide Use	3 credits
AGRI P131 - Introduction to Plant Science	3 credits
BIOL P101 - Principles of Biology	4 credits

APPLIED DESIGN MAJOR:

Required Courses

Art P101 - Art Studio Fundamentals	3 credits
Art P105 - Mixed Media Sculpture	2 credits
Art P106 - Color and Design	3 credits
Applied Design P102 - Ceramics	2 credits
Applied Design P104 - Jewelry	2 credits
Applied Design P105 - Stained Glass	2 credits
Commercial Art P103 - Illustration	2 credits
Building Trades P131- Machine Woodworking	3 credits

COMMERCIAL ART MAJOR:

Required Courses

Art P103 - Basic Drawing	3 credits
Art P106 - Color and Design	3 credits
Art P112 - Modern Art History	3 credits
Commercial Art P102 - Layout & Design	2 credits
Commercial Art P103 - Illustration	2 credits
Commercial Art P105 - Air Brush	2 credits

Recommended Courses

Art P101 - Art Studio Fundamentals	3 credits
Art P104 - Basic Painting	2 credits
Art P118 - Figure Drawing	2 credits
Photography P101 - Basic Photography	3 credits

ART STUDIO MAJOR:

Required Courses

Art P101 - Art Studio Fundamentals	3 credits
Art P103 - Basic Drawing	3 credits
Art P104 - Basic Painting	2 credits
Art P105 - Mixed Media Sculpture	2 credits
Art P106 - Color and Design	3 credits
Art P112 - Modern Art History	3 credits
Art P118 - Figure Drawing	2 credits
Art P119 - Advanced Painting	2 credits
Art P121 - Figurative Sculpture	2 credits
Art P135 - Art and the Environment	1 credit
Applied Design P101 - Crafts	2 credits
Photography P101 - Basic Photography	3 credits
Building Trades P131 - Machine Woodworking	3 credits

Recommended Courses

Art P110 - Ancient Art History	3 credits
Art P111 - Renaissance & Baroque Art History	3 credits
Art P120 - Head Sculpture	2 credits
Applied Design P102 - Ceramics	2 credits
Applied Design P104 - Jewelry	2 credits
Applied Design P105 - Stained Glass	2 credits
Commercial Art P105 - Air Brush	2 credits
Commercial Art P110 - Photo-Realism	2 credits
Drama P102 - Intro. to Contemporary Drama	3 credits
Psychology P101A - General Psychology	3 credits

AUTOMOTIVE MECHANIC MAJOR:

Eighteen credits required for the automotive mechanic major.

Core Courses (12 credits required)

AUTO P040 - Automotive Chassis Systems	2 credits
AUTO P041 - Automotive Powertrain Systems	4 credits
AUTO P050 - Automotive Maintenance & Service	2 credits
AUTO P051 - Automotive Engine Theory	4 credits
AUTO P123 - Auto Tune-Up, Electrical	3 credits

Electives:

MATH P065 - Vocational Math	3 credits
General Education or automotive classes	5 credits

BUSINESS ADMINISTRATION MAJOR:

This major is primarily for students transferring to four-year schools with a declared business administration major. The required classes represent the normal undergraduate core for transfer to the CSU and UC system. Twenty-nine (29) credits are required.

Accounting P110 - Principles of Accounting	4 credits
Accounting P120 - Principles of Accounting	4 credits
Business Admin. P140 - Business Law	4 credits
Business Admin. P150 - Quantitative Methods for Business Decision Making	3 credits
Economics P101 - Principles of Economics	3 credits
Economics P102 - Principles of Economics	3 credits
Information Systems P100 - Intro. to Information Systems	4 credits
Math P122 - Introduction to Probability and Statistics	4 credits

BUSINESS MAJOR:

Twenty-seven (27) credits are required from three groups as specified below:

Group I: 18 credits are required from this group

Accounting P010 ¹ - Practical Accounting	3 credits
Business P011 - Business Mathematics	3 credits
Business P012 ² - Business English	3 credits
Business Admin. P142 ⁴ - Legal Environment of Business	3 credits
Business Admin. P101 ³ - Intro to Business	3 credits
Info Systems P001 ⁵ - Intro. to Computers	3 credits

Group II: 6 credits are required from this group

Accounting P130 - Income Tax for Individuals and Business	3 credits
Info. Systems P021 or P020 - Intro to Spreadsheet	2 credits
Info. Systems P010 or P011A - Introduction Word Processing	2 credits
Office Technology P030 - Human Relations in Business	2 credits

Group III: 3 credits are required from this group

Economics P101 or P102 - Principles of Economics	3 credits
Mathematics P122 - Intro. to Probability and Statistics	4 credits
Psychology P101A - General Psychology	3 credits
Speech P101 or P051 - Intro. to Public Speaking/General Oral Communication	3 credits
Work Experience (1 sem.)	1-3 credits

¹ May be substituted with Accounting P110 (only 3 credits).

² May be substituted with Business Administration P135.

³ May be substituted with Business Administration P140 (only 3 credits).

⁴ May be substituted with Business Administration P120.

⁵ May be substituted with Information Systems P100 (only 3 credits).

CHILD DEVELOPMENT MAJOR:

Required Courses

Child Development P113 - Child Development	3 credits
Child Development P122 - Child, Family and Community	3 credits

Choose Either Block

Child Development P142 - Prin./Early Childhood Education	2 credits
Child Development P144 - Creative Activities for Children	3 credits
or	
Child Development P143 - Prin./Early Childhood Education	2 credits

Child Development P145 - Creative Activities for Children	2 credits
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And other Child Development elective courses totaling 18 credits.

CRIMINOLOGY MAJOR:

Correctional Science/Probation-Parole

At least 24 credits must be completed from the following courses:

Core Classes - all 15 credits required

Crim P102 - Intro. to Admin. of Justice	3 credits
Crim P111 - Intro. to Behavioral and Correctional Science	3 credits
Crim P112 - Correctional Writing	3 credits
Crim P121 - Juvenile Delinquency	3 credits
Crim P122 - Probation and Parole	3 credits

Electives - 9 credits required

Crim P103 - Introduction to Law	3 credits
Crim P104 - Criminal Law	3 credits
Crim P105 - Principles and Procedures of the Justice System	
Crim P106 - Legal Aspects of Evidence	3 credits
Crim P107 - Exploring Contemporary Multicultural Issues	3 credits
Crim P108 - Principles of Investigation	3 credits
Crim P109 - Criminal Justice Communications	3 credits
Crim P113 - Correctional Interviewing/Counseling	3 credits
Crim P114 - Control & Supervision in Corrections	3 credits
Crim P115 - Legal Aspects of Corrections	3 credits
Crim P118 - Introduction to Criminology	3 credits
Crim P123 - Constitutional Rights of the Accused	3 credits
Crim P050 - Correctional Officer Core Course	6 credits
Crim P051 - Arrest/Control - Firearms	3 credits

CRIMINOLOGY MAJOR:

Law Enforcement

At least 24 credits must be completed from the following courses:

Core Classes - 15 credits required

Crim P102 - Intro. to Administration of Justice	3 credits
Crim P103 - Introduction to Law	3 credits
Crim P104 - Criminal Law	3 credits
Crim P107 - Expl. Contemp. Multicultural Issues	3 credits
Crim P109 - Criminal Justice Communications	3 credits

Electives - 9 credits required

Crim P101 - Public Safety Report Writing	3 credits
Crim P105 - Principles/Procedures of the Justice System	3 credits
Crim P106 - Legal Aspects of Evidence	3 credits
Crim P108 - Principles of Investigation	3 credits
Crim P117 - Police Operations	3 credits
Crim P118 - Introduction to Criminology	3 credits
Crim P121 - Juvenile Delinquency	3 credits
Crim P123 - Constitutional Rights of the Accused	3 credits

Crim P125 - Police Supervision	3 credits
Crim P126 - Traffic Control/ Accident Investigation	3 credits
Crim P140 - Campus Police Cadet	3 credits
Crim P067A - Reserve Officer Level III Training	3 credits
Crim P067B - Reserve Officer Level II Training	3 credits
Crim P067C - Reserve Officer Level I Training	4 credits
Crim P051 - Arrest/Control - Firearms	3 credits

DRAFTING MAJOR:

Required courses - 20 credits

Drafting P103A,B - Engineering Drawing	3,3 credits
Drafting P107-P108- Architectural Drawing	3-3 credits
Drafting P109 - Principles/Bidding/Estimating	4 credits
Drafting P110 - Building Construction Detailing	3 credits
Drafting P121A - Introduction to AutoCAD	2 credits
Drafting P121B - Advanced CAD Drafting	2 credits

ENGLISH MAJOR

To major in English, students must satisfactorily complete eighteen (18) credits of transfer literature and advanced writing classes:

Required:

English P101A - Expository Composition	3 credits
English P101B - Composition and Literature	3 credits
English P102 - English Literature OR	
English P104 - English Literature: Romantics	3 credits
English P130 - Survey of American Literature	3 credits

Highly Recommended:

English P103 - Shakespeare Survey	3 credits
English P112 - Forms of Literature: Chicano Literature	3 credits
English P114 - Greek and Roman Myth: Cultural Legacy	3 credits
English P115 - Forms of Literature: Women Writers	3 credits
English P116 - Forms of Lit.: Short Story	3 credits
English P118 - The Bible as Literature	3 credits
English P119 - Forms of Literature: Poetry	3 credits
English P120 - Readings of the Native American in Contemporary Society	3 credits

Recommended:

English P140 - Creative Writing (Advanced Comp.)	3 credits
English P141 - Magazine Article Writing	3 credits

INFORMATION SYSTEMS MAJOR

Twenty (20) credits required from the following two groups.

Required (13 credits)

Inf. Systems P100 - Intro. to Information Systems	4 credits
Inf. Systems P110, P111, P112, or 113 - Structured Programming	3 credits
Information Systems P210 - Systems Analysis and Design	3 credits
Information Systems P220 - Data Com. and Networking	3 credits

Electives (7 credits)

Inf. Systems P005 - Introduction to Windows	1 credit
Inf. Systems P010 or P011A - Intro. to Word Processing	2 credits
Inf. Systems P020 or P021 - Intro. to Spreadsheet	2 credits
Inf. Systems P030 - Intro. to Database	2 credits
Inf. Systems P040 - Introduction to Desktop Publishing	2 credits
Inf. Systems P050 - Intro. to the Internet	1 credit
Inf. Systems P051 - Web Page Design-HTML	1 credit

LIBERAL STUDIES/LIBERAL ARTS MAJOR:

The major in liberal studies or liberal arts offers a diversified curriculum for those who are interested in a non-traditional interdisciplinary program of studies. This general education curriculum is suggested for students who have not yet selected a particular major field or wish to transfer to a four-year college. This major field is planned to complete general education requirements at many four-year colleges and also fulfills graduation requirements for the associate degree.

Liberal studies also qualifies students to prepare for public instruction at the elementary school level.

The Porterville College recommended core courses are required; completion of the General Education Breadth Requirements; plus the following:

Natural science/mathematics (three credits--one course in this area must be mathematics)

Arts/literature/philosophy/foreign language (3 credits)

Social, political and economic institutions (3 credits)

OFFICE TECHNOLOGY MAJOR:

Designed for students who wish to pursue a career in the field of office technology, including emphasis on computer applications in the business environment. Twenty-seven (27) credits, all in group I, are required. Twelve (12) credits in residency are required for the awarding of the degree.

Group I: Required

Accounting P010 ¹ - Practical Accounting	3 credits
Business Administration P135 - Letter and Report Writing	3 credits
Business P011 - Business Mathematics	3 credits
Inf Systems P001 - Intro. to Computers	3 credits
Inf Systems P020 or P021 - Introduction to Spreadsheet	2 credits
Inf Systems P010 or P011A - Intro. to Word Processing	2 credits
Office Technology P105 - Administrative Office Procedures	3 credits
Office Technology P107 - Records Management	2 credits
Office Technology P109 - Electronic Office Machines*	1 credit
Office Technology P020 - Business Vocabulary and Spelling	3 credits
Office Technology P030 - Human Relations in Business	2 credits

Group II: Recommended

Business Administration P101 - Introduction to Business	3 credits
Business Administration P140 or P142 - Business Law or The Legal Environment of Business	4-3 credits
Office Technology P101A* and P101B* - Beginning Keyboarding	2 credits
Office Technology P004 - Basic Machine Transcription	2 credits
Office Technology P061, P062, P063, P064 - Office Practice Laboratory	1-4 credits

¹ May be substituted with Accounting P110 (only 3 credits)

*Proficiency may be demonstrated by exam.

PHOTOGRAPHY MAJOR:**Required Courses**

Photography P101 - Basic Photography	3 credits
Photography P102 - Intermediate Photography	3 credits
Photography P103 - Advanced Photography	3 credits
Photography P104 - Color Photography	3 credits
Photography P125 - Studio Photography	
Art P112 - Modern Art History	3 credits

Recommended Courses

Art P101 Art Studio Fundamentals	3 credits
Photography P105 - Adv. Color Photography	3 credits
Photography P124 - Landscape Photography	1 credit
Photography P130 - Graphic Art Photography	3 credits

REAL ESTATE MAJOR:

Student selects 24 credits from the following:

Group I: Required courses (12 - 13 credits)

Real Estate P111 - Intro. Principles of Real Estate	3 credits
Business Administration P135 - Letter and Report Writing	3 credits
Accounting P010 or P110 - Practical/Principles of Accounting	3-4 credits
Economics P101 or P102 - Principles of Economics	3-3 credits

Group II: Select a minimum of 12 credits from the following:

Real Estate P113 - Office Management	3 credits
Real Estate P114 - Property Management	3 credits
Real Estate P115 - Real Estate Law	3 credits
Real Estate P116 - Real Estate Economics	3 credits
Real Estate P117 - Real Estate Finance	3 credits
Real Estate P118 - Real Estate Appraisal	3 credits
Real Estate P119 - Real Estate Practice	3 credits
Real Estate P120 - Advanced Real Estate Appraisal	3 credits

SOCIAL SCIENCE MAJOR:**Required Courses** (18 credits total)**List A** (one course)

History P117 - Colonial Period to 1865	3 credits
History P118 - 1865 to the Present	3 credits
Political Science P101 - American Government	3 credits

List B (one course)

Anthropology P102 - Cultural Anthropology	3 credits
Economics P101 - Principles of Economics	3 credits
Economics P102 - Principles of Economics	3 credits
Geography P114 - Physical Geography	3 credits
Geography P115 - Economic Geography	3 credits
Sociology P101 - Introduction to Sociology	3 credits
Philosophy P106 - Introduction to Philosophy	3 credits

List C (Four courses to be selected from at least two of the following areas/disciplines; courses selected from List A or B may not be used to satisfy List C.)

Anthropology	Human Services
Child Development	Philosophy
Criminology	Political Science
Economics	Psychology
Education	Social Science
Geography	Sociology
History	

WELDING MAJOR:

Eighteen credits required from the following courses:

Group I: required courses

Welding P116* - Arc and Gas Welding	3 credits
Welding P118 - Inert Gas Welding	3 credits
Welding P119 - Metal Fabrication	3 credits
Welding P121, P122, P123, P124 - Welder Certification	1-4 credits
Welding P125 - Pipe Welding	3 credits
Work Experience (one semester)	

Group II: suggested courses

Accounting P010 - Practical Accounting	3 credits
Mathematics P065 - Technical Vocational Math	3 credits

*Welding P115A may be taken in lieu of Welding P116.

Proficiency demonstrated by entrance exam or transcript evidence will excuse student from enrollment requirement.

CERTIFICATE PROGRAMS



CERTIFICATE PROGRAMS

Divisions offering career education courses are developing certificate programs whereby students who complete a required pattern of courses in the development of an occupational skill may have their competency certified to prospective employers. The certificate programs are designed so that the student, if he desires, may take later college level work to qualify for an Associate in Arts degree. The two types of certificates offered are:

The Certificate of Achievement is awarded the student for completion of a formal instructional program with a minimum of 24 credits, in a specified discipline, designed to give the learner the skills, knowledge and attitudes required for his chosen field of endeavor. Specific requirements in a subject matter area will be developed by the division faculty and approved by the Curriculum Committee.

The Certificate of Completion documents the satisfactory completion of training sponsored by Porterville College in a specific area of study. The division faculty will define requirements.

To qualify for a Certificate of Achievement or Completion, the student must complete all required credits with a grade of "C" or higher in each course. Courses taken at other accredited institutions of higher education are accepted towards the certificate or degree program provided that at least one-half of the credits are taken in residence at Porterville College.

ACCOUNTING CERTIFICATE PARAPROFESSIONAL PROGRAM

A certificate may be earned in Accounting upon the satisfactory completion of the following 33 credits.

ACCT P110 - Principles of Accounting (Financial)	4 credits
ACCT P120 - Principles of Accounting (Managerial)	4 credits
ACCT P130 - Income Tax for Individuals and Business	3 credits
ACCT P122 - Cost Accounting	3 credits
ACCT P020 - Computerized Accounting	1 credit
BSAD P101 - Introduction to Business	3 credits
BSADP142 - The Legal Environment of Business or P140 - Business Law	3-4 credits
BUS P012 - Business English	3 credits
BUS P011 - Business Mathematics	3 credits
INFS P001 - Introduction to Computers	3 credits
OFFT P101B - Beginning Keyboarding	1 credit
OFFT P030 - Human Relations in Business	2 credits

Recommended Courses

ECON P101 - Principles of Economics (Microeconomics)	3 credits
ECON P102 - Principles of Economics (Macroeconomics)	3 credits

AGRICULTURE CERTIFICATE

Twenty-four credits total.

Required Courses

AGRIP101 - Intro to Ag Business/Economics	3 credits
AGRIP103 - Agricultural Sales	3 credits
AGRIP104 - Computer Applications in Agriculture	3 credits
AGRI P105 - Farm Accounting	3 credits

Option A - Business (choose four)

AGRI P102 - Agricultural Economics	3 credits
AGRIP106 - Introduction to Soil Science	3 credits
AGRI P131 - Introduction to Plant Science	3 credits
AGRI P132 - Agricultural Math	3 credits
BSAD P120 - Principles of Mgt. and Organization	3 credits
BSAD P140 - Business Law	4 credits

Option B - Production (choose four)

AGRI P102 - Agricultural Economics	3 credits
AGRIP106 - Introduction to Soil Science	3 credits
AGRI P110 - Principles of Pesticide Use	3 credits
AGRI P131 - Introduction to Plant Science	3 credits
BIOL P101 - Principles of Biology	4 credits

ART CERTIFICATE in APPLIED DESIGN

A certificate may be earned in Applied Design by showing overall excellence in design through a variety of media. Students must maintain an overall grade point average of 3.0 (B) from the following courses:

Group I (8 credits required)

Art P101 - Art Studio Fundamentals	3 credits
Art P106 - Color and Design	3 credits
Commercial Art P102 - Layout and Design	2 credits

Group II (8 credits required)

Applied Design P102 - Ceramics	2 credits
Applied Design P104 - Jewelry	2 credits
Applied Design P105 - Stained Glass	2 credits
Applied Design P113 - Commercial Design	2 credits

Group III (4 credits required)

Applied Design P103 - Weaving	2 credits
Applied Design P108 - Advanced Jewelry	2 credits
Applied Design P106 - Advanced Ceramics	2 credits
Building Trades P131 - Machine Woodworking	3 credits

ART CERTIFICATE in COMMERCIAL ART

A certificate may be earned in Commercial Art by showing overall excellence in design through a variety of media. Students must maintain an overall grade point average of 3.0 (B) from the following courses:

Group I (9 credits required)

Art P103 - Basic Drawing	2 credits
Art P106 - Color and Design	3 credits
Commercial Art P102 - Layout and Design	2 credits
Commercial Art P103 - Illustration	2 credits

Group II (5 credits required)

Art P101 - Art Studio Fundamentals	3 credits
Art P112 - Modern Art History	3 credits
Commercial Art P105 - Airbrush	2 credits

Group III (4 credits required)

Art P104 - Basic Painting	2 credits
Art P118 - Figure Drawing	2 credits
Photography P101 - Basic Photography	3 credits

ART CERTIFICATE in STUDIO ART

A certificate may be earned in Studio Art by showing overall excellence in design through a variety of media. Students must maintain an overall grade point average of 3.0 (B) from the following courses:

Group I (11 credits required)

Art P101 - Art Studio Fundamentals	3 credits
Art P103 - Basic Drawing	3 credits
Art P104 - Basic Painting	2 credits
Art P112 - Modern Art History	3 credits

Group II (6 credits required)

Art P106 - Color and Design	3 credits
Art P105, P120 or P121 - Sculpture	2-2-2 credits
Art P147 - Directed Studies	1 credits

Recommended:

Art P110 or P111 - Art History	3 credits
Applied Design P102 - Ceramics	2 credits
Applied Design P104 - Jewelry	2 credits
Applied Design P105 - Stained Glass	2 credits

AUTOMOTIVE MECHANIC PROGRAM

Eighteen credits are required for the Automotive Mechanic certificate.

Core Courses (12 credits required)

AUTO P040 - Automotive Chassis Systems	2 credits
AUTO P041 - Automotive Powertrain Systems	4 credits
AUTO P050 - Automotive Maintenance & Service	2 credits
AUTO P051 - Automotive Engine Theory	4 credits
AUTO P123 - Auto Tune-Up, Electrical	3 credits

Electives:

MATHP065 - Vocational Math	3 credits
General education or automotive classes	3 credits

BUILDING TRADES CERTIFICATE

A certificate may be earned in Building Trades upon satisfactory completion of the following 19 credits.

Building Trades P052 - Residential Construction (Rough)	4 credits
Building Trades P053 - Residential Construction (Finish)	4 credits
Building Trades P055 - Residential Plumbing and Electrical	2 credits
Building Trades P056 - Residential Heating, Ventilating and Air Conditioning	2 credits
Drafting P109 - Principles of Bidding & Estimating	4 credits
Math P065 - Technical Vocational Math	3 credits

CHILD DEVELOPMENT ASSOCIATE TEACHER CERTIFICATE

Associate Teacher on Child Development Permit OR
Preschool Teacher as required for employment in private centers by the State Department of Social Services** DSS Title 22 .

DSS1 – Three credits in Child, Growth and Development

Child Development P113 - Child Development	3 credits
Child Development P223 - Child Psychology	3 credits

DSS2 – Three credits in Child, Family and Community

Child Development P122* - Child, Family and Community	3 credits
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DSS3 – Six credits in Program and Curriculum

Child Dev P246 - Nursery School Administration	3 credits
Child Dev P245 -Business Management	3 credits
Child Dev P244 -Techniques of Parent Education	2 credits
Child Dev P239 - Observing Behavior	2 credits
Child Dev P231 - Children's Literature	2 credits
Child Dev P218 - Child Abuse Prevention	1 credits
Child Dev P216 - Nutrition Concepts	2 credits
Child Dev P215 - Child Health Care	1 credits
Child Dev P163 - Creative Activities: Infant	2 credits
Child Dev P161 - Principles & Practices: Infant	2 credits
Child Dev P160L - Infant Lab	2 credits
Child Dev P145* - Creative Activities for Children	2 credits
Child Dev P144* - Creative Activities for Children	3 credits
Child Dev P143* - Early Childhood Ed: Curric. Dev	2 credits
Child Dev P142* - Principles in Early Childhood Ed.	2 credits
Child Dev P141L* - Child Development Laboratory	3 credits
Child Dev P140L* - Child Development Laboratory	3 credits
Child Dev P017 - Arts & Crafts/Unit Studies & Holidays	1 credit
Child Dev P016 - Storytelling	1 credit
Child Dev P015 - Lang. Dev. for Young Children	1 credit
Child Dev P014 - Science for Young Children	1 credit
Child Dev P013 - Dramatic Play for Young Children	1 credit
Child Dev P012 - Movement Act. for Young Children	1 credit
Child Dev P011 - Music Activities for Young Children	1 credit

A total of **12 credits in Child Development** including courses in DSS1, DSS2, DSS3 above, PLUS

Experience: At least **3 hours per day for a minimum 50 days in a six month period**, as a paid or volunteer staff member under supervision, can be met working or with:

Child Dev P140L - Child Dev Lab (54 days)	3 credits
Child Dev P141L - Child Dev Lab (54 days)	3 credits

If the labs are used to meet the experiential requirement, they may not be counted in DSS3.

* Recommended courses to best prepare you at this level.

**State Department of Social Services (DSS) requires coursework to be identified by DSS numbers

DSS1 – Three credits in Child, Growth and Development

DSS2 – Three credits in Child, Family and Community

DSS3 – Six credits in Program and Curriculum

CHILD DEVELOPMENT TEACHER CERTIFICATE

Teacher - on Child Development Permit. Teacher as required for employment in funded child care programs. State Department of Education, Title V.

DSS1 – Three credits in Child, Growth and Development

Child Development P113 - Child Development	3 credits
Child Development P223 - Child Psychology	3 credits

DSS2 – Three credits in Child, Family and Community

Child Development P122* - Child, Family and Community	3 credits
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DSS3 – Six credits in Program and Curriculum

Child Dev P246 - Nursery School Administration	3 credits
Child Dev P245 -Business Management	3 credits
Child Dev P244 -Techniques of Parent Education	2 credits
Child Dev P239 - Observing Behavior	2 credits
Child Dev P231 - Children's Literature	2 credits
Child Dev P218 - Child Abuse Prevention	1 credits
Child Dev P216 - Nutrition Concepts	2 credits
Child Dev P215 - Child Health Care	1 credits
Child Dev P163 - Creative Activities: Infant	2 credits
Child Dev P161 - Principles & Practices: Infant	2 credits
Child Dev P160L - Infant Lab	2 credits
Child Dev P145 - Creative Activities for Children	2 credits
Child Dev P144 - Creative Activities for Children	3 credits
Child Dev P143 - Early Childhood Ed: Curric. Dev	2 credits
Child Dev P142 - Principles in Early Childhood Ed.	2 credits
Child Dev P141L - Child Development Laboratory	3 credits
Child Dev P140L - Child Development Laboratory	3 credits
Child Dev P017 - Arts & Crafts/Unit Studies & Holidays	1 credit
Child Dev P016 - Storytelling	1 credit
Child Dev P015 - Lang. Dev. for Young Children	1 credit
Child Dev P014 - Science for Young Children	1 credit
Child Dev P013 - Dramatic Play for Young Children	1 credit
Child Dev P012 - Movement Act. for Young Children	1 credit
Child Dev P011 - Music Activities for Young Children	1 credit

A total of **24 credits in Child Development** including courses in DSS1, DSS2, DSS3 above,

PLUS

Experience: At least **3 hours per day for a minimum 175 days in a four year period**, as a paid or volunteer staff member under supervision, can be met working or with:

Child Dev P140L - Child Dev Lab (54 days)	3 credits
Child Dev P141L - Child Dev Lab (54 days)	3 credits
Child Development Internship (85 days)	Paid

If labs are used to meet the experiential requirement, they may not be counted in DSS3.

PLUS

A total of **16 General Education credits**. One course is required from each of the four general education categories (English, social science, humanities, math or science). Must apply toward AA.

For the Child Development Teacher Permit the student must apply through the State of California Commission on Teacher Credentialing.

CRIMINOLOGY CERTIFICATE Correctional Science/ Probation and Parole

A certificate may be earned in Criminology - Correctional Science/Probation and Parole upon satisfactory completion of 24 credits. Courses must be selected from the following groups:

Group I - 12 credits required

Crim P102 - Intro. to Admin. of Justice	3 credits
Crim P111 - Intro. to Behavioral and Correctional Science	3 credits
Crim P112 - Correctional Writing	3 credits
Crim P121 - Juvenile Delinquency	3 credits
Crim P122 - Probation and Parole	3 credits

Group II - 12 credits required

Crim P103 - Introduction to Law	3 credits
Crim P104 - Criminal Law	3 credits
Crim P105 - Principles and Procedures of the Justice System	3 credits
Crim P106 - Legal Aspects of Evidence	3 credits
Crim P107 - Exploring Contemporary Multicultural Issues	3 credits
Crim P108 - Principles of Investigation	3 credits
Crim P109 - Criminal Justice Communications	3 credits
Crim P113 - Correctional Interviewing/ Counseling	3 credits
Crim P114 - Control & Supervision in Corrections	3 credits
Crim P115 - Legal Aspects of Corrections	3 credits
Crim P118 - Introduction to Criminology	3 credits
Crim P123 - Constitutional Rights of the Accused	3 credits
Crim P050 - Correctional Officer Core Course	6 credits
Crim P051 - Arrest/Control - Firearms	3 credits

CRIMINOLOGY CERTIFICATE Law Enforcement

A certificate may be earned in Criminology-Law Enforcement upon satisfactory completion of 24 credits. Courses must be selected from the following groups.

Group I - 12 credits required

Crim P102 - Intro. to Administration of Justice	3 credits
Crim P103 - Introduction to Law	3 credits
Crim P104 - Criminal Law	3 credits
Crim P107 - Expl. Contemp. Multicultural Issues	3 credits
Crim P109 - Criminal Communications	3 credits

Group II - 12 credits required

Crim P101 - Public Safety Report Writing	3 credits
Crim P105 - Principles/Procedures of the	

Justice System	3 credits
Crim P106 - Legal Aspects of Evidence	3 credits
Crim P108 - Principles of Investigations	3 credits
Crim P117 - Police Operations	3 credits
Crim P118 - Introduction to Criminology	3 credits
Crim P121 - Juvenile Delinquency	3 credits
Crim P123 - Constitutional Rights of the Accused	3 credits
Crim P125 - Police Supervision	3 credits
Crim P126 - Traffic Control/Accident Investigation	3 credits
Crim P140 - Campus Police Cadet	3 credits
Crim P067A - Reserve Officer Level III Training	3 credits
Crim P067B - Reserve Officer Level II Training	3 credits
Crim P067C - Reserve Officer Level I Training	4 credits
Crim P051 - Arrest/Control - Firearms	3 credits

COMPUTER APPLICATIONS CERTIFICATE

Eighteen credits required.

Required (10 credits)

Info Systems P001 - Intro. to Computers	3 credits
Info Systems P005 - Intro. to Windows	1 credit
Info Systems P010 or P011A - Intro. to Word Processing	2 credits
Info Systems P020 or P021 - Intro. to Spreadsheet	2 credits
Info Systems P030 - Intro. to Database	2 credits

Electives (8 credits)

Acct P010 - Practical Accounting	3 credits
Business P011 - Business Mathematics	3 credits
Business Administration P101 - Intro. to Business	3 credits
Info Systems P040 - Intro. to Desktop Publishing	2 credits
Info Systems P050 - Intro. to the Internet	1 credit
Other Info Systems P050 and P060 series courses (currently under development)	1-2 credits

DRAFTING CERTIFICATE

Fundamentals of drafting, use of instruments and scales. Lettering, sketching, geometric constructions, orthographic projection and standards of dimensioning. Fundamentals of residential planning and the execution of a set of working drawings designed in accordance with F.H.A. minimum property standards.

Total of 20 credits

Drafting P103A - Engineering Drawing	3 credits
Drafting P107 - Architectural Drawing	3 credits
Drafting P108 - Architectural Drawing	3 credits
Drafting P109 - Principles of Bidding & Estimating	4 credits
Drafting P110 - Building Construction Detailing	3 credits
Drafting P121A - Introduction to AutoCAD	2 credits
Drafting P121B - Advanced CAD Drafting	2 credits

EDUCATIONAL AIDE CERTIFICATE

Minimum credits required - 18

Required:

Child Dev. P044 - Class & Child Management	2 credits
Child Dev./Psychology P223 - Child Psychology	3 credits
Education P103 - Introduction to Teaching	3 credits
Information Systems P100 - Introduction to Computers	3 credits

Any one of the following:

Child Dev. P011 - Music Activities for Young Children	1 credit
Child Dev. P014 - Science for Young Children	1 credit
Child Dev. P015 - Language Development for Young Children	1 credit
Child Dev. P065 - Communication Skills	2 credits

Plus completion of Porterville College's graduation requirements in communication and mathematics (6-10 credits).

HUMAN SERVICES CERTIFICATE

Core Classes (19 credits required)

Human Services P103 - Ethics & Human Services Workers	3 credits
Human Services P104 - Basic Interviewing and Counseling	2 credits
Human Services P109 - Group Counseling Strategies	1.5 credits
Human Services P110 - Group Counseling Process	1.5 credits
Human Services P105 - Introduction to Counseling with Multicultural Populations	3 credits
Human Services P101 - Introduction to Human Services	2 credits
Psychology P101A - General Psychology	3 credits
Sociology P101 - Introduction to Sociology	3 credits

Option A - Mental Health / Substance Abuse (16-19 credits required)

Human Services P106 - Psychopharmacology	2 credits
Human Services P102 - Alcohol / Substance Abuse	3 credits
Human Services P112, P134-P135 - Internship [5 credits for CAADAC]	2 - 5 credits
Human Services P107 - Psychopathology & Dual Diagnosis	3 credits
Human Services P108 - Counseling	3 credits
Human Services P111 - Case Management	3 credits

Option B - Geriatrics (3.5 credits required)

Human Services P134-P135 - Internship	0.5 credits
Human Services P114 - Geriatric Issues	3 credits

Option C - Developmental Disabilities (7 credits required)

Human Services P134-P135 - Internship	1 credit
Health Careers P051 - Behavior Management	3 credits
Health Careers P052 - Program Planning and Implementation	3 credits

INFORMATION SYSTEMS CERTIFICATE

Twenty (20) credits required from the following two groups.

Required (13 credits)

Inf. Systems P100 - Intro. to Information Systems	4 credits
Inf. Systems P110, P111, P112, or 113 - Structured Programming	3 credits
Information Systems P210 - Systems Analysis and Design	3 credits
Information Systems P220 - Data Com. and Networking	3 credits

Electives (7 credits)

Inf. Systems P005 - Introduction to Windows	1 credit
Inf. Systems P010 or P011A - Intro. to Word Processing	2 credits
Inf. Systems P020 or P021 - Intro. to Spreadsheet	2 credits
Inf. Systems P030 - Intro.to Database	2 credits
Inf. Systems P040 - Introduction to Desktop Publishing	2 credits
Inf. Systems P050 - Intro. to the Internet	1 credit
Inf. Systems P051 - Web Page Design - HTML	2 credits
Business Administration P101 - Intro to Business	3 credits

OFFICE TECHNOLOGY CERTIFICATE PROGRAM

A two- to three-semester program designed for students who wish to pursue a career in the field of office technology, including emphasis on computer applications in the business environment. Thirty (30) credits, all in group I, are required. Twenty (20) credits in residency are required for the awarding of the certificate.

Group I: 30 credits are required from this group

Accounting P010 ¹ - Practical Accounting	3 credits
Business Administration P135 - Letter & Report Writing	3 credits
Business P011 - Business Mathematics	3 credits
Business P012 - Business English	3 credits
Inf. Systems P001 - Introduction to Computers	3 credits
Inf. Systems P021 or P020- Introduction to Spreadsheet	2 credits
Inf. Systems P010 or P011A- Introduction to Word Processing	2 credits
Office Technology P105 - Administrative Office Procedures	3 credits
Office Technology P107 - Records Management	2 credits
Office Technology P109 * - Electronic Office Machines	1 credit
Office Technology P020 - Business Vocabulary and Spelling	3 credits
Office Technology P030 -Human Relations in Business	2 credits

Group II: Recommended

Business Administration P101 - Intro. to Business	3 credits
Business Administration P140 or P142- Business Law or The Legal Environment of Business	4-3 credits
Office Technology P101A and P101B* - Beginning Keyboarding	2 credits

Office Technology P004 - Basic Machine Transcription	2 credits
Office Technology P061-P062-P063-P064 - Office Practice Lab	1 - 4 credits

¹ May be substituted with Accounting P110 (only 3 credits)

*Proficiency may be demonstrated by exam.

Students may bypass the following classes by providing evidence of completion at the high school or college level with a grade of "B" or higher or by passing a division examination with a grade of "B" or higher. Maximum credits allowed by exam: 10 credits.

Accounting P010	3 credits
Business P012	3 credits
Inf. Systems P001	3 credits
Office Technology P109*	1 credit

PSYCHIATRIC TECHNICIAN CERTIFICATE

Psychiatric Technology includes the study of the developmentally disabled, the mentally ill and basic nursing skills. Courses included are: Fundamentals of Nursing, Medical/Surgical Nursing, Growth and Development, Communications, Developmental Disabilities and Psychiatric Nursing.

This is a three semester certificate program with classes beginning each semester. The program includes classes on the college campus plus clinical training at Porterville Developmental Center, local mental health clinics, and other approved facilities. Individuals who successfully complete this program are eligible to take the examination to become a Licensed Psychiatric Technician.

Only students who have the prerequisites and have met all admission requirements will be considered for the program. Requirements for the Associate Degree may be completed during the fourth semester.

To be considered for the Psychiatric Technician program you must:

- Return completed application.
- Take Porterville College assessment tests.
- Complete English P071, English P072 and Math P075 with a grade of "C" or higher or have equivalent scores (Level 2) on the assessment tests.
- Complete program prerequisites with a grade of "C" or higher. (These classes must be taken within five years of starting the PT program.) They are:
 - Life Science P115 (Medical Terminology)
 - Anatomy P052
- Send
 - One copy of high school transcript to Health Careers.
 - If you have not completed the 12th grade in high school but have a high school proficiency or GED instead, send a copy of it to Health Careers.
 - One copy of transcripts from any college attended (including current Porterville College transcript) to Health Careers.
 - One copy of transcripts from any other college attended to the Registrar.
 - If you have any paid or volunteer experience in

the health field a letter of verification of length of time and duties performed should be mailed to Health Careers.

6. It is the applicant's responsibility to see that all the above are on file in the Health Careers Office.

First Semester

PT P052A - Fundamentals of Nursing	3.5 credits
PT P052B - Medical/Surgical Nursing I	2 credits
PT P052C - Medical/Surgical Nursing II	2 credits
PT P052D - Medical/Surgical Nursing III	1.5 credits
PT P052E - Methods & Processes of Communication	1.5 credits
PT P052F - Clinical Practice/Fundamentals of Nursing	2.5 credits
PT P052G - Clinical Practice/Medical/Surgical Nursing	2.5 credits

Second Semester

PT P053A - Growth & Development	2 credits
PT P053B - Developmental Disabilities	2.5 credits
PT P053C - Habilitation and Training of the Developmentally Disabled	3 credits
PT P053D - Pharmacology/Developmentally Disabled	1 credit
PT P053E - Introduction to Psychology	1 credit
PT P053F - Habilitation and Training of the Developmentally Disabled	3 credits
PT P053G - Habilitation and Training of the Developmentally Disabled	3 credits

Third Semester

PT P054A - Dynamics of Behavior	2 credits
PT P054B - Psychiatric Nursing Approaches/Resp.	2.5 credits
PT P054C - Psychiatric Therapies	1.5 credits
PT P054D - Mental Disabilities I	1.5 credits
PT P054 E - Mental Disabilities II	1.5 credits
PT P054F - Clinical Practice in Psychiatric Nursing I	3 credits
PT P054G - Clinical Practice in Psychiatric Nursing II	3 credits

All courses in each semester must be completed satisfactorily with a grade of "C" or higher before student may be enrolled in the next semester.

REAL ESTATE CERTIFICATE

Instruction in the curriculum of real estate, designed to help students obtain a California Real Estate Salesman's License. Courses include fundamentals of real estate practice with emphasis on principles rather than on sales techniques. The real estate business, liens, taxes, bonds, contracts, leases, deeds and other real estate instruments are studied in conjunction with brokerage and home ownership. Advanced courses in law, economics, finance and practice are under development.

To qualify for a Certificate of Achievement in Real Estate, a student must complete 30 credits of coursework with a grade of "C" or higher in all classes consisting of:

Group I (18 credits required)

Real Estate P111 - Intro. Principles of Real Estate	3 credits
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Real Estate P115 - Real Estate Law	3 credits
Real Estate P117 - Real Estate Finance	3 credits
Real Estate P118 - Real Estate Appraisal	3 credits
Real Estate P119 - Real Estate Practice	3 credits
Real Estate P116 - Real Estate Economics	3 credits

Group II (9 credits required)

Real Estate P112 - Escrow Procedures	3 credits
Real Estate P113 - Office Management	3 credits
Real Estate P114 - Property Management	3 credits
Real Estate P120 - Adv. Real Estate Appraisal	3 credits

Group III (6 credits required)

English P050 or Business Administration P135-Intro. Comp./Letter & Rep Writing	3 credits
Mathematics P065, or Business P011 - Tech. Voc./Business Mathematics	3 credits
Accounting P010 or P110 - Practical/Principles of Accounting	3-4 credits
Speech 1 - Intro./Oral Communications	3 credits

SUPERVISION CERTIFICATE

A series of courses for those students aiming for mid-management positions in the business community. The series presents fundamental principles and successful practices in the field of management and supervision.

Nature, organization and functions of business, location and layout of space; personnel practices and principles of supervision; procedures for various types of work, managerial aspects, such as organization, office manuals, budgets, reports, work simplification and cost reduction. Total credits required for the certificate are 32.

Required:

Business Administration P101 or Business Administration P120	3 credits
Business Administration P135 - Letter and Report Writing for Business	3 credits
Business Supervision P101-P113 - Supervision	8 credits
Business Supervision P126 - Application/Supervisory Function	3 credits
Business Administration P127 - Personnel Management	3 credits
Business Administration P128 - Elements of Supervision - TQM	3 credits
Business Supervision P129 - Case Studies in Supervision	3 credits
Information Systems P001 - Introduction to Computers	3 credits

Suggested additional classes:

Speech P101 or P051 - Intro. to/General Oral Communications	3 credits
Information Systems P021 - Introduction to Spreadsheet	2 credits

TECHNICAL ILLUSTRATION CERTIFICATE PROGRAM (GRAPHIC ARTS)

Students may earn a certificate in Art - Graphics after completing the requirements from the courses listed below with a 3.0 grade point average.

Commercial Art P102 - Layout and Design	2 credits
Commercial Art P103 - Illustration	2 credits

Commercial Art P104 - Advanced Illustration	2 credits
Commercial Art P105 - Air Brush	2 credits
Commercial Art P110- Photo Realism Photography P101 - Basic Photo	3 credits
Art P103 - Basic Drawing	2 credits
Art P104 - Basic Painting	2 credits
Applied Design P113 - Commercial Design	2 credits
Drafting P103A - Engineering Drawing	3 credits

TECHNICAL ILLUSTRATION CERTIFICATE PROGRAM (PHOTOGRAPHY)

Students may earn this certificate by completing the requirements listed below with a 3.0 grade point average.

Group I (12 credits required)

Photography P101 - Basic Photography	3 credits
Photography P102 - Intermediate Photography	3 credits
Photography P103 - Advanced Photography	3 credits
Photography P104 - Color Photography	3 credits

Group II (6 credits required)

Photography P125 - Studio Photography	3 credits
Art P112 - Modern Art History	3 credits
Art P101 - Art Studio Fundamentals	3 credits

Recommended:

Photography P105 - Adv. Color Photography	3 credits
Photography P124 - Landscape Photography	4 credits
Photography P130 - Graphic Art Photography	3 credit

VOCATIONAL NURSE CERTIFICATE

Vocational nursing includes an introduction to the basic principles and theories of nursing, personal and community health, normal growth and development; normal aging processes and geriatric nursing; ethics and interpersonal relationships. Integration of these principles, including anatomy and physiology, provide a foundation in nursing upon which the student can build skills, knowledge and understanding in identifying nursing needs of patients with common disorders and disturbances of the body systems.

This is a three-semester certificate program. The program includes classes on the college campus with clinical training at approved hospitals within the area. Upon successful completion of the program, the student is eligible to take the examination for licensure as a Vocational Nurse.

Only students who have met all admission requirements will be considered for the program. The requirements for the associate degree may be completed during the fourth semester.

To be considered for the Vocational Nursing Program you must:

1. Return completed application.
2. Take Porterville College assessment tests.
3. Complete English P050, Math P065 or P055 with a grade of "C" or higher or have equivalent scores on the assessment tests.
4. Complete program prerequisites with a grade of "C" or higher. (These classes must be taken within five

years of starting the VN Program.) They are:

- a. Life Science P115
 - b. Anatomy P052
 - c. Psychology P101A
5. Hold a CPR card which is good through the first semester of the Vocational Nursing Program. (Furnish Health Careers Office with copy.) Provide this after being accepted into the program.
 6. Send
 - a. One copy of high school transcript to Health Careers.
 - b. If you have not completed the 12th grade in high school but have a high school proficiency or GED instead, send a copy of it to Health Careers.
 - c. One copy of transcripts from any college attended (including current Porterville College transcript) to Health Careers.
 - d. One copy of transcripts from any other college attended to the Registrar.
 - e. If you have any paid or volunteer experience in the health field a letter of verification of length of time and duties performed should be mailed to Health Careers.
 7. It is the applicants' responsibility to see that all the above are on file in the Health Careers Office.
 8. A point system is used for the admission process. Any class that meets a graduation requirement for the A.A. Degree will earn points towards admission to the VN Program. Points are given on completed grades.

First Semester

VN P051A - Fundamentals of Nursing	3 credits
VN P051B - Nursing Ethics	1 credit
VN P051C - Nutrition	1 credit
VN P051D - Communicable Diseases and Isolation	1 credit
VN P051E - Pharmacology	2 credits
VN P051F - Medical/Surgical Clinical Lab I	5.5 credits

Second Semester

VN P053A -Obstetrics	1.5 credits
VN P053B - Pediatrics	1.5 credits
VN P053C - Causes of Diseases and Cancer	1 credit
VN P053D - Diseases/Disorders-Gastrointestinal System	1 credit
VN P053E - Diseases/Disorders-Eye and Ear	1 credit
VN P053F - Diseases/Disorders-Musculoskeletal System	1 credit
VN P053G - Diseases/Disorders-Genito-Urinary/ Reproductive Systems	1 credit
VN P053H - Medical/Surgical Clinical Lab II	5.5 credits

Third Semester

VN P055A -Diseases/Disorders - Cardiovascular System	2 credits
VN P055B - Diseases/Disorders - Respiratory System	2 credits
VN P055C - Diseases/Disorders - Nervous System	2 credits
VN P055D - Diseases/Disorders - Endocrine System	1.5 credits
VN P055E - Diseases/Disorders - Integumentary System	1 credit
VN P055F - Community Health	1.5 credits

VN P055G - Medical/Surgical Clinical Lab III 5.5 credits
All courses in each semester must be completed satisfactorily with a grade of "C" or higher before student may be enrolled in the next semester.

WELDING CERTIFICATE

To provide training in the necessary skills for the preparation of the trade. The courses will include the development of the necessary skills to use the shielded metal-arc, oxy-fuel, inert gas processes and plasma cutting techniques, including the theory of welding ferrous and non-ferrous metals.

The welding certificate program is designed to provide the student with training, including metal fabrication. This should prepare a student to successfully apply for welder's certification in accordance with the requirements of the American Welder's Society and Title 21, Department of Public Works, State of California. Certification fees are assumed by the student.

Students may earn a certificate in welding after completing the requirements from the courses listed below with a grade of "C" or higher.

Math P065 - Technical Vocational Mathematics	3 credits
Welding P116 - Arc and Gas Welding	3 credits
Welding P117 - Advanced Arc and Gas Welding	3 credits
Welding P118 - Inert Gas Welding	3 credits
Welding P119 - Metal Fabrication	3 credits
Welding P120 - Advanced Metal Fabrication	3 credits
Welding P121 - Welder Cert: Shielded Metal-Arc	1 credit
Welding P123 - Welder Cert: Inert Gas (MIG)	1 credit
Welding P124 - Welder Cert: Inert Gas (TIG)	1 credit

SKILLS AWARDS

ENTRY ACCOUNTING CLERK

Completion of twelve (12) credits required to receive the certificate, which can be completed in one semester.

ACCT P020 Computerized Accounting	1 credit
BSAD P101 Introduction to Business	3 credits
BUS P011 Business Mathematics	3 credits
INFS P001 Introduction to Computers	3 credits
OFFT P030 Human Relations in Business	2 credits

ACCOUNTING CLERK I*

Completion of ten (10) or eleven (11) credits required to receive the certificate, which can be completed in one semester. Prerequisite: Completion of Entry Accounting Clerk Award.

ACCT P110 Financial Accounting (1A)	4 credits
ACCT P120 Managerial Accounting (1B), OR	
ACCT P130 Income Tax for Individuals and Business	3 credits
BSAD P140 Business Law, OR	
BSAD P142 Legal Environment of Business	3 credits

*Upon completion of the Accounting Clerk I award, by

completing the following additional courses, student will receive the Paraprofessional Accounting Certificate:

BUS P012 Business English	3 credits
ACCT P122 Cost Accounting	3 credits
ACCT P130 Income Tax for Individuals and Business, OR	
ACCT P120 Managerial Accounting (1B)	3 credits
OFFT P101B Beginning Keyboarding	1 credit

COMPUTER APPLICATIONS

Completion of twelve (12) credits required to receive the certificate, which can be completed in one semester.

Required (8 credits):

INFS P001 Introduction to Computers	3 credits
INFS P005 Introduction to Windows	1 credit
INFS P010 OR	
INFS P011A Introduction to Word Processing	2 credits
INFS P020 OR	
INFS P021 Introduction to Spreadsheet	2 credits

Electives (4 credits)

INFS P030 Introduction to Database	2 credits
INFS P040 Introduction to Desktop Publishing	2 credits
INFS P050 Introduction to the Internet	1 credit
BSAD P101 Introduction to Business	3 credits
BUS P011 Business Mathematics	3 credits

GENERAL BUSINESS

Completion of twelve (12) credits required to receive the certificate, which can be completed in one semester.

ACCT P010 Practical Accounting	3 credits
BUS P011 Business Mathematics	3 credits
BUS P012 Business English, OR	
BSAD P135 Letter and Report Writing	3 credits
INFS P001 Introduction to Computers	3 credits

OFFICE ASSISTANT I

Completion of thirteen (13) or fourteen (14) credits (dependent of fall/spring offerings) required to receive the certificate, which can be completed in one semester.

Required (8-9 credits):

ACCT P010 Practical Accounting	3 credits
BUS P011 Business Mathematics	3 credits
INFS P001 Introduction to Computers OR	
INFS P010 of P011A Introduction to Word Processing	3 or 2 credits

Electives (5-6 credits)

BUS P012 Business English	3 credits
BSAD P135 Letter and Report Writing	3 credits
OFFT P020 Vocabulary and Spelling	3 credits
OFFT P030 Human Relations in Business	2 credits

OFFICE ASSISTANT II

Completion of thirteen (13) or fourteen (14) credits (dependent of fall/spring offerings) required to receive the certificate, which can be completed in one semester. Prerequisite: Completion of Office Assistant I Award.

Required (8-9 credits):

BUS P012*	Business English	3 credits
BSAD P135*	Letter and Report Writing	3 credits
OFFT P020*	Vocabulary and Spelling	3 credits
OFFT P030*	Human Relations in Business	2 credits
INFS P001	Introduction to Computers	3 credits

Electives (5-6 credits)

INFS P020 or P021	Introduction to Spreadsheet	2 credits
INFS P030	Introduction to Database	2 credits
OFFT P105	Administrative Office Procedures	3 credits
OFFT P107	Records management	2 credits
OFFT P109	Electronic Office Machines	1 credit

*Waived if completed as part of Office Assistant I Award.
However, group unit total is NOT waived.

OCCUPATIONAL ADVISORY COMMITTEES

Agriculture Advisory Committee

Geary Austin - Leffingwell Ag.
Mike Bishop - Porterville Citrus, Inc.
Craig Britton - Bank of America
John Corkins - Corkins, Inc.
Cliff Hyder - Hyder Hay
Veryl Jett - Monache high School
Robert Mailand - Porterville high School
Cindy Meyers - Golden Maid Packers
Doug Schultz - Cal Farm Ins.

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Truman Clevenger - Clevenger Ford Lincoln Mercury
Jeff Baranek - Clevenger Ford Lincoln Mercury
David Strong - Merle Stone Chevrolet
Joe Alba - Transmission Service Center
Ed McLoughlin - Snap-on Tools
Andy Fouts - Snap-on Tools
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Randy Gray, Air Conditioning Contractor, Porterville
Bill Horst, Tulare County Building Inspector, Porterville
Tom Moreno, Cabinet Maker, Porterville
Johnny Spears, Copeland Lumber
Dan Morgan, Morgan Framing/Tule River Truss Co.
Mike & Lynn Tyler, Owners - Springville Building Materials

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Victoria Burcham, PC Child Development Site Supervisor
Mona Gauger, Community Member
Holly Gilliland, Parent Advisory Committee Representative
SanDee Hodges, Adjunct Faculty PC/COS
Carol Johnson, Pediatric Nurse, Porterville

Paulette Kitchell, COS Child Development Director, Visalia
Lou Marchant, Director, Student Affairs/Orientation
Denise Marchant, Development Associate, City of Porterville
Lois Sheffield, Tulare Co. Dept. of Educational Resource & Referral
Mr. & Mrs. Don Smith, Valley Care Center
Judy Sturgeon, Porterville Children's Center Director
Prudy Tanner, Coordinator, Child Care Center, PC
Carol Wilkins, Career Counselor

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Chief Bert Garzelli, Lindsay Police Department
Chief Gerald Gruver, Delano Police Department
Chief John Kunkel, Exeter Police Department
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Jim Hyatt, Drafting Instructor, Porterville High School
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Dennis Townsend, Hobbs Architectural Group, Porterville

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Bill Chung, RN, retired, Porterville
Clint Cook, Psychiatric Technician, PDC, Porterville
Dan Fiori, EMT II, Imperial Ambulance, Porterville
Donna Gerdes, RN, PDC, Porterville
Yvonne Fiori, Psychiatric Technician, PDC, Porterville
Keith Joyner, Psychiatric Technician, PDC, Porterville
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Jackie Page, R.N., Lindsay Hospital Medical Center
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Vicki Simpson, LVN, Sierra View District Hospital
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John Burkey, Information Systems Manager, Beckman Instruments, Inc.
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Dan Dale, Dean of Instruction, Porterville College

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 Larry Gray, Co-Chair/Business Department, Porterville High School
 Young Kim, Professor/Division Chair, Porterville College
 Darrin Noel, Data Processing Manager, Wal-Mart
 Ted Olson, President, Olson Computer Services
 Ignacio Perez, Porterville College Student
 Ron Pope, Vice President, MIS, Bank of the Sierra
 Kevin Shimamoto, Chief Information Officer, Sierra View District Hospital
 Raymond Voight, Chief of Computer Services, PDC

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 Art Chiapa, Chiapa Welding, Porterville
 Carl Hammer, Instructor, Porterville High School
 Tom Riley, Barnes Welding Supply

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 Gary Reed, Reed & Shoemaker, Porterville
 Jean Rogers, Campus Gain Representative, Porterville College
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 Susie Williams, Director -Mid-Management Program PC

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 Orfa Salazar, Employment Program Representative, Employment Development Department
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 Jan Price, Educational Specialist, Tulare County Office of Education
 Rudy Roman, Employment Program Supervisor, Employment Development Department

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 Richard Jameson, Porterville School District
 Young Kim, Porterville College
 Jim McDonnell, Dean of Instruction, Porterville College
 Sharon Pearson, Porterville College
 Jim Raymond, R & L Enterprizes
 Donette Silva, Porterville Chamber of Commerce
 Sydney Sims, Wal-Mart Stores, Inc.
 Don Sowers, Porterville Sheltered Workshop



INSTRUCTIONAL PROGRAMS



Course Numbering System

The course numbering system at Porterville College has been established to indicate the intent of the course and its relationship to the offerings of four-year colleges and universities. The meaning of the number system is as follows:

P100-P299 (previously 1-49)

Certificate and associate-degree-level courses that are generally transferable to four-year colleges and universities. Students should understand that even though a course so designated will transfer, the courses may not meet the specific major requirements of the transferring institution. However, regardless of major applicability, these courses may be used for elective credit.

P001-P069 (previously 50-69)

Certificate and associate-degree-level courses only. Baccalaureate transferability is subject to review by individual institutions to which the student may transfer.

P070-P089 (previously 70-89)

Developmental classes. These classes are not intended for certificate, associate or baccalaureate degree programs. However, credit may be awarded.

P090-P099 (previously 90-99)

Non-credit courses. These courses do not appear on college transcripts.

Course Prefix Listing

Accounting	.ACCT
American Sign Language	.ASL
Anatomy	.ANAT
Anthropology	.ANTH
Applied Design	.APDS
Art	.ART
Astronomy	.ASTR
Automotive Technology	.AUTO
Biology	.BIOL
Botany	.BOTN
Building Trades	.BLTR
Business	.BUS
Business Administration	.BSAD
Business Supervision	.BSSP
Chemistry	.CHEM
Child Development	.CHDV
Commercial Art	.CMRT
Computer Graphics	.CGRP
Criminology	.CRIM
Drafting	.DRFT
Drama	.DRMA
Economics	.ECON
Education	.EDUC
Emergency Med. Tech.	.EMTC
English	.ENGL
English as a Second Lang.	.EFL
Film	.FILM
Fire Technology	.FIRE
Geography	.GEOG
Geology	.GEOG
Health Education	.HLED
Health Careers	.HCRS
History	.HIST
Human Services	.HMSV
Humanities	.HUM
Information Systems	.INFS
Life Science	.LISC
Marketing	.MRKT
Math	.MATH
Microbiology	.MICR
Music	.MUSC
Natural Science	.NATS
Nursing	.NURS

Office Technology	.OFFT
Philosophy	.PHIL
Photography	.PHOT
Physical Education	.PHED
Physical Science	.PHSC
Physics	.PHYS
Physiology	.PHYL
Political Science	.POLS
Psychology	.PSYC
Real Estate	.REAL
Sociology	.SOCI
Social Science	.SOSC
Spanish	.SPAN
Speech	.SPCH
Welding	.WELD
Work Experience	.WEXP
Zoology	.ZOOZ

Course Level

The relative level and applicability of each course are designated by the following letter symbols:

- A — Applicable to all Associate degree and Certificate Programs.
- UC — Transferable to universities within the University of California System.
- *UC — The granting of transfer credit for this type of course is contingent upon an evaluation of the course outline by a UC campus.
- CSU — Transferable to universities within the California State University System.

Courses without one of the above designations do not carry certificate or degree-level credit, but may be used to prepare students for further study in an institution for higher education.

Every effort is made to offer all the courses in the catalog at least once every two years. However, the fact that a course is in the catalog does not necessarily mean that it will be offered in a particular semester. Students should check the schedule of classes for current offerings.

The California Articulation Number (CAN)

The California Articulation Number (CAN) is a cross-reference course identification system for many lower division transferable courses commonly taught on college campuses. Porterville College is a member of the CAN system. Courses identified with a CAN are considered to be comparable and acceptable with the identical CAN course at all participating colleges.

Course Description

Credit: Each course carries a specified credit value. This is indicated at the right of the title line. In California Community Colleges, generally, for each credit offered, one hour of lecture per week, three hours of laboratory per week, or an equivalent combination of both per week is required. In laboratory, some physical education and some selected other classes, additional hours of in-class work is required. Each hour a student spends in a lecture class presupposes two hours of outside preparation.

When a course may be taken for variable credit, depending on the amount of work assigned, the credit value designation will show two numbers, hyphenated, instead of the usual one number.

Consent of the Dean of Students must be obtained to carry more than nineteen (19) credits.

Prerequisites: Course prerequisites are intended to ensure that the student will have sufficient preparation before entering a course and to assure a reasonable chance for his/her success. An instructor has the prerogative to refuse admission to class or officially drop a student from class who has not satisfied the course prerequisites as published in the college catalog. Students are advised that credit will not be awarded for courses taken after a higher level course has been completed, e. g., English P050 taken after completion of English P101A, or Beginning Tennis taken after Intermediate Tennis.

Accounting

P010—Practical Accounting 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course is designed to provide coverage of the bookkeeping process from analysis of business transactions through the preparation of periodic financial reports. These activities cover both the service business form and the merchandising operation. Not open to students who have successfully completed Accounting P110 (1A), its equivalent or Accounting 53. (A)

P020 — Computerized Accounting 1 credit

Prerequisite: Accounting P010 or P110 and Information Systems P001, P005 or P100. Recommended: Eligible for level 2 English placement.

Lecture 1 hour. This course is developed to present a commercial general ledger software package that is user friendly for accounting students. The course provides the students with the skills necessary to operate general ledger software and the principles of processing accounting data that apply to most commercial integrated accounting software packages. (A)

P021 — Understanding Financial Statements 2 credits

Prerequisite: None. Recommended: Computer literacy, accessibility to the Internet.

Lecture 2 hours. This course is designed to teach students ways to improve interpreting and understanding annual reports of for-profit organizations, mostly corporations. Students will investigate many real annual reports via use of the Internet. (A)

P030— Introduction to Federal Income Tax for Individuals 1 credit

Prerequisite: None

Total lecture 18 hours. An introduction to the concepts of taxation as it applies to individuals and specifically to provide the ability to prepare individual income tax forms for returns involving adjustments to income, itemized deductions, and employee business expense. This course is offered on a credit/no-credit grading system. Not open to students with two credits in Accounting 51. (A)

P110—Principles of Accounting 4 credits

Recommended prerequisite: High school general mathematics; eligible for level 2 English placement; competency on calculators; successful completion of high school accounting/bookkeeping or Accounting P010, basic knowledge of IBM (or compatible) personal computer.

Lecture 4 hours. The primary purpose of this course is to examine the principles of accounting. Students will experience the complete procedures of accounting (both manual and computerized) in analyzing, preparing, and interpreting income statement, balance sheet, and owner's equity statement of service and merchandising businesses that are sole proprietorship or partnership. In addition, the concept and application of accruals and deferrals are studied and issues and practice of asset valuation are examined. Not open to students with credit in Accounting 1A. (A/CSU/UC) CAN BUS 2

P120—Principles of Accounting 4 credits

Prerequisite: Accounting P110 or instructor's permission. Recommended: Eligible for level 2 English placement; competency on calculators.

Lecture 4 hours. The primary purpose of this course is to examine the principles of accounting, including peculiarities and issues of corporation accounting, the concept of managerial accounting. In addition, the course will examine the decision making processes; in part, by utilizing computer system. Not open to students with credit in Accounting 1B. (A/CSU/UC) CAN BUS 4

P122 — Cost Accounting 3 credits

Prerequisite: Accounting P120.

Lecture 3 hours. This course is designed to learn the basic concepts and tools associated with cost management information systems. This includes product costing systems (including activity based accounting), business decision making techniques and tools. In addition, students will learn traditional as well as contemporary

techniques that are used in planning and controlling the costs of running a business which may be manufacturing, service or merchandising in nature. (A/ CSU)

P130— Income Tax for Individuals and Business 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Knowledge of our income tax reporting procedures, forms and requirements for individuals, partnerships and corporations. Not open to students with credit in Accounting 10. (A/CSU)

Directed Studies, see page 100.

Special Studies, see page 100.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Aeronautics

P101—Ground Course - Private Pilot 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Course is designed to give the student an understanding of aviation as used by private pilots. Course encompasses the study of the theory of flight, aircraft and engine operation and limitations, instruments, navigation and computation, radio navigation, aviation weather, Federal Aviation Regulations, Airman's Information Manual, radio communications and safety precautions. Includes necessary material to prepare students for FAA private pilot written examination. Not open to students with credit in Aeronautics 1.(A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Agriculture

P101 – Introduction to Agricultural Business and Economics 3 credits

Prerequisite: None

Lecture 3 hours. Methods of analyzing opportunities, alternatives and problems as a part of the decision making process in an agricultural business. Survey: supply and demand in agricultural pricing, agricultural marketing problems and issues in the use of natural resources. (A/ CSU)

P102 – Agricultural Economics 3 credits

Prerequisite: None

Lecture 3 hours. The response of agricultural production to changes in economic conditions. Pricing and marketing of agricultural products and inputs. The influence of technological change on resource use. Methods of identifying the most desirable practices in agricultural production. (A/ CSU/UC)

P103 – Agricultural Sales 3 credits

Prerequisite: None

Lecture 3 hours. Selling technique as it relates to agriculture. Selling strategies and approaches are emphasized. Prioritizing potential customers, defining the dominant buying motivation, precall planning. Group and individual sales presentations will give students a basic understanding of the selling process. Improving self-image and oral communication skills are stressed for each student. (A/ CSU)

P104 – Computer Applications in Agriculture 3 credits

Prerequisite: None
Lecture 3 hours. An introduction to microcomputer hardware, software, terminology and operation as they apply to agriculture business. (A/CSU)

P105 – Farm Accounting 3 credits

Prerequisite: None
Lecture 3 hours. Focuses on the principles of financial accounting systems that apply to most farming operations, recording single- and double-entry transactions under cash and accrual accounting, preparation and analysis of enterprise records and financial statements to generate management information. (A/CSU)

P106 – Introduction to Soil Science 3 credits

Prerequisite: None
Soil genesis, morphology and classification will be used as the context describing soil physical, chemical and biological properties. Soil as a medium for plant growth: fertilizer, amendments, cultivation. Soil as a natural body: erosion, degradation, environmental role in the biosphere. Not open to students with credit in Agriculture 6. (A/CSU/UC)

P110 – Principles of Pesticide Use 3 credits

Prerequisite: None
The course's emphasis is on plant pests and development of pesticide use. Modes of action and effective use of insecticides, herbicides, fungicides, rodenticides, nematocides and plant growth regulators. Correct and responsible pesticide handling and application, label interpretation, worker and food safety, integrated pest management sustainable practices. This course will assist in the preparation of a person to take the "Qualified Applicator Certificate" test. Not open to students with credit in Agriculture 10. (A/CSU)

P131 –Introduction to Plant Science 3 credits

Prerequisite: None
Lecture 3 hours. Historical and economic importance of plants and the role and methods of science in expanding the use of plants. Plant structure, physiology and heredity. Adaptation, growth and management of crops with an emphasis on food, feed and fiber crops. (A/CSU)

P132 –Agricultural Math 3 credits

Prerequisite: None
Lecture 3 hours. Basic algebraic problem solving skills applied to agricultural production. Calculation of discounts, interest, percentages, linear measurements, area, volume, ratios and proportions. Use of the metric system. (A/CSU)

Directed Studies, see page 107.
Special Studies, see page 107.
General Work Experience, see page 105.
Vocational Work Experience, see page 105.

American Sign Language

P101– Beginning American Sign Language 3 credits

Recommended Prerequisite: Eligible for level 1 English placement.
Lecture 3 hours, laboratory 1 hour. Fundamentals of American Sign Language (ASL). Introduces the history, (deaf) culture, basic vocabulary and grammatical structure, techniques of signing, and nonverbal aspects of American Sign Language. Outside assignments require practice with videotaped programs. (A/CSU/UC)

P102– Beginning American Sign Language 3 credits

Recommended Prerequisite: Eligible for level 1 English placement, successful completion of ASL P101 with a "C" or higher or instructor's permission.
Lecture 3 hours, laboratory 1 hour. Fundamentals of American Sign Language (ASL). Introduces the history, (deaf) culture, basic

vocabulary and grammatical structure, techniques of signing, and nonverbal aspects of American Sign Language. Outside assignments require practice with videotaped programs. (A/CSU)

P103– Intermediate American Sign Language 3 credits

Recommended Prerequisite: Eligible for level 1 English placement, successful completion of ASL P102 with a "C" or higher or instructor's permission.
Lecture 3 hours, laboratory 1 hour. Intermediate American Sign Language (ASL). Continuing study of deaf culture, vocabulary and grammar structures, techniques of signing, and nonverbal aspects of American Sign Language. Introduction to literary aspects of deaf culture. Outside assignments require practice with videotaped programs. (A/CSU)

P104– Intermediate American Sign Language 3 credits

Recommended Prerequisite: Eligible for level 1 English placement, successful completion of ASL P103 with a "C" or higher or instructor's permission.
Lecture 3 hours, laboratory 1 hour. Intermediate American Sign Language (ASL). Continuing study of deaf culture, vocabulary and grammar structures, techniques of signing, and nonverbal aspects of American Sign Language. Introduction to literary aspects of deaf culture. Outside assignments require practice with videotaped programs. (A/CSU)

Directed Studies, see page 107.
Special Studies, see page 107.
General Work Experience, see page 105.
Vocational Work Experience, see page 105.

Anatomy

P052—Introduction and Survey of Anatomy and Physiology 2 credits

Recommended prerequisite: Eligible for level 2 English placement.
Lecture 1 1/2 hours, laboratory 1 1/2 hours. The course will cover basic anatomy and physiology of the human body. It is designed to fulfill the requirements of students preparing to enroll in the Vocational Nurse and Psychiatric Technician programs. Not open to students with credit in Anatomy 52. (Does not meet the Associate in Arts degree requirement in science.) (A)

P110—Human Anatomy 4 credits

Recommended prerequisite: Eligible for level 2 English placement.
Lecture 2 hours, laboratory 6 hours. The course will cover the essential features of human anatomy including the gross and microscopic anatomy of all the body systems. Laboratory consists of model study and study of human tissues. It is designed for students majoring in nursing, physical education and the medical and para-medical professions. Not open to students with credit in Anatomy 10. (A/CSU/UC) CAN BIOL 10

Directed Studies, see page 107.
Special Studies, see page 107.
General Work Experience, see page 105.
Vocational Work Experience, see page 105.

Anthropology

P101—Introduction to Physical Anthropology 3 credits

Recommended prerequisite: Eligible for level 2 English placement.
Lecture 3 hours. The course will cover the biological evolution of humans and their relation to non-humans; an examination of the human fossil record; discussion of the meaning of race and population genetics. Approved for credit/no-credit grading option, see page 20 for details. Not open to students with credit in Anthropology 1. (A/CSU/UC) CAN ANTH 2

P102—Cultural Anthropology 3 credits*Recommended prerequisite: Eligible for level 2 English placement.*

Lecture 3 hours. The course will cover an introduction to the methods and theories involved in the study of non-Western societies. Areas of investigation include subsistence patterns, religion, language, folklore and kinship. Approved for credit/no-credit grading option, see page 20 for details. Not open to students with credit in Anthropology 2. (A/CSU/UC) CAN ANTH 4

P103—Introduction to Archaeology 3 credits*Recommended prerequisite: Eligible for level 2 English placement.*

Lecture 3 hours. The course will emphasize basic archaeological theory and method, practical field techniques, dating methods and an introduction to Old World and New World archaeological sites. Not open to students with credit in Anthropology 3. (A/CSU/UC) CAN ANTH 6

P105—North American Indians 3 credits*Recommended prerequisite: Eligible for level 2 English placement.*

Lecture 3 hours. Descriptive study of Indian culture and societies in North America. Discussion of prehistoric, proto-historic, historic and modern culture. Designed to provide an understanding and appreciation of the Indians of North America. (A/CSU/UC)

Directed Studies, see page 107.**Special Studies**, see page 107.**General Work Experience**, see page 105.**Vocational Work Experience**, see page 105.**Applied Design****P101—Crafts** 2 credits*Prerequisite: None*

Lecture/studio 4 hours. The course will cover an exploratory three-dimensional design experience in general crafts. Course includes projects in hand-built ceramics, jewelry, off-loom weaving, stained glass, block printing, silk screen and calligraphy. Emphasis is on ceramics and weaving. Required for majors in Applied Design and Fine Arts Studio. Recommended for a certificate in Applied Design. Not open to students with credit in Art 14A or Art-Applied Design 1. (A/CSU)

P102—Ceramics 2 credits*Prerequisite: None*

Studio/demonstration 4 hours. The course will cover a study of ceramics with stoneware clay as the medium: pinched forms, clayslab, coil, drape, press, and wheelthrown forms. Includes decorating, glazing and firing. Required course for majors in Applied Design and a certificate in Applied Design. Recommended for majors in Fine Arts Studio. Not open to students with credit in Art 16 or Art-Applied Design 2. (A/CSU/UC)

P103—Weaving 2 credits*Prerequisite: None*

Lecture 1 hour, laboratory 3 hours. The course will cover handweaving with emphasis on basic techniques and understanding of woven structures. Class includes handspinning, off-loom weaving and pattern weaving on four-harness looms. It is required course for majors in Applied Design and a certificate in Applied Design. Recommended for majors in Fine Arts Studio. Course is offered on a credit/no-credit grading system. Not open to students with credit in Art 17A or Art-Applied Design 3. (A/CSU)

P104—Jewelry 2 credits*Prerequisite: None*

Lecture/Studio 4 hours. Designing techniques applied to the fabrication of jewelry in silver, bronze, gold and a variety of materials. It is a required course for major or certificate in Applied Design. Recommended for majors in Fine Arts Studio. Not open to students with credit in Art 15 or Art-Applied Design 4. (A/CSU)

P105—Stained Glass 2 credits*Prerequisite: None*

Lecture 1 hour, laboratory 3 hours. The course will cover an

introduction to and experience in the art of making stained glass windows, and other 2- and 3-dimensional forms. Course includes the study of color and design in the media of translucent glass, with experiment in sand blasting as an etching tool. Students are instructed in pattern design and construction. Emphasis on practical and creative uses of stained glass. Required for major or certificate in Applied Design. Not open to students with credit in Art 19A or Art-Applied Design 5. (A/CSU)

P106—Advanced Ceramics 2 credits*Prerequisite: Applied Design P102 (2).*

Lecture/Studio 4 hours. The course will cover a continuation of specialized skill refinement with emphasis on personal creativity. Projects are both specifically assigned and developed on an individual basis. Emphasis is given to application of design principle. Students are expected to do study projects related to the history of ceramics. Not open to students with credit in Art 16 or Art-Applied Design 6. (A/CSU/UC)

P107—Advanced Weaving 2 credits*Prerequisite: Applied Design P103 (3) or instructor's permission.*

Lecture 1 hour, laboratory 3 hours. The course will cover handweaving with emphasis on advanced techniques and understanding of woven structures. Class includes pattern weaving on four-harness looms. Continuation of basic techniques with design involvement. This course is offered on a credit/no-credit grading system. Not open to students with credit in Art 17A or Art-Applied Design 7. (A/CSU)

P108—Advanced Jewelry 2 credits*Prerequisite: Applied Design P104 (4).*

Lecture/Studio 4 hours. Continuation of Applied Design P104. Emphasis is on individual designs in metalsmithing, both fabrication and casting processes. Not open to students with credit in Art-Applied Design 8. (A/CSU)

P109—Advanced Stained Glass 2 credits*Prerequisite: Applied Design P105 (5).*

Lecture 1 hour, laboratory 3 hours. The course will cover use of glass in individual creative directions. Emphasis is on unique and original uses of medium. Not open to students with credit in Art 19B or Art-Applied Design 9. (A/CSU)

P113—Commercial Design 2 credits*Prerequisite: None*

Lecture/Studio 4 hours. This is a course offering not only for students interested in a career in industrial arts or technologies, but for the layman interested in how things are created. From steam irons, to fashions, to models made for cinema or promotional uses, projects are both specialized per student interest (i. e. , automotive, aircraft, etc.) and universal for application of generalized concepts (i.e., industrial products, etc.). Required for major in Applied Design. Not open to students with credit in Art-Applied Design 13. (A/CSU)

P114—Advanced Commercial Design 2 credits*Prerequisite: Applied Design P113 (13).*

Lecture/Studio 4 hours. This course is a continuation of Applied Design P113 with emphasis on individual specialization. Projects to include detailed designs, models and presentations. Not open to students with credit in Art-Applied Design 14. (A/CSU)

Directed Studies, see page 107.**Special Studies**, see page 107.**General Work Experience**, see page 105.**Vocational Work Experience**, see page 105.**Art****P050—Art Studio** 1 credit*Prerequisite: None*

Lecture 1/2 hour, laboratory 1 1/2 hours. Course offers a variety of experiences in different studio media, examples: color in expressionism, landscape drawing, ink techniques, mixed media, or other media found in sculpture, photography, etc. Maximum of four credits. Not open to students with four credits in Fine Arts/Art 50. (A) **P055—Gallery Tours** 1/2 credit

Prerequisite: None

Total lecture 9 hours. This course provides students with an opportunity to view and experience a wide variety of art first hand. Touring galleries and museums, students will develop an appreciation for art and the significance of its role in a humanistic society. Maximum of two credits. Not open to students with two credits in Fine Arts/Art 55. (A)

P101—Art Studio Fundamentals 3 credits

Prerequisite: None

Lecture 3 hours, studio 1 hour. This course will cover an introduction to art through its processes and media. This foundation course is for all studio art classes. Not open to students with credit in Fine Arts/Art 1. (A/CSU/UC)

P102—Art Appreciation 2 credits

Prerequisite: None

Lecture 2 hours. This is a lecture course designed as an introduction for the general students to the world of art, aesthetic values, the creative process, studio procedures of individual artists. A wide variety of art media, methods and theory, both historical and contemporary in various cultures are to be discussed. Not open to students with credit in Fine Arts/Art 2. (A/CSU/UC)

P103—Basic Drawing 3 credits

Prerequisite: None

Lecture 1 hour, laboratory 6 hours. The course will cover a step-by-step approach that progressively builds skills and visual perception; use of simple media of pencils and pen. It is designed to give a solid foundation for individual creative expression and is required for Commercial Art, Fine Arts Studio, and Art History Theory and Esthetics majors. Not open to students with credit in Fine Arts/Art 3. (A/CSU/UC) CAN ART 8

P104—Basic Painting 2 credits

Prerequisite: None

Lecture/Studio 4 hours. Beginning course in painting; understanding tools, media and simple techniques in oil and acrylics; instruction in realism, abstraction, and non-objective expression, to form a solid base for understanding painting as an art form. Emphasis is on "non-painters", and their primary needs and problem solving. Required course for Commercial Art, Fine Arts, and Art History and Esthetics majors. Recommended for certificate in Applied Design. Not open to students with credit in Fine Arts/Art 4. (A/CSU/UC) CAN ART 10

P105—Mixed Media Sculpture 2 credits

Prerequisite: None

Lecture 2 hours, laboratory 2 hours. The course will cover emphasis on selecting media and processes relating to creative ideas; learning design procedures and understanding studio equipment. Media to include plaster construction and casting, wood carving and fabrication, metal fabrication and casting. Required course for Applied Design, and Fine Arts Studio. Recommended for certificates in Applied Design. Not open to students with credit in Fine Arts/Art 5 or Art 8. (A/CSU/UC)

P106—Color and Design 3 credits

Prerequisite: None

Lecture 3 hours, laboratory 1 hour. This is an introduction to color and design, a step-by-step approach to learning about color, how it "affects our emotions, modifies our thoughts, moods, actions and even our health." Exploration of the visual elements of design. Assignments emphasize 2-dimensional projects. It offers students a practical understanding of color and design and how it is successfully used in a wide variety of fine art, home, commercial and personal applications. Required course for Applied Design, Commercial Art, Fine Arts Studio and Photography majors. Recommended for certificates in Applied Design and Photography Not open to students with credit in Fine Arts/Art 6. (A/CSU/UC)

P109—Studio Folk Arts 2 credits

Prerequisite: None

Lecture 1 hour, laboratory 3 hours. A studio course specializing in uniquely "American" folk arts with emphasis on local and indigenous arts. Examples are: bird carving, Indian jewelry or basketry, leather design, ethnic murals, lapidary or Early American toys, etc. Course contains a historical review, both of American folk arts in general and examples of local works as references for the particular subject or form selected. Recommended course for Applied Design, Art History, and Art Theory and Esthetics majors.

Maximum of four credits. Not open to students with four credits in Fine Arts/Art 9. (A/CSU)

P110—Ancient Art History 3 units

Prerequisite: None. Recommended: Eligible for level 2 English placement.

Lecture 3 hours. A survey of architecture, painting and sculpture of the Ancient Western World from the dawn of history and the Stone Age, Ancient Egypt, Mesopotamia with Babylon and Persia, the "Golden Age" of Greek classical art, to the "Decadent" Roman Empire and the mysterious abstract world of Byzantine art. The course follows a historical chronology with illustrated lectures, discussion and reading. Not open to students with credit in Fine Arts/Art 10. (A/CSU/UC) CAN ART 2

P111—Renaissance and Baroque Art History 3 units

Prerequisite: None. Recommended: Eligible for level 2 English placement.

Lecture 3 hours. A survey chronologically of painting, architecture and sculpture of the Renaissance and Baroque periods. The course begins with the redevelopment of art after the collapse of the Western Roman Empire, focusing on the Middle Ages' great cathedrals in the Gothic period, then detailing the rebirth of the classical art in the Renaissance. Required for Art History and Fine Arts majors. Fulfills transfer level requirements in Arts, Western Culture and satisfies a humanities requirement for Associate Degree. Not open to students with credit in Fine Arts/Art 11. (A/CSU/UC) CAN ART 4

P112—Modern Art History 3 credits

Prerequisite: None

Lecture 3 hours. A survey of painting and sculpture from the modern beginning of the Neo-Classical and romantic periods through 19th Century Realists, Impressionists, Post Impressionists, the 20th Century Age of Anxiety; Expressionists, the abstract Cubists, "Dada's" reaction to World War 1, the Surrealist and Fantasy periods. All contrasted by "urban civilization," Art Nouveau and "traditional" art. The course concludes with the contemporary movements of Abstract Expressionism, Pop, Op, Minimalism, Earth Works, conceptual and commercial art with the popular Super Realism. Required for most art majors, recommended for certificates in Applied Design and Photography. Fulfills transfer level requirement in Arts, Western Culture, and satisfies a humanities requirement for an Associate Degree. Not open to students with credit in Fine Arts/Art 12. (A/CSU/UC)

P115—Ceramics Wheel Forming 3 credits

Prerequisite: None.

An introductory course to the process of wheel throwing, glaze application and firing procedures that focuses upon ceramic pots of purpose. (A/CSU)

P117—Advanced Drawing 2 credits

Prerequisite: Art P103 (3).

Lecture/Studio 4 hours. Developing personal expression and refining technical skills. Emphasis on originality, exploration and experimentation. Instruction is individualized. Not open to students with credit in Fine Arts/Art 17. (A/CSU/UC)

P118—Figure Drawing 2 credits

Prerequisite: None

Lecture/Studio 4 hours. Drawing from the live model. Exploring the realistic and the abstract with emphasis on the Classical figure. Understanding volume, weight, balance, and movement in a variety of techniques. Required for Fine Arts majors, recommended for Commercial Art majors. Not open to students with credit in Fine Arts/Art 18. (A/CSU/UC)

P119—Advanced Painting 2 credits

Prerequisite: Art P104 (4) or instructor's permission.

Lecture/Studio 4 hours. Course emphasizes individual expression within selected projects and personal direction. Course contains historical as well as contemporary references. Required for Fine Arts majors, recommended for Commercial Art majors. Not open to students with credit in Fine Arts/Art 19. (A/CSU/UC)

P120—Head Sculpture 2 credits

Prerequisite: None

Studio/Discussion 4 hours. A study of realistic head sculpture.

Instruction in anatomy and expressions in facial structure. Learning simple techniques in modeling clay, construction of molds and plaster casting. Recommended for Fine Arts majors. Not open to students with credit in Fine Arts/Art 20. (A/CSU/UC)

P121—Figurative Sculpture 2 credits

Prerequisite: None

Lecture/Studio 4 hours. A study of representational forms. Emphasis on the human figure. Course details concepts of design, structure, and anatomy in form and function. References of historical and contemporary uses of the figure are presented. Required for Fine Arts majors. Not open to students with credit in Fine Arts/Art 21 or Art 29A. (A/CSU/UC)

P122—Advanced Figure Drawing 2 credits

Prerequisite: Art P118 (18).

Lecture/Studio 4 hours. Course for artists wishing to specialize in the study of the human form. Emphasis on personal growth through exploration, and experimentation, in a variety of tools and styles. Students are expected to create a professional quality portfolio. Not open to students with credit in Fine Arts/Art 22. (A/CSU/UC)

P126—Water Color 2 credits

Prerequisite: None

Lecture/Studio 4 hours. Instruction in the step-by-step learning sequence of this specialized medium. Emphasis on beginners and methods of control, handling of paper, brushes and other specialized tools. Not open to students with credit in Fine Arts/Art 26. (A/CSU/UC)

P127—Advanced Water Color 2 credits

Prerequisite: Art P126 (26).

Lecture/Studio 4 hours. Continuation of instruction in Art P126. Emphasis on continuing development and creative expression, special problem solving and introduction of non-traditional methods. Not open to students with credit in Fine Arts/Art 27. (A/CSU/UC)

P134—Portrait Painting 2 credits

Prerequisite: None

Lecture 1 hour, Studio 3 hours. Specialized instruction in portraits. Study of structure, form and design of heads and faces. Simple memory systems as aids, uses of different media as well as paint. Detailed instruction in light and its qualities, color and mood, character and meaning, and expression as found in stilled, spontaneous action. Not open to students with credit in Fine Arts/Art 34. (A/CSU/UC)

P135—Art and the Environment 1 credit

Prerequisite: None

Total lecture 12 hours, total studio 6 hours, plus total of 12 hours arranged. Course dedicated to the quality of life in this and other environments. Art, as relative to societies' self image, art as visual image and stimulus for cultural expression. Course shows the products of past cultures and present trends, with examples through on-site study. Course consists of field trips, illustrated lectures and discussion of selected subjects. Required course for Fine Arts majors, recommended for Art History and Photography majors and for certificates in Photography. Maximum of four credits. Not open to students with four credits in Fine Arts/Art 48 or Art 35. (A/CSU/UC)

P149—Art Topics 1 credit

Prerequisite: None

Lecture 1 hour. Course offering a variety of art-related subjects for specialized study. Examples: investigation and presentation of a single artist, style, a period, an area, or a concept; study of a unique technique that has greatly influenced art, or social upheavals which have shaped art. Required for Art History majors. Maximum of four credits. Not open to students with four credits in Fine Arts/Art 49. (A/CSU/*UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Astronomy

P101—Elementary Astronomy 4 credits

Recommended prerequisite: Eligible for level 2 English placement and completion of elementary algebra with a grade of "C" or higher.

Lecture 3 hours, laboratory 3 hours. An introduction to the origin, characteristics, and evolution of the solar system, the stars, the galaxies, and the universe. Historical milestones in the science of astronomy from ancient astronomers to space probes of today. Consideration of the future of astronomical research and current theories in astronomy. The laboratory portion of the class includes an analysis of electromagnetic radiation, distance measurements, the principles of telescope construction, and the observation of constellations, planets, stars, nebulae, and galaxies. Not open to students with credit in Astronomy 1. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Automotive Technology

Students enrolled in Automotive (Power Technology) classes will be required to provide a basic hand tool set.

P040 –Automotive Chassis Systems 2 credits

Recommended Prerequisite: Automotive Technology P051.

Lecture 1 hour, laboratory 3 hours. An introductory course in the chassis systems of the automobile. Areas of concentration will be on wheel suspension, steering, alignment and hydraulic brake systems. (A)

P041 –Automotive Powertrain Systems 4 credits

Recommended Prerequisite: Automotive Technology P051.

Lecture 3 hours, laboratory 3 hours. An introductory course in the powertrain systems of the automobile. Areas of concentration will be on automatic transmissions, standard transmissions, clutches, differentials and other related components. (A)

P044 –Automotive Maintenance and Service 2 credits

Prerequisite: None.

Lecture 1 hour, laboratory 3 hours. A laboratory experience in the application of maintaining and servicing the automobile from a consumer's view. Emphasis will be placed on learning and maintaining basic automotive systems. Theory and application of systems including engines, fuels, electrical, cooling systems, transmissions, brakes, suspension and proper and safe use of tools and equipment. (A)

P050—Automotive Maintenance and Service 2 credits

Prerequisite: None

Lecture 2 hours, laboratory 2 hours. A laboratory experience in the mechanical functions of the modern automobile including: engines, fuels, electrical and cooling systems, transmissions, brakes, suspension and preventive maintenance, proper and safe use of tools and equipment. This course is offered on a credit/no-credit grading system. Maximum of eight credits. Not open to students with eight credits in Power Technology or Automotive 50. (A)

P051—Automotive Engine Theory 4 credits

Prerequisite: None

Lecture 3 hours, laboratory 3 hours. An in-depth study of theory, operation, and repair techniques of the modern automobile engine including engine block and head, ignition, fuel, lubrication,

emission control, electrical, cooling, trouble shooting and tune-up. Also included are LP gas and automotive diesel engines. Laboratory experience in engine and components testing, trouble shooting and rebuilding. Not open to students with credit in Power Technology/Automotive 1. (A)

P052—Automotive Repair 4 credits

Prerequisite: None

Lecture 3 hours, laboratory 3 hours. An in-depth study of theory, operation, and repair techniques of the modern automobile power train and chassis including transmissions, differentials, brakes, suspension systems, chassis electrical and accessory systems. Laboratory experience in transmissions, differentials, brakes and chassis components testing, trouble shooting and repair. Not open to students with credit in Automotive/Power Technology 2. (A)

P053—Automotive Engineering and Design Analysis 2 credits

Prerequisite: None

Lecture 1 hour, laboratory 3 hours. A laboratory experience in the application of design and function in the automotive industry. Theory and application of systems including engines, fuels, electrical, cooling systems, transmissions, brakes, suspension, and proper safe use of tools and equipment. Maximum of eight credits. Not open to students with eight credits in Power Technology/Automotive 20. (A)

P054 – Engine Performance 2 credits

Prerequisite: None

Lecture 1 hour, laboratory 3 hours. A study of basic common tune-up procedures and repair/diagnostic routines. Not open to students with credit in Automotive Technology P058E. (A)

P055 – Advanced Engine Performance 2 credits

Prerequisite: Automotive Technology P054.

Lecture 2 hours, laboratory 1 hour. Fundamentals of advanced engine performance dealing with diagnosis and repair of modern fuel injection/computer controlled cars. (A)

P056 –Basic Maintenance/ Service 3 credits

Prerequisite: None

Lecture 2 hours, laboratory 3 hours. A classroom and shop experience in the basic maintenance/service requirements of today's automobile. (A)

P059 –Clean Air/Emissions 4 credits

Prerequisite: None

Lectures 3 hours, laboratory 3 hours. Train students for vehicle emission diagnosis and emission control system repairs. Maximum of 16 credits. Not open to students with credit in Automotive Technology P058C. (A)

P123—Auto Tune-Up, Electrical 3 credits

Recommended prerequisite: None

Lecture 2 hours, laboratory 3 hours. An in-depth study of electrical principles and the construction, testing, trouble shooting and rebuilding of modern automotive electrical components including alternators, starting motors, solenoids, relays and chassis wiring. Laboratory experience includes extensive use of modern testing equipment including electrical meters, oscilloscopes, battery and alternator testers. Not open to students with credit in Power Technology or Automotive 23. (A/CSU)

P124—Auto Tune-Up, Emission Control 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours, laboratory 3 hours. An in-depth study of modern domestic and foreign car emission control systems. Not open to students with credit in Power Technology or Automotive 24. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Biology

P101—Principles of Biology 4 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours, laboratory 3 hours. An introduction to the general concepts of biology as related to the chemical nature of life, the cell, genetics, reproduction, ecology and evolution. A survey of organismal structure and function, molecular biology and the phylogenetic relationships of major groups through observation, inquiry and experimentation. Not open to students with credit in General Education 4, Natural Sciences, or Biology 10. (A/CSU/UC)

P118—Nutrition 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A scientific study of the basic chemical and physiological concepts of human nutrition. Includes adaptation of these concepts to various individual needs during changing lifetime needs. Not open to students with credit in Biology 48N or 18. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Botany

P101—General Botany 5 credits

Recommended prerequisite: Eligible for level 2 English placement; high school chemistry.

Lecture 3 hours, laboratory 6 hours. An introduction to the fundamental principles of plant biology with emphasis on morphology, physiology, genetics, ecology, classification of the major plant groups. Not open to students with credit in Botany 1. (A/CSU/UC) CAN BIOL 6

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Building Trades

Students enrolled in Building Trades classes will be required to provide a basic hand tool set.

P052—Residential Construction - Rough Framing 4 credits

Prerequisite: None.

Lecture 3 hours, laboratory 3 hours. This is a class that provides hands-on opportunities for students to learn the methods of building or remodeling a house. The students will be involved in actual construction of floors, walls, roofing and the general building shell. A variety of related topics and systems may be covered as appropriate. (A)

P053—Residential Construction - Finish 4 credits

Prerequisite: None.

Lecture 3 hours, laboratory 3 hours. This class provides hands-on opportunities for students to learn the methods of building or remodeling a house. The students will perform drywall, exterior finish, trim, windows, doors and other interior finish. A variety of related topics and systems may be covered as appropriate. (A)

P055—Residential Plumbing and Electrical 2 credits

Prerequisite: None.

Lecture 1 hour, laboratory 3 hours. This course is a hands-on experience with current electrical and plumbing installation procedures. This class is responsible for installing the plumbing and electrical system in the project house. Students will learn methods and materials appropriate to new work as well as remodeling. (A)

**P056—Residential Heating, Ventilating
and Air Conditioning** 2 credits

Prerequisite: None.

Lecture 1 hour, laboratory 3 hours. This class provides hands-on opportunities in systems including water heating, HVAC solar, appliance installation and energy efficient building strategies. Class is responsible for systems installation on class project hours. Related topics may be covered as appropriate. (A)

P144—Surveying 4 credits

Recommended prerequisite: Eligible for level 2 English and level 2 math placements and Math P065 (65) or concurrent enrollment.

Lecture 3 hours, laboratory 3 hours. The use of basic surveying equipment such as tapes, rods, levels, transits and theodolites in running lines, property surveys, topographic levels, map construction and foundation layouts. Class for carpentry, drafting, building trades and other vocations requiring surveying knowledge. Not open to students with credit in Building Trades 42. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Business

P011—Business Mathematics 3 credits

Recommended prerequisite: Eligible for level 2 math placement.

Lecture 3 hours. Practical problems in mathematics designed to assist the clerical, secretarial, accounting, and merchandising student. Special consideration will be given to: interest, discounting, taxes, and problems relating to sales and financial statement preparation and analysis. Approved for credit/no-credit grading option. See page 20 for details. Not open to students with credit in Business 51. (A)

P012—Business English 3 credits

Recommended prerequisite: Eligible for level 2 English placement and Office Technology P020 (54) or concurrent enrollment.

Lecture 3 hours. Comprehensive study of grammar principles, covering parts of speech, punctuation, capitalization, abbreviations, and number usage; application of principles through writing exercises. Development of foundation for effective writing. Not open to students with credit in Business 53. (A)

P013—Small Business Principles 1 credit

Recommended prerequisite: Eligible for level 2 English and math placements.

Total lecture 18 hours. Principles of business operations, with a special emphasis on organization, site location, buying, selling, and financial control of a small business. Not open to students with credit in Business 52. (A)

P014—Planning for Retirement 1 credit

Prerequisite: None

Total lecture 18 hours. Designed to prepare future business supervisors with knowledge of how to help organize employee retirement planning and to assist retirees to gain the skills required in decision making for effective financial and personal planning. Not open to students with credit in Business 61. (A)

**P050—Issues in Business Community
Leadership: Criminal
Justice System** 1/2 credit

Prerequisite: Acceptance by the Chamber of Commerce into Leadership Porterville.

Total lecture 9 hours. The criminal justice section is designed to increase the student's leadership effectiveness in relation to the various elements of the local Criminal Justice System. Includes an overview of the Criminal Justice System, and a discussion of the issues that affect law enforcement and the local courts, such as ethics, the impact of alcohol/drug abuse and staffing limitations. The session includes exercises on the costs of staffing the local Police Department and the functioning of the Municipal Court.

These issues are considered in relation to societal factors that affect the Criminal Justice System. This course is offered only on a credit/no credit grading system. Not open to students with credit in Business 65A. (A)

**P051—Issues in Business Community
Leadership: Community Profile –
Demographics and Organizations** 1/2 credit

Prerequisite: Acceptance by the Chamber of Commerce into Leadership Porterville.

Total lecture 9 hours. This course is designed to increase the student's leadership effectiveness through understanding the population groups and civic organizations in Porterville. Includes an overview of the history of population and immigration patterns in the area, with particular attention to the local experiences of six specific ethnic/cultural groups. Also included is a consideration of the issues and concerns of two age groups: older adults and young people. There is an analysis of the backgrounds, missions, and operations of twenty non-profit organizations in the Porterville area. This course is offered only on a credit/no credit grading system. Not open to students with credit in Business 65B. (A)

**P052—Issues in Business Community
Leadership: Business/Industry/
Chamber of Commerce** 1/2 credit

Prerequisite: Acceptance by the Chamber of Commerce into Leadership Porterville.

Total lecture 9 hours. This course is designed to develop an understanding of the local business community. Includes a consideration of the issues and concerns of major business segments (excluding production agriculture): development, retail, manufacturing, transportation, financial, health care and media. Incorporates an analysis of the business climate in Porterville, such as government influence, environmental concerns, labor supply, competition and transportation; analysis of why businesses locate and remain in Porterville, and strategies employed by city government, the Chamber of Commerce and Tulare County to attract and retain business. Discussion with business leaders regarding how businesses respond to the need to adapt to changing environments in order to maintain profitability. This course is offered only on a credit/no credit grading system. Not open to students with credit in Business 65C. (A)

**P053—Issues in Business Community
Leadership: City and County Government –
Redevelopment and Enterprise Zone** 1/2 credit

Prerequisite: Acceptance by the Chamber of Commerce into Leadership Porterville.

Total lecture 9 hours. This course is designed to increase the student's understanding of the functions, structure and operations of city and county government. Includes an analysis of key organizational differences between city and county governments, such as district/at-large election of policy makers, elected/appointed department heads, scope of services and the budgeting process. Analysis of budgeting processes encompasses revenue sources, mandated services and discretionary funding possibilities, as well as the characteristics and impact of redevelopment districts and enterprise zones. Current and former elected officials discuss the issues and concerns to be considered when serving as a public official. An exercise focuses on the conduct of City Council meetings. This course is offered only on a credit/no credit grading system. Not open to students with credit in Business 65D. (A)

**P054—Issues in Business Community
Leadership: Growth/
Infrastructure/Transportation** 1/2 credit

Prerequisite: Acceptance by the Chamber of Commerce into Leadership Porterville.

Total lecture 9 hours. This course is designed to increase the student's understanding of the elements of the city's infrastructure and its impact on growth and development in the area. Includes an analysis of Porterville's fresh water facilities and waste water treatment plant. Special attention is given to plans for expansion of these facilities in order to accommodate the city's growth goals. The course includes a discussion of the importance of maintaining the city's streets and bridges, along with the problems of financing this work. Leaders of utility companies discuss the process of planning to create and distribute these resources to serve a growing community. City planners and policy makers discuss the city's general plan as the vehicle to manage land use, circulation, open space, conservation, and other aspects of the planning process. This course is offered only on a credit/no credit grading system. Not open to students with credit in Business 65E. (A)

P055—Issues in Business Community
Leadership: Environmental Issues 1/2 credit

Prerequisite: Acceptance by the Chamber of Commerce into Leadership Porterville.

Total lecture 9 hours. This course is designed to increase the student's awareness of environmental issues and their local impact. Includes an analysis of federal and state environmental laws, and the bureaucracies that are charged with monitoring and enforcing them; a special emphasis is on the complexity of environmental regulations and agencies. The impact of environmental regulations on business is analyzed. The course incorporates a discussion of environmental advocacy groups, their strategies, and impact. An exercise focuses the various environmental issues in a simulated policy decision. This course is offered only on a credit/no credit grading system. Not open to students with credit in Business 65F. (A)

P056—Issues in Business Community
Leadership: Agriculture 1/2 credit

Prerequisite: Acceptance by the Chamber of Commerce into Leadership Porterville.

Total lecture 9 hours. This course is designed to increase the student's understanding of the diversity and economic impact of agriculture in the local area. Includes an overview and tour of production agriculture operations, and a discussion of agriculture-related industries. An analysis of water availability, distribution and usage will focus on local and state issues. Includes a focus on the nature of farming operations, and the continuing predominance of the family farm as the basic food producer in Tulare County, California, and the nation. This course is offered only on a credit/no credit grading system. Not open to students with credit in Business 58G or 65G. (A)

P057—Issues in Business Community
Leadership: Education 1/2 credit

Prerequisite: Acceptance by the Chamber of Commerce into Leadership Porterville.

Total lecture 9 hours. This course is designed to increase the student's knowledge of the various educational systems that serve the Porterville community and the changes taking place in education. Includes a discussion of proposed educational reforms and their possible implementation into local systems. Factors impacting education in Porterville, including projected demographic changes, are analyzed. Options for funding education services are presented and analyzed. This course is offered only on a credit/no credit grading system. Not open to students with credit in Business 58H or 65H. (A)

P058—Issues in Business Community
Leadership: Health Care 1/2 credit

Prerequisite: Acceptance by the Chamber of Commerce into Leadership Porterville.

Total lecture 9 hours. This course is designed to increase the student's understanding of local, state, and national health care issues. Includes an overview of local health care services and a discussion of the problems they face. Health care funding analysis focuses on the cost of providing quality health care, the role of technology, Medi-Cal funding limitations, the "insurance gap," and prospects for a "tiered" health care delivery system. Includes a discussion of ethics in health care decisions. This course is offered only on a credit/no credit grading system. Not open to students with credit in Business 58I or 65I. (A)

P059—Issues in Business Community
Leadership: Leadership Skills 1 credit

Prerequisite: Acceptance by the Chamber of Commerce into Leadership Porterville.

Total lecture 18 hours. This course is designed to increase the student's understanding of effective leadership skills and awareness of his/her own leadership strengths and liabilities. The course covers visionary leadership and personal goal setting, and an assessment of individual leadership styles, with an emphasis on capitalizing on one's strengths, suggestions for development, and blending with the needs of others in order to be a more effective communicator. Includes a study of group dynamics and the skills to manage group process. The use of power in relation to leadership effectiveness is addressed through the "Power Management Inventory." This course is offered only on a credit/no credit grading system. Not open to students with credit in Business 65J. (A)

P060—Issues in Business Community:
Leadership California
State Government 1 credit

Prerequisite: Acceptance by the Chamber of Commerce into Leadership Porterville.

Total lecture 18 hours. This course is designed to increase the student's understanding of state government in California, including the legislature, the governor's office, and state agencies. These elements of state government are examined in relation to current issues that impact the local community, with particular attention to exploring the controversial issues of the day. In this manner, students gain an understanding of the roles and relationships of aspects of state government by seeing how issues are analyzed and problems are solved. The course takes place in Sacramento; it includes discussions with policy makers and agency leaders in each area, and opportunities to participate in legislative committee hearings and sessions. This course is offered only on a credit/no credit grading system. Not open to students with credit in Business 65K. (A)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Business Administration

P041 –Contemporary Issues in the Law--
Discrimination and Harassment 1 credit

Prerequisite: None. Recommended: Eligible for level 2 English placement.

Lecture 1 hour. An overview of the current status of the law concerning discrimination and harassment in the workplace, including such topics as: Equal Employment Opportunities, affirmative action, sexual harassment, accommodation of disabilities, recent developments regarding sexual orientation, remedies and procedures. This course is offered on a credit/no-credit basis. (A)

P101—Introduction to Business 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Introductory study of American business providing understanding of the structures and functions of business within the free enterprise system. Specific topics include forms of business organizations, the economic and social setting, financing, management, marketing, and legal governmental considerations. Designed for any student interested in business and is recommended for all business majors. Not open to students with credit in Business Administration 17. (A/CSU/UC)

P120—Principles of Management
and Organization 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A basic course of management and supervision to help managers and supervisors in both public and private sectors build professional expertise in the areas of management and organization. Not open to students with credit in Business 50 or 20. (A/CSU)

P127—Personnel Management 3 credits

Recommended prerequisite: Business P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Lecture 3 hours. An introduction to the importance of personnel management to the operation of any organization. Emphasis is placed on the management of manpower through personnel policies regarding recruitment, selection, sexual harassment, placement, training, evaluating, promoting, health and safety, and employee services. Not open to students with credit in Business 57, 58 or 27. (A/CSU)

P128—Total Quality Management (TQM) 3 credits

Recommended prerequisite: Business P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Lecture 3 hours. A basic course in total quality management to help managers and supervisors, in both public and private sectors,

to eradicate poor quality in both service and manufacturing businesses. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Business 28. (A/CSU)

P135—Letter and Report Writing for Business 3 credits

Recommended prerequisite: Business Supervision P120 (Business 20) and P125 (Business 25); eligible for level 2 English placement.

Lecture 3 hours. Principles of effective writing in business. Techniques of modern writing applied to correspondence, business reports, inter-office memorandums, and news releases for business. Emphasis on clear thinking and creative application of psychology to business writing, with examples and exercises. Minimum of 5,500 words per semester, excluding formal report project. Fulfills three credits of the English requirement for the associate degree. Not open to students with credit in Business 35. (A/CSU)

P140—Business Law 4 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 4 hours. The primary purpose of this course is to examine the basic principles of law that are applicable to specific subjects as the nature, development and source of law, methods of enforcement in the civil court system, contracts, agency, torts and business torts, administrative law in economic regulation, labor and employment, and aspects of international business transactions. Discussion, analysis, and case studies. Not open to students with credit in Business Administration 18. (A/CSU/UC)

P142—The Legal Environment of Business 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course covers the principles of courts and litigation, contract and criminal law, the regulatory process, tort, environmental and labor law, antitrust and global issues and how they impact business enterprise. Not open to students with credit in Business Administration 15. (A/CSU/UC)

P144—Law In Our Society 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A survey of legal problems which confront people in their everyday life activities. Included is a study of the courts, trials, marriage and divorce, community property, wills, trusts, homesteads, bankruptcy and many other principles of law. Not open to students with credit in Business Administration 20. (A/CSU)

P146—Free Enterprise Systems - SIFE 3 credits

Recommended prerequisite: Eligible for level 2 English placement, active participation in SIFE club activities.

Lecture 3 hours. The core principles of American civilization are studied and evaluated from the historical perspective as they were/are applied to the free enterprise system. Historical development of political and economic theories and systems is examined to help students understand the free enterprise systems. Not open to students with credit in Business Administration 48 or 21. (A/CSU)

P150—Quantitative Methods for Business Decision Making 3 credits

Prerequisite: Math P051 (51).

Lecture 3 hours. This course is designed to provide students with the knowledge and skills necessary in the formulation and solution of quantitative models which are used in various functional areas of business in their decision making situations. Included topics are: matrix algebra and systems of equations, differential calculus, functions, probabilities and Linear Programming. Not open to students with credit in Business Administration 48 or 24. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Business Supervision

P101—Elements of Supervision: Motivation and Goal Setting 1 credit

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. Fundamental concepts of motivation and goal setting. Designed to aid the aspiring supervisor/manager in the use of intangible motives and drives in planning advancement programs. It also provides a purpose for setting goals and imparts basic methods for achieving them. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Business 54A or 24A. (A/CSU)

P102—Elements of Supervision: Work Improvement Methods 1 credit

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. Designed to improve the mental attitudes necessary in the development of goals relating to work improvement. These include cost reduction, selecting and defining work problems to be solved, selecting the proper tools available for maintaining records and schedules, understanding the principles and methods of creative activities and getting action from the human side of the equation to attain the anticipated results. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Business 54B or 24B. (A/CSU)

P103—Elements of Supervision: Industrial Safety in the Workplace 1 credit

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. Designed to introduce supervisory personnel to the fundamentals of safety in the work environment. Course emphasizes techniques of accident analysis, statistical compilation, and the application of recorded data to the development of accident prevention strategies and training of staff. Reviews methods of accident reporting, record keeping, and introduction to workers' compensation. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Business 54C or 24C. (A/CSU)

P104—Elements of Supervision: Job Instruction and Employee Training 1 credit

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. The fundamental aspects of the supervisor's responsibility for employee orientation, induction, job instruction, and training program. The material will also cover the determination of training requirements, principles of learning, methods of job instruction and evaluating the training program. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Business 54D or 24D. (A/CSU)

P105—Elements of Supervision: Handling Grievances 1 credit

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. Designed to aid the supervisor in identifying, averting, or settling grievances before they become the subject of formal grievance hearings. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Business 54E or 24E. (A/CSU)

P106—Elements of Supervision: Management by Objectives 1 credit

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. Designed to introduce supervisory personnel to the fundamental principles and procedures of managing by objectives, its benefits, various levels of implementation, and how to establish within a business, or department within a business. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Business 54F or 24F. (A/CSU)

P107—Elements of Supervision:**Performance Appraisal 1 credit**

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. An explanation of how and why people behave as they do in performance appraisal. Detailed procedures in conducting performance appraisals that will maximize those factors most beneficial to the organization while still providing support for the person being appraised. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Business 54G or 24G. (A/CSU)

P108—Elements of Supervision:**Women in Management 1 credit**

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. Designed to aid in understanding the management areas which present many women managers with difficulty. The techniques necessary to work effectively and efficiently within all organizations will be discussed. This module is specifically designed to prepare students for the move of women into management positions. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Business 54H or 24H. (A/CSU)

P109—Elements of Supervision:**Time Management 1 credit**

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. A series of studies using techniques to improve time usage, and time saving principles. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Business 54J or 24J. (A/CSU)

P110—Elements of Supervision:**Leadership Development 1 credit**

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. A course designed to assist supervisory personnel in developing those specific skills associated with the leadership role within the job description of a supervisor. The course emphasizes that there is more to a job description than the authority and responsibilities written into the description and then provides specific methods of strengthening those identified skills. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Business 54K or 24K. (A/CSU)

P111—Elements of Supervision:**Customer Relations 1 credit**

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. Course is designed to aid supervisor and employee in developing successful relationships with internal and external customers. Not open to students with credit in Business 24L. (A/CSU)

P112—Elements of Supervision: Group**Dynamics/Team Building 1 credit**

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. Designed to assist the supervisors to develop team concepts. The class focuses on the reasons and techniques for developing teamwork. The course will examine successful tools to use in creating and maintaining teamwork. Not open to students with credit in Business 24N. (A/CSU)

P113—Elements of Supervision: Assertion,**Stress Management, Self-Esteem 1 credit**

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Total lecture 18 hours. Fundamental concepts of assertion, stress management, and self-esteem. Designed to aid the

supervisor/manager in developing a greater self-awareness to improve self-esteem, communicate assertively and manage stress more effectively. Not open to students with credit in Business 24P. (A/CSU)

P125—Application of Human Relations in Supervision 3 credits

Recommended prerequisite: Business Administration P120 (Business 20) and eligible for level 2 English placement.

Lecture 3 hours. The observation and practical application of basic psychology in building better employer - employee relationships. Emphasizes the understanding and acquisition of skills and techniques in the application of human relations concepts, the practical identification of various "selfs" of the supervisor, and examination of his/her many functions, especially leadership. Not open to students with credit in Business 55 or 25. (A/CSU)

P126—Application of Supervisory Functions in Business, Industry and Agency 3 credits

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Lecture 3 hours. The observation and practical application of basic supervisory functions by studying the processes and techniques of quality and production control, first level management and administration techniques, and labor relations. Day-to-day decision making and tasks examined will include counseling, training and morale building. Not open to students with credit in Business 56 or 26. (A/CSU)

P129—Case Studies in Supervision 3 credits

Recommended prerequisite: Business Administration P120 (Business 20) and Business Supervision P125 (Business 25); eligible for level 2 English placement.

Lecture 3 hours. An analysis of management techniques and solutions through case studies for the supervisor. Should aid new supervisors and bring up-to-date older supervisors in techniques of delegation, motivation, safety, morals, communication, evaluation, grievances, and leadership through role playing and simulation. Will provide opportunities to study and practice important phases in managing people. Not open to students with credit in Business 59 or 29. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Chemistry**P101A—General Inorganic Chemistry 5 credits**

Recommended prerequisite: Eligible for level 2 English placement, high school chemistry and Math P051 (51) or equivalent.

Lecture 3 hours, laboratory 6 hours. Usually required for pre-med, pre-dental, pre-pharmacy, engineering and science majors. Stresses the concepts and principles of chemistry. Chemical formulas and equations, thermo-chemistry, behavior of gasses, electronic structures of atoms, chemical bonding, and physical properties. Not open to students with credit in Chemistry 1A. (A/CSU/UC) CAN CHEM 2

P101B—General Inorganic Chemistry 5 credits

Prerequisite: Grade of "C" or higher in Chemistry P101A (1A). Recommended: Eligible for level 2 English placement.

Lecture 3 hours, laboratory 6 hours. Usually required for pre-med, pre-dental, pre-pharmacy, engineering and science majors. Stresses the concepts and principles of chemistry—reaction rates, equilibrium, thermodynamics, reaction spontaneity, solubility, acids, bases, complex ions, oxidation-reduction, and nuclear chemistry. Not open to students with credit in Chemistry 1B. (A/CSU/UC) CAN CHEM 4

P106—Introduction to Chemical Principles 4 credits

Recommended prerequisite: Math P055 (55) or equivalent; one high school physical science course or equivalent.

Lecture 3 hours, laboratory 3 hours. Emphasis on concepts and principles of chemistry. Measurement, chemical formulas and equations, stoichiometry, energy, reaction rates, chemical equilibrium, atomic structure, bonding, molecular geometry, and acid-bases. Not open to students with credit in Chemistry 7. (A/CSU/UC) CAN CHEM 6

P108—Basic Principles of Organic Chemistry 4 credits

Prerequisite: Chemistry P106 (7) or P101A (1A) with a grade of "C" or higher. *Recommended:* Eligible for level 2 English placement.

Lecture 3 hours, laboratory 3 hours. Molecular structure and chemical behavior of organic compounds, with special applications to health and life sciences. Not open to students with credit in Chemistry 9. (A/CSU/UC) CAN CHEM 8

P202A— Organic Chemistry 5 credits

Prerequisite: Chemistry P101B (1B) with a grade of "C" or higher.

Lecture 3 hours, laboratory 6 hours. The Chemistry P202A-B series is designed to fulfill the requirements for chemistry, premedical, pre-dental, some engineering, and some biological and physical science majors. Lecture deals with properties, preparation and reactions of the common functional groups with emphasis on stereochemistry and mechanism. Laboratory involves report writing and basic organic laboratory techniques with emphasis on spectroscopic methods of structure determination. Alkanes, Alkyl Halides, alkenes, alkynes, alcohols, and others. Not open to students with credit in Chemistry 2A. (A/CSU/UC)

P202B— Organic Chemistry 5 credits

Prerequisite: Chemistry P202A (2A) with a grade of "C" or higher.

Lecture 3 hours, laboratory 6 hours. A continuation of Chemistry P202A. The Chemistry P202A-B series is designed to fulfill the requirements for chemistry, premedical, pre-dental, some engineering, and some biological and physical science majors. Lecture deals with properties, preparation and reactions of the common functional groups with emphasis on stereochemistry and mechanism. Laboratory involves report writing and basic organic laboratory techniques with emphasis on spectroscopic methods of structure determination. Aromatics, aldehydes, ketones, carboxylic acids and their derivatives, amines, phenols, and bioorganic compounds. Not open to students with credit in Chemistry 2B. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Child Development

P011—Music Activities for Young Children 1 credit

Recommended prerequisite: Eligible for level 2 English placement, Child Development P142 (41A) and P143 (41B).

Total lecture 18 hours. A presentation of music, rhythm and dance, teaching techniques and materials appropriate to the growth and development of preschool children. Not open to students with credit in Child Development 51. (A)

P012—Movement Activities for Young Children 1 Credit

Recommended prerequisite: Eligible for level 2 English placement.

Total lecture 18 hours. Activities for preschool programs designed to develop motor-perception. Not open to students with credit in Child Development 52. (A)

P013—Dramatic Play for Young Children 1 credit

Recommended prerequisite: Eligible for level 2 English placement, Child Development P142 (41A) and P143 (41B).

Total lecture 18 hours. Presentation of specialized teaching materials emphasizing the use of dramatic play in the preschool program. This topic provides preschool teachers with methods of presenting dramatic play materials and advanced work in long-range, sequential curriculum planning. Not open to students with credit in Child Development 53. (A)

P014—Science for Young Children 1 credit

Recommended prerequisite: Eligible for level 2 English placement; Child Development P142 (41A) and P143 (41B).

Total lecture 18 hours. Presentation of specialized materials necessary for the involvement of the preschool child in learning experiences in the area of science and the environment. The presentation will include demonstration of effective teaching methods and advanced work in long-range, sequential curriculum planning. Not open to students with credit in Child Development 54. (A)

P015—Language Development for Young Children 1 credit

Recommended prerequisite: Eligible for level 2 English placement; Child Development P142 (41A) and P143 (41B).

Total lecture 18 hours. Course will cover the art of storytelling. Flannel board stories, finger play and games used to develop language in young children. Advance work in long-range, sequential curriculum planning. Not open to students with credit in Child Development 55. (A)

P016—Creative Imagery Through Flannel Board, Puppets and Folklore (Storytelling) 1 credit

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 1 hour. The study of theory and development of language through the use of storytelling. The class will look at storytelling as an art form and learn the various types of storytelling. Not open to students with credit in Child Development 58B, Creative Imagery Through Flannel Board, Puppets and Folklore (Storytelling) and Child Development 55A. (A)

P017—Arts and Crafts for Unit Studies and Holidays 1 credit

Recommended prerequisite: Eligible for level 2 English placement, Child Development P142 (41A) and P143 (41B).

Total lecture 18 hours. A credit approach to creative activities with emphasis on holiday projects. Advanced work in long-range, sequential curriculum planning. Not open to students with credit in Child Development 56. (A)

P033—Family Day Care Management (Licensing and Business Aspects) 1 credit

Recommended prerequisite: Eligible for level 2 English placement.

Total lecture 18 hours. Part of an on-going series designed to meet the training needs in family day care. Course covers licensing of family care homes, business aspects of providing home care, arrangement of the home, how to get started, support services and resources available to day care providers. Not open to students with credit in Child Development 63A. (A)

P034—Family Day Care Management (Principles and Practices) 1 credit

Recommended prerequisite: Eligible for level 2 English placement.

Total lecture 18 hours. This course is part of an on-going series designed to meet the training needs in family day care. A nine-week course on daily routines, parent/provider relationships, growth and development from infant to school age children and discipline. Not open to students with credit in Child Development 63B. (A)

P035—Family Day Care Management (Curriculum and Program Development) 1 credit

Recommended prerequisite: Eligible for level 2 English placement.

Total lecture 18 hours. This course is part of an on-going series designed to meet the training needs in family day care. Course covers licensing of family care homes, business aspects of providing home care, arrangement of the home, how to get started, support services and resources available to day care providers. Not open to students with credit in Child Development 63C. (A)

P040—Instructional Aide Lab 2 credits

Prerequisite: Concurrent enrollment in Child Development P044 (64) and P045 (65).

Laboratory 6 hours. Child development laboratory. Work as student aide participating with children between the ages of three months and five years. Requires supervised teaching and care of children, and general classroom maintenance. Not open to students with credit in Child Development 65L (A)

P044—Class and Child Management 2 credits

Recommended prerequisite: Eligible for level 2 English placement.
Lecture 2 hours. Study of theories and practical application of effective techniques when working with young children. Not open to students with credit in Child Development 64. (A)

P045—The Aide's Role 2 credits

Recommended prerequisite: Eligible for level 2 English placement.
Lecture 2 hours. Study of careers, practical application and usage of equipment needed when working with young children. Not open to students with credit in Child Development 65. (A)

P060—Parent Education: Non-Sexist Parenting 1 credit

Prerequisite: None
Total lecture 18 hours. Intended to assist parents in enabling their child to cope with sexual stereotypes in our society, based upon cooperative appreciation of the subtle discrimination that adults perpetuate. Not open to students with credit in Child Development 59E. (A)

P061—Parent Education: Survival Skills for Parenting Alone (Single Parenting) 1 credit

Recommended prerequisite: Eligible for level 2 English placement.
Lecture 1 hour. Coping with the pressures of being a single parent and at the same time taking care of your most valuable asset - yourself. You will learn to survive and even prosper as a parent alone. Maximum of two credits. Not open to students with credit in Child Development 58E or 60A. (A)

P062—Parent Education: Parenting Skills 1 credit

Recommended prerequisite: Eligible for level 2 English placement.
Total lecture 18 hours. Designed to help the parent choose effective parenting approaches through the development of his/her own self-confidence and knowledge. Discussions of child development, discipline problems, special nutritional needs, and other special skills for parenting in the 90s. Not open to students with credit in Child Development 57 or 60B. (A)

P063—Parent Education: Discipline and Self Esteem 1 credit

Recommended prerequisite: Eligible for level 2 English placement.
Total lecture 18 hours. Disciplinary techniques for parents and teachers to use in guiding and redirecting their young children without diminishing the child's self-esteem. Not open to students with credit in Child Development 59C or 60C. (A)

P064—Parent Education: Home Activities for the Preschool Child 1 credit

Recommended prerequisite: Eligible for level 2 English placement.
Total lecture 18 hours. A study of age-appropriate activities and games based on the growth and development of preschool children with emphasis on parent/child interaction using the child's home as the laboratory. Not open to students with credit in Child Development 59D or 60D. (A)

P065—Communication Skills for Parents, Teachers and Children (How to Talk So Kids Will Listen) 2 credits

Recommended prerequisite: Eligible for level 2 English placement.
Lecture 2 hours. Enables parents and teachers to bring together family and center relationships, while communicating more effectively with children. Not open to students with credit in Child Development 58D or 60F. (A)

P069—Living With Teenagers (P.A.N.I.C.) Parent, Adolescent Needs Intelligently Considered 2 credits

Recommended prerequisite: Eligible for level 2 English placement.
Lecture 2 hours. Exploration of teenager's problems, strengths, and the varied solutions and responses to them. Not open to students with credit in Child Development 60H. (A)

P072—Parent Education: Parenting Skills 1 credit

Recommended prerequisite: Eligible for level 3 or 4 English placement.
Lecture 1 hour. Designed to help the parent choose effective parenting approaches through the development of his/her own self-confidence and knowledge. Discussions of child development,

discipline problems, special nutritional needs, and other special skills for parenting in the 80s. Credits do not count toward the associate degree. Not open to students with credit in Child Development 57 or 70B.

P073—Parent Education: Discipline and Self-Esteem 1 credit

Prerequisite: None
Total lecture 18 hours. Disciplinary techniques for parents and teachers to use in guiding and redirecting their young children without diminishing the child's self-esteem. Credits do not count toward the associate degree. Not open to students with credit in Child Development 59C, 60C or 70C.

P074—Parent Education: Home Activities for the Preschool Child 1 credit

Recommended prerequisite: Eligible for level 3 English placement.
Total lecture 18 hours. A study of age-appropriate activities and games based on the growth and development of preschool children with emphasis on parent/child interaction using the child's home as the laboratory. Credits do not count toward the associate degree. Not open to students with credit in Child Development 59D, 60D or 70D.

P075—Communication Skills for Parents, Teachers and Children (How to Talk So Kids Will Listen) 2 credits

Prerequisite: None
Lecture 2 hours. Enables parents and teachers to bring together family and center relationships, while communicating more effectively with children. Credits do not count toward the associate degree. Not open to students with credit in Child Development 58D, 60F or 70F.

P079—Living with Teenagers (P.A.N.I.C.) Parent, Adolescent Needs Intelligently Considered 2 credits

Recommended prerequisite: Eligible for level 2 English placement.
Lecture 2 hours. Exploration of teenager's problems, strengths, and the varied solutions and responses to them. Maximum of four credits. Credits do not count toward the associate degree. Not open to students with credit in Child Development 60H or 70H.

P081—Parent Education: Child Health Care and Safety 1 credit

Prerequisite: None
Total lecture 18 hours. Awareness and identification of childhood illnesses and communicable diseases, immunization requirements and records, and maintenance of the well child. Not open to students with credit in Child Development 15. Credits do not count toward the associate degree. Not open to students with credit in Child Development 59B or 71A.

P082—Parent Education: Nutrition of Preschoolers 1 credit

Prerequisite: None
Total lecture 18 hours. Child nutritional requirements, food preparation, eating habits and attitudes for the developing child. Credits do not count toward the associate degree. Not open to students with credit in Child Development 59A or 71B.

P083—Parent Education: Child Abuse Prevention 1 credit

Prerequisite: None
Total lecture 18 hours. Course will cover awareness of the problem, specific characteristics to look for, requirements for reporting abuse, and positive approaches to prevent child abuse. Credits do not count toward the associate degree. Not open to students with credit in Child Development 18, 58 or 71C.

P113—Child Development 3 credits

Recommended prerequisite: Eligible for level 2 English placement.
Lecture 3 hours, laboratory 1 hour. The study of the child from prenatal life through adolescence with major emphasis on the two to five year olds. Not open to students with credit in Child Development 13. (A/CSU/UC)

P122—Child, Family and Community 3 credits

Recommended prerequisite: Eligible for level 2 English placement; Child Development P113 (13).

Lecture 3 hours. Patterns of family living in a democratic society; their implications for people entrusted with the care and education of children and for the community. Not open to students with credit in Child Development 42. (A/CSU/UC)

P140L—Child Development Laboratory 3 credits

Prerequisite: Concurrent enrollment in P142 (41A).

Laboratory 9 hours. Beginning student teaching. Requires participation with and observation of children between the ages of two and five through supervised experience working with children in the Child Development Center. Not open to students with credit in Child Development 40A. (A/CSU)

P141L—Child Development Laboratory 3 credits

Prerequisite: Concurrent enrollment in Child Development P143.

Laboratory 9 hours. Advanced student teaching. Requires participation and leadership with children between the ages of two and five through supervised experience teaching children in the Child Development Center. Not open to students with credit in Child Development 40B. (A/CSU)

P142—Principles in Early Childhood Education 2 credits

Recommended prerequisite: Eligible for level 2 English placement, Child Development P113 (13), and concurrent enrollment in Child Development P140L and P144.

Lecture 2 hours. Emphasizes understanding of the behavior and age characteristics of children between the ages of two and five and development of effective teaching techniques in conjunction with basic guidelines for working with young children. Not open to students with credit in Child Development 41A. (A/CSU)

P143—Principles and Practices in Early Childhood Education, Curriculum Development 2 credits

Prerequisite: Child Development P142 (41A) or equivalent. Recommended: Eligible for level 2 English placement, Child Development P113 (13) and concurrent enrollment in Child Development P141L.

Lecture 2 hours. Develops the areas of the preschool curriculum by lesson planning experiences which encourage physical, cognitive, social and emotional growth in the young child. Not open to students with credit in Child Development 41B/P141B. (A/CSU)

P144—Creative Activities for Children 3 credits

Recommended prerequisite: Eligible for level 2 English placement and concurrent enrollment in Child Development P142 and P140L.

Lecture/demonstration 3 hours. Experimentation, exploration, and practice in teaching creative activities, materials, and methods of arts and crafts for children aged two to six. The history of creative thinking and development and its intellectual and physical implications will be included. Limited participation with children outside class. Not open to students with credit in Child Development 43A. (A/CSU)

P145—Creative Activities for Children 2 credits

Recommended prerequisite: Eligible for level 2 English placement, Child Development P144 (43A), and concurrent enrollment in Child Development P141L and P143.

Lecture/demonstration 2 hours. A continuation of Child Development P144. Emphasis is on preparation of materials and teaching aids for music, rhythm instruments, creative movement, science experiences, cooking, bulletin boards, dramatic play, mobiles, games and manipulatives. Not open to students with credit in Child Development 43B. (A/CSU)

P160L—Infant Care and Development Laboratory 1 credit

Recommended prerequisite: Eligible for level 2 English placement; concurrent enrollment in Child Development P161 or P163.

Laboratory 3 hours per week arranged in the college Child Development Center. The purpose of the laboratory is to provide the student with an understanding of the growth and development of infants through firsthand observations and experience with infants. Not open to students with credit in Child Development 14L or 40C. (A/CSU)

P161—Principles and Practices Infant Care and Development 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours. A study of theory and research and of cognitive and sensory development. The class will look at mother-child interactions as well as age appropriate curriculum and infant programs. Not open to students with credit in Child Development 14 or 41C. (A/CSU)

P163—Creative Activities for Infants and Toddlers 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture/demonstration 2 hours. Presentation of activities and materials to encourage physical, intellectual and emotional growth as well as language development of infants and toddlers and twos. Not open to students with credit in Child Development 58 or 43C. (A/CSU)

P215—Parent Education-Child Health Care 1 credit

Recommended prerequisite: Eligible for level 2 English placement.

Total lecture 18 hours. Awareness and identification of childhood illnesses and communicable diseases, immunization requirements and records, and maintenance of the well child. Not open to students with credit in Child Development 59B or 15. (A/CSU)

P216—Nutrition Concepts and Controversies 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours. Basic principles of nutrition as they affect the body and mind in all stages of life, food fads, and fallacies, with special emphasis on the dietary needs of the preschool child. Not open to students with credit in Child Development 16. (A/CSU)

P218—Child Abuse Prevention 1 credit

Recommended prerequisite: Eligible for level 2 English placement.

Total lecture 18 hours. Course will cover awareness of the problem, specific characteristics to look for, requirements for reporting abuse, and positive approaches to prevent child abuse. Not open to students with credit in Child Development 58 or 18. (A/CSU)

P223—Child Psychology 3 credits

Recommended prerequisite: Eligible for level 2 English placement; Psychology P101A (1A).

Lecture 3 hours. Principles of early child development with emphasis on early adjustment processes, social learning and personality development. Not open to students with credit in Psychology 23 or Child Development 23. [Also listed as Psychology P223] (A/CSU/UC)

P231—Children's Literature 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. An exploration of children's literature from past to present with concentration primarily on the preschool level. Lecture topics will include such subjects as the history of children's literature, various authors and illustrators, and different types of literature for children such as poetry, fables and fairy tales. Not open to students with credit in Child Development 31. (A/CSU)

P239—Observing and Recording Behavior of Young Children 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours, laboratory 1 hour. This course will provide the student with a method of increasing his/her understanding of children and youth, how they grow and develop, how they behave and how they interact in society. Students will collect factual, descriptive information that will help them comprehend their research and allow them to put into practice appropriate techniques in observing children and youth. Not open to students with credit in Child Development 39. (A/CSU)

P244—Techniques of Parent Education 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours. Techniques of working with parents. Philosophy of parent education, home visits, group discussion, individual conferences, and parent participation in the school program. Not open to students with credit in Child Development 44. (A/CSU)

P245—Nursery School Business Management

3 credits

Recommended prerequisite: Eligible for level 2 English placement, previous experience in a preschool program required, and Child Development P142 (41A) and P143 (41B).

Lecture 3 hours. The course will cover the budgeting process, fees, forms, payroll, purchasing, principles and practices, operations manual and legal requirements. Not open to students with credit in Child Development 45. (A/CSU)

P246—Nursery School Administration

3 credits

Recommended prerequisite: Eligible for level 2 English placement. Previous experience or current involvement in a preschool program.

Lecture 3 hours. Course will cover planning the program and curriculum. Components of day care services, staffing, personnel practices, parent and community involvement, credentials and professional growth. Not open to students with credit in Child Development 46. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Commercial Art

P102—Commercial Layout and Design

2 credits

Prerequisite: None

Lecture/Studio 4 hours. Course for those interested in how design layouts are produced in advertising art, magazines and television, etc. Basic design concepts and technologies in the construction of layouts. Details the organization and functions of advertising agencies. Introduces commercial printing processes. Required for major in Applied Design and Commercial Art and for a certificate in Applied Design. Not open to students with credit in Art-Commercial 2. (A/CSU)

P103—Illustration

2 credits

Prerequisite: None

Lecture/Studio 4 hours. An introduction into the commercialization of imagery. Students will learn skills, techniques and concepts necessary in the production of illustrations. Instruction in technical rendering, ink, design and layout, lettering, transfer, perspective, scale in reproduction, and air brush. Required for majors in Commercial Art. Recommended for majors and certificates in Applied Design. Not open to students with credit in Art 30 or Art-Commercial 3. (A/CSU)

P104—Advanced Illustration

2 credits

Prerequisite: Commercial Art P103 (3).

Lecture 1 hour, studio 3 hours. A continuation of Commercial Art P103 with emphasis on perfecting basic technologies and exploring new tools and media. Instruction in "cost effective" imagery, tools, and techniques. Discussion of the organization and promotion of skills and versatility. Required for Commercial Art majors. Not open to students with credit in Art-Commercial 4. (A/CSU)

P105—Air Brush

2 credits

Prerequisite: None

Lecture 1 hour, Studio 3 hours. A concentrated study of this unique tool with instruction on its potential and best suited uses. Examples of successful techniques of airbrush technicians. Projects include rigorous exercise seeking mastery of the tool along with individual uniquely personal applications. Recommended for Commercial and Fine Arts Studio majors. Not open to students with credit in Art-Commercial 5. (A/CSU)

P110—Photo-Realism

2 credits

Prerequisite: None

Lecture/Studio 4 hours. A course addressing the concept of the "photo" and "super" real in imagery, both in Fine Arts and Commercial Art. Photography's uses as an accurate reference and a step by step transfer of photo images into other media.

Discussion of individual interpretation and originality. Relationship of "product" to "copyright" and instruction in photography and the specialized tools, equipment and techniques used. Recommended for majors in Fine Arts Studio. Not open to students with credit in Art-Commercial 10. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Computer Graphics

P110 –Computer Graphics

3 credits

Prerequisite: None

Lecture 2 hours, laboratory 3 hours. Introduction to visual imagery created and manipulated by computer. The latest Macintosh computers with supporting hardware and software are the platform used with instruction in IBM format to facilitate cross platformed operations by students. Current state-of-the-art software is used to maintain a viable level of educational excellence in graphic design, layout and image manipulation. Technical expertise and creative expression are stressed. (A/CSU)

P111 –Digital Graphic Design

3 credits

Prerequisite: Computer Graphics P110.

Lecture 2 hours, laboratory 3 hours. Manipulating the Macintosh imaging system in the creation of graphic designs. Students will be trained in the traditional skills of design and fine art as they are translated into digital design. (A/CSU)

P112 – Digital Imaging

3 credits

Prerequisite: Computer Graphics P110.

Lecture 2 hours, laboratory 3 hours. Computerized digital images created by students using current programs and hardware with the Macintosh platform. Instruction in scanning, digital photography and video acquisition, software manipulation, editing, storage and printing. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Criminology

P050—Correctional Officer Core Training Course

6 credits

Prerequisite: None

Lecture 6.7 hours. This course provides necessary training mandated by the State of California, Board of Corrections Standards and Training for Corrections Program (STC). This course is required for employment with the Return to Custody Facilities (RTCs) and the Community Corrections Facilities (CCFs) in California, many of which are located in Tulare and Kern Counties. The course offers instruction the following areas: codes; statutes and other legal documents; classification of inmates; contraband; interpersonal, tactical and practical communications; assaultive behavior and restraint techniques; booking and receiving; releasing; maintaining security; reporting and record keeping; monitoring psychological and physical health; management of inmate workers; screening and monitoring of visitors; screening and distribution of mail; transporting; emergency procedures; testifying; physical conditioning and community CPR and first aid. (A)

P051—Arrest-Control/Firearms (P.C. 832)

3 credits

Prerequisite: Eighteen years of age and written criminal history clearance from D.O.J. as per 13511.5 P.C.

Total lecture/demonstration 64 hours. This course is a Peace

Officer Standards and Training (P.O.S.T.) approved course which covers ethics and basic penal code laws, and trains the student to become familiar with handguns and qualify with his or her handgun of choice. The student will also learn to apply basic self-defense and arrest restraint holds and handcuff a prisoner properly. The course is required by P.O.S.T. for all occupations that require the employee to carry a firearm and make arrests. Examples of these occupations are: California Department of Corrections, County Probation Officers, Reserve Police Officers and other law enforcement related fields. Every student must have a handgun, two loading devices and at least 200 rounds of ammunition to complete the course. (A)

P067A—Reserve Officer Level III Training 3 credits

Prerequisite: Eighteen years of age and written criminal history clearance from D.O.J. as per 13511.5 P.C.

Total lecture 60 hours, laboratory 32 hours. This course provides required training for Level III Reserve Officers in accordance with P.C. 832.6 and P.O.S.T. regulations. Not open to students with credit in Administration of Justice/Criminology 67A. (A)

P067B—Reserve Officer Level II Training 3 credits

Prerequisite: Criminology P067A or approved P.O.S.T. P.C. 832 64-hour Arrest-Control/Firearms or a Basic Firearms Familiarization class preceding or during Level II and Level III or 64-hour P.C. 832.

Total lecture 56 hours, laboratory 48 hours. This course provides required training for Level II Reserve Officers in accordance with P.C. 832.6 and P.O.S.T. regulations. Not open to students with credit in Administration of Justice/Criminology 67B. (A)

P067C—Reserve Officer Level I Training 4 credits

Prerequisite: Eighteen years of age, satisfactory completion of Level II training. Total lecture 96 hours, laboratory 40 hours. This course provides required training for Level I Reserve Officers in accordance with P.C. 832.6 and P.O.S.T. regulations. Not open to students with credit in Administration of Justice/Criminology 67C. (A)

P073A - ZZ—Advanced Peace Officer Training .5 to 12 credits

Prerequisite: Criminology P067 (67), equivalent, or a P.O.S.T. Basic Certificate.

An in-service training course for peace officers below management level. This course complies with regulations prescribed by the California Commission on Peace Officer Standards and Training (P.O.S.T.). The subject content is designed to meet current training needs in the area and will change with each course. A course outline for each course will be placed on file as the course is presented. A minimum of nine hours lecture or 27 hours lab will be required for each 1/2 credit. This course is offered only on a credit/no-credit grading system. Credits do not count toward the associate degree. This is an open-entry/open-exit course. Not open to students with credit in Criminology 73A-Z.

P093A - ZZ—Advanced Peace Officer Training 0 credits

Prerequisite: Criminology P067 (67), equivalent, or a P.O.S.T. Basic Certificate.

An in-service training course for peace officers below management level. This course complies with regulations prescribed by the California Commission on Peace Officer Standards and Training (P.O.S.T.). The subject content is designed to meet current training needs in the area and will change with each course. A course outline for each course will be placed on file as the course is presented.

P101 –Public Safety Report Writing 3 credits

Recommended Prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course is designed to introduce students, who are interested in careers in the public safety area, to the report writing skills necessary to be successful once they are employed in the fields of law enforcement, corrections or fire technology. The course will review the basics of English grammar, syntax, composition and style. With this refresher, the student will begin to analyze case studies for the proper crime committed and then write a series of crime, incident, hazard and confinement reports. The instructor will read these reports for correctness, crime elements, proper documentation of the incident or hazard and the five Cs: clarity, conciseness, completeness, coherence and construction. Each report will be carefully edited and gone over in class. Approved for credit/no-credit grading option. See page 20 for details. (A/ CSU)

P102—Introduction to Administration of Justice 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. The history and philosophy of criminology in America; recapitulation of the system; identifying the various subsystems, role expectations, and their inter-relationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Administration of Justice 11 or Criminology 2 or 11, Introduction to Administration of Justice. (A/CSU/UC) CAN AJ 2

P103—Introduction to Law 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course provides an introduction to the historical development and philosophy of law and constitutional research, legal methodology and concepts of law as a social force. A brief analysis of criminal intent, parties to a crime, elements of crime, corpus delicti, defenses to crimes and an introduction to laws of arrest will also be addressed. In addition, law as it affects the correctional component of the justice system will be clearly identified. Not open to students with credit in Criminology 3. (A/CSU)

P104—Criminal Law 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Historical development, philosophy of law and constitutional provisions; definitions, classifications of crime, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. Not open to students with credit in Administration of Justice/Criminology 13 or Criminology 4. (A/CSU/UC) CAN AJ 4

P105— Principles and Procedures of the Justice System 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. An in-depth study of the role and responsibilities of each segment within the Criminology System: law enforcement, judicial, corrections. A past, present and future exposure to each sub system procedures from initial entry to final disposition and relationship each segment maintains with its system members. Not open to students with credit in Administration of Justice/Criminology 12, Principles and Procedures of the Justice System, or Criminology 5. (A/CSU)

P106—Legal Aspects of Evidence 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. Not open to students with credit in Administration of Justice/Criminology 14, Legal Aspects of Evidence, or Criminology 6. (A/CSU)

P107—Exploring Contemporary Multicultural Issues 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. An in-depth exploration of the roles of the administration of justice practitioners and their agencies. Through interaction and study, the student will become aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Not open to students with credit in Administration of Justice/Criminology 15, Community Relations, or Criminology 7. (A/CSU/UC)

P108—Principles of Investigation 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. The study of basic principles of all types of investigations utilized in the justice system. Coverage will include human aspects in dealing with the public; specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources, and case preparations. Not open to students with credit in Administration of Justice 16, Principles of Investigations, or Criminology 8. (A/CSU)

P109—Criminal Justice Communications 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A course within the criminology department designed for both the criminal justice student and the practitioner already employed in the criminal justice system. This course is primarily a study of effective oral and written communications including varied aspects of criminal justice agency reporting, record systems, interview and interrogation, observation recording, field note-taking, and current trends in criminal justice reporting. Not open to students with credit in Criminology 24, Criminal Justice Communications, or Criminology 9. (A/CSU)

P111—Introduction to Behavioral and Correctional Science 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. It will also explore the theoretical and philosophical explanations of behavior, the correctional system, and its relationship to the criminal offender, as well as modern techniques of controlling crime. It will specifically focus on the legal issues, specific laws, and general operation of correctional institutions. It will survey the occupational field with emphasis on treatment and rehabilitation methods and facilities and opportunities for psychological and sociological services. Finally, the course will explore the relationship between corrections and other components of the judicial system. Not open to students with credit in Administration of Justice 19/Criminology 19 or 11. (A/CSU)

P112—Correctional Writing 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This is an introductory course emphasizing the practical aspects of gathering, organizing, and preparing reports for correctional activities on local, state and federal levels. It will cover the techniques of communicating facts, information, and ideas effectively in a simple, clear and logical manner for various types of criminal justice system reports, letters, memoranda, objectives, and administrative reports. Students will gain practical experience in note taking, report writing and presenting testimony in court. Not open to students with credit in Criminology 27 or 12. (A/CSU)

P113—Interviewing and Counseling in Corrections 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Introduction to approaches to behavior modification through interviewing and counseling. An overview of the techniques available to entry-level practitioners in corrections, counseling and interviewing. Create an awareness of advanced methods utilized by professional counselors. Traces the development of positive relationships between the client and corrections personnel. Not open to students with credit in Administration of Justice 20, Criminology 20, Interviewing and Counseling, or Criminology 13. (A/CSU)

P114—Control and Supervision in Corrections 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course offers an overview of supervision of inmates in the local, state and federal correctional institutions. The issues of control in a continuum from institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff, coping techniques for correctional officer in a hostile prison environment. The causes and effects of abusive tactics will also be discussed. Not open to students with credit in Criminology 28 or 14. (A/CSU)

P115—Legal Aspects of Corrections 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material will broaden the individual's perspective of the correction's environment, the civil rights of prisoners and responsibilities and liabilities of corrections officials. Not open to students with credit in Criminology 29 or 15. (A/CSU)

P117—Police Operations 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Emphasis is placed upon patrol, traffic, public service responsibilities and their relationship to the criminology system. Not open to students with credit in Administration of Justice/Criminology 17. (A/CSU)

P118—Introduction to Criminology 3 credits

Recommended prerequisite: Eligible for level 2 English placement, Psychology P101A (1A) or Sociology P101 (1).

Lecture 3 hours. A study of the discussion of current theories of crime causation, types of criminal behavior, sociology and psychological factor's contribution to crime and the methods of dealing with criminals. Not open to students with credit in Administration of Justice/Criminology 18. (A/CSU)

P121—Juvenile Delinquency 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. An in-depth study of juvenile delinquency in America. Coverage will include theories of delinquency, social class and delinquency, subcultures of delinquency, delinquencies and gangs among boys, delinquencies of girls, the effects of home and school, community prevention programs, police contact, juvenile courts, probation, and institutional treatment. Not open to students with credit in Administration of Justice/Criminology 21. (A/CSU)

P122—Probation and Parole 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. An in-depth exploration of theories, philosophies, and procedures related to the role of the probation and parole officer. Emphasis is placed upon client contact, motivation, decision making, methods of evaluation, management, treatment, and client supervision. Not open to students with credit in Administration of Justice/Criminology 22. (A/CSU)

P123—Constitutional Rights of the Accused 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Landmark U.S. Supreme Court decisions involving constitutional issues: relating to due process, right to counsel, search and seizure, self incrimination, fair trial, cruel and unusual punishment, double jeopardy, first amendment rights, equal protection, and the critical thinking process of analysis, criticism, advocacy of ideas and reasoning. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Administration of Justice/Criminology 23. (A/CSU)

P125—Police Supervision 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course is designed for peace officers below the rank of lieutenant. For the in-service supervisors, the course will provide concepts and practical applications to improve their skills. For the police officer wishing to promote, the course will provide insights into the role of the supervisor in a law enforcement agency. The course will also assist police officers in their preparation for promotion to the supervisory ranks. For the student not employed in law enforcement, the course provides an understanding of what to expect from supervisors and the importance of followership. Not open to students with credit in Criminology 25. (A/CSU)

P126—Traffic Control/Accident Investigation 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course will present an in-depth study of traffic collisions and why they occur; a basic understanding of the importance of traffic laws as they pertain to operators of motor vehicles, bicycles, and pedestrians; a study of both the physiological and psychological effects of alcohol and/or drugs on the operator of a motor vehicle; the proper methodologies for controlling the movement of traffic control. Not open to students with credit in Criminology 26. (A/CSU)

P140—Field Work Criminology Police Cadet 3 credits

Recommended prerequisite: Eligible for level 2 English placement and instructor's permission.

Lecture 1 hour, laboratory 6 hours. Students may earn a maximum of 12 credits. Maximum of six credits creditable toward a major in

this field. Under direct supervision, students will perform duties as assigned on campus or with local law enforcement agencies. Duties on campus will consist of parking enforcement, traffic control, building and parking lot security, escort service when needed, and security at school events. Students assigned to a law enforcement agency will receive training in records, communications, jail maintenance, prisoner processing, gathering of information, report writing, and other areas assigned. Lecture will cover professionalism as well as the philosophical, sociological, psychological, political and legal aspects of law enforcement. Maximum of 12 credits. Not open to students with twelve credits in Administration of Justice/Criminology 40. (A/CSU)

P141—Current Topics in Criminology 1 credit

Recommended prerequisite: Eligible for level 2 English placement.

Total lecture 18 hours. Current topics in selected areas within the administration of justice. Topics in the areas of law enforcement, corrections, courts, criminology, administration and management, and criminalistics. Maximum of three credits; no topic may be repeated. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with three credits in Administration of Justice/Criminology 41. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Drafting

P103A,B—Engineering Drawing 3,3 credits

Prerequisite: None. Drafting P103A (3A) is prerequisite to Drafting P103B (3B).

Lecture 2 hours, laboratory 3 hours. Study of sketching, layout, detail, assembly and installation drawings, freehand pictorials, theory of orthographic projection, dimensioning, working drawings, empirical equations, and graphical mathematics. [Course P103A is parallel to U.C. Graphics 22, P103B is parallel to U.C. Engineering 24.] Not open to students with credit in Drafting 3A,B. (A/CSU/UC)

P107—Architectural Drawing 3 credits

Recommended prerequisite: Eligible for level 2 English and level 2 math placements. Drafting P071 (71) or 1 full year of high school drafting or instructor's permission.

Lecture 2 hours, laboratory 3 hours. Working drawings of simple constructions, floor plans, foundation plans, elevations, and details. Not open to students with credit in Drafting 7. (A/CSU)

P108—Architectural Drawing 3 credits

Recommended prerequisite: Eligible for level 2 English and level 2 math placements.

Lecture 2 hours, laboratory 3 hours. Theories of environmental design, developing skills in shading, perspective and proportions along with analytic techniques and problem-solving methodologies. Not open to students with credit in Drafting 8. (A/CSU/UC)

P109—Principles of Bidding and Estimating 4 credits

Recommended prerequisite: Eligible for level 2 English and level 2 math placements and Drafting P107 (7).

Lecture 4 hours. This course includes methods used to calculate cost and/or price, determining worth and make accurate estimates of materials and labor for light frame construction. Preparing bids for prospective buyers. Not open to students with credit in Building Trades 9, 9A or 9B, and Drafting 9. (A/CSU)

P110—Building Construction Detailing 3 credits

Recommended prerequisite: Eligible for level 2 English and level 2 math placements.

Lecture 2 hours, laboratory 3 hours. This course involves methods of residential, commercial and industrial building construction. Exact logical details and specifications for the construction of wood, concrete, masonry and steel structures. Meets C.S.U. Fresno 117 Construction Detailing requirements. Not open to students with credit in Drafting 10. (A/CSU)

P121A—Introduction to AutoCAD 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 1 hour, laboratory 3 hours. An overview of the application of microcomputers to the production of technical drawings and other computer graphics. Lectures, discussions, audio-visuals, outside readings, and supervised computer laboratory projects are employed to develop a comprehensive introduction to CAD. Not open to students with credit in Drafting 48C or 21. (A/CSU)

P121B—Advanced CAD Drafting 2 credits

Prerequisite: Drafting P121A. Recommended: Eligible for level 2 English and level 2 math placements.

Lecture 1 hour, laboratory 3 hours. This course is designed to offer continuing opportunities to learn two-dimensional and three-dimensional CADdrafting techniques. The students will build on their knowledge of CAD drafting by completing isometric drawings, renderings, advanced dimensioning techniques and printing techniques. Not open to students with credit in Drafting 48B. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Drama

P101—Introduction to Theater 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Survey of major dramatic forms and works for the theater. Study of historical literary periods and their relationships to the socio-economic and political issues of the times. Introduction to the literature of significant playwrights. This course meets requirement for general education. Not open to students with credit in Drama 1. (A/CSU/UC)

P102—Introduction to Contemporary Drama 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Study of the creative process and the techniques of staging. Survey of the mass media; styles and techniques in film, radio, and television drama, and problems of public policy and standards of taste for the popular arts. Includes an introduction to dramatic evaluation and review. Meets requirement for general education. Not open to students with credit in Drama 2. (A/CSU/UC)

P110—Fundamentals of Acting 2 credits

Prerequisite: Drama P101 (1) or Drama P102 (2).

Lecture 2 hours. The purpose and techniques of acting: the approach, basic use of voice, body, and characterization. Presentation of scenes in class. Not open to students with credit in Drama 10. (A/CSU/UC)

P112—Theater Crafts 2 credits

Prerequisite: Concurrent enrollment In Drama P129L.

Lecture 2 hours. Introduction to the physical theater and its equipment. Oriented to scene design, construction and painting (including the making of models), lighting theory, lighting instruments, light control, color and sound in the theater. Not open to students with credit in Drama 12. (A/CSU/UC)

P115—Repertory Theater 12 credits

Prerequisite: By audition or interview.

Lecture 10 hours, laboratory 30 hours. This course focuses on participation as a company member in a summer repertory company in which all aspects of theatrical production, both performance and technical, musical and dramatic, will be studied and experienced in introductory measure by all company members. In addition to lecture, reading, demonstration, and discussion, the elements studied will have full application in public repertory productions. The performance elements introduced will include movement for the theater, voice production and quality, breath control, articulation, text analysis, the nature of dramatic action, aesthetics and theory of drama, and the acting environment in rehearsal and performance. The

technical elements studied will include set construction and maintenance, set dressing, property construction, light and lighting, sound, costume design and construction, theater management and house management. The course is designed to provide the students with a broad introductory experience which allows them to determine if further study in the dramatic arts or technical theater is desirable, and if so, the area of dramatic art or technical theater most suited to the student's interests and abilities. The course is the equivalent of three credits of introduction to acting, two credits of voice and speech, one credit of theater process and management, two credits of technical theater, three credits of performance, one credit of theater history. (A/CSU)

P116—Advanced Repertory Theater 12 credits

Prerequisite: By audition or interview.

Lecture 10 hours, laboratory 30 hours. This course, as a continuation of Drama P115, will also focus on the area of dramatic art or technical theater of most interest to the student, but will also involve continuing participation as a company member in a summer repertory company in which all aspects of theatrical production, both performance and technical, musical and dramatic, will be studied and experienced by all company members. In addition to lecture, reading, demonstration, and discussion, the elements studied will have full application in public repertory productions. The performance elements studied will include movement for the theater, voice production and quality, breath control, articulation, text analysis, the nature of dramatic action, aesthetics and theory of drama, and the acting environment in rehearsal and performance. The technical elements studied will include set construction and maintenance, set dressing, property construction, light and lighting, sound, costume design and construction, theater management and house management. The course is designed to provide the student with an in-depth repertory experience with either major performance or major technical responsibility. This course is the equivalent of three credits of acting in repertory, one credit of voice and speech, two credits of theater process and management, two credits of technical theater, three credits of performance, one credit of theater history. (A/CSU)

P127L—Acting Laboratory 2 credits

Prerequisite: None

Laboratory 6 hours per week. Participation as a performer or performer/technician in the public production of plays and musicals. Not open to students with eight credits in Drama 27AL. (A/CSU/UC)

P128L—Music Production Laboratory 1 credit

Prerequisite: None

Laboratory 3 hours. Participation in all aspects of the public production of musicals and musical programs, including acting, stage design, construction, lighting, publicity, business management, properties, costumes, and stage management. May be taken for one credit for each 54-hour block of performance-laboratory time, but for not more than a total of four credits. Not open to students with four credits in Drama 27ML. (A/CSU/UC)

P129L—Theater Laboratory 1 credit

Prerequisite: None

Laboratory 3 hours. Participation in aspects of the public production of plays and musicals, including stage design and construction, lighting, publicity, business management, properties, costumes, and stage management. Not open to students with four credits in Drama 27TL. (A/CSU/UC)

P150—Fundamentals of Theater 12 credits

Prerequisite: None

Lecture 6 hours, laboratory 18 per week. This course will present introductory studies of the elements of acting which should be mastered for entry into the professional theater or advanced educational theater. In addition to lecture, reading, demonstration, and discussion, the acting elements studied will be applied by the student in classroom production settings. The elements introduced will include movement for the theater, mime, voice production and quality, breath control, standard speech, articulation, text analysis, the nature of dramatic action, aesthetics and theory of drama, and the acting environment in rehearsal and performance, including basic stagecraft skills. The course is designed to provide the student with the mental and physical basis necessary to embark on the in-depth study and mastery of acting skills. The course is the equivalent of four credits of basic acting, two credits of movement, two credits of voice and speech, one

credit of dramatic theory, two credits of stagecraft and one credit of theater history. (A/CSU)

P151—Basic Applied Acting 12 credits

Prerequisite: Drama P150.

Lecture 6 hours, laboratory 18 per week. This course is a continuation of Drama P150, and will present, in greater depth, studies of the elements of acting which should be mastered for entry into the professional theater or advanced educational theater. In addition to lecture, reading, demonstration, and discussion, the acting elements studied will be applied by the student in classroom production settings. The elements introduced will include movement for the theater, mime, voice production and quality, breath control, standard speech, articulation, text analysis, the nature of dramatic action, aesthetics and theory of dramatic history. The course is designed to develop in the student the mental and physical basis necessary to embark on the in-depth study and mastery of acting skills. The course is the equivalent of four credits of basic acting, two credits of movement, two credits of voice and speech, one credit of dramatic theory, two credits of stagecraft and one credit of theater history. (A/CSU)

P152—Advanced Applied Acting 12 credits

Prerequisite: Drama P151.

Lecture 6 hours, laboratory 18 per week. This course is a continuation of Drama P151, and will apply, in depth, the elements of acting which should be mastered for entry into the professional theater or advanced educational theater. In addition to lecture, reading, demonstration, and discussion, the acting elements studied will be applied by the student in classroom production settings and in some public and educational venues. The elements studied and applied will include rehearsal techniques, text analysis, acting styles, stage movement, voice and speech, dialects and performance. The course is designed to develop very strong acting skills in the student. The course is the equivalent of three credits of acting, three credits of rehearsal technique, one credit of movement, one credit of voice and speech, one credit of dramatic theory, one credit of theater history and one credit of performance. (A/CSU)

P153—Advanced Acting Techniques 12 credits

Prerequisite: Drama P152.

Lecture 6 hours, laboratory 18 per week. This course is a continuation of Drama P152, and will apply, in depth, the elements of acting which should be mastered for entry into the professional theater or advanced educational theater. In addition to lecture, reading, demonstration, and discussion, the applied will include rehearsal and performance techniques, text analysis, film-radio-television technique, specialized and period movement, dialects and performance. The course is designed to develop professional acting skills in the student. The course is the equivalent of three credits of acting technique, four credits of rehearsal technique, four credits of performance technique, one credit of movement, one credit of voice and speech, and one credit of theater history. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Economics

P101—Principles of Economics 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Microeconomics, price theory in a market system, marginal cost and revenue analysis, pricing, competition, monopoly, oligopoly, agricultural problems, government regulation, pollution, comparative economic systems, and international trade. Required of all business administration majors transferring to the University of California. Not open to students with credit in Economics 1B or 11. (A/CSU/UC) CAN ECON 4

P102—Principles of Economics 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. An introductory analysis of basic macroeconomics concepts, including national income, business fluctuations, the multiplier, monetary and fiscal policy, money and banking, and economic growth. Required of all business administration majors transferring to the University of California. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Economics 1A or 12. (A/CSU/UC) CAN ECON 2

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Education

P076—Effective Learning Skills 2 credits

Prerequisite: None

Lecture 2 hours. Develop effective learning skills in order to successfully complete the basic requirement of a first semester student at Porterville College. Skills to be presented: goal setting, realistic scheduling, memory and recall, dynamic reading, mental rehearsal, stress reduction during exams, free flow note taking and developing a positive self-image leading to more positive self-esteem in the academic setting. Not open to students with credit in Education 71 or 76, or English 76.

P077 – Learning Strategies 2 credits

Recommended Prerequisite: Eligible for level 3 English placement. This course is designed for students with learning disabilities.

Lecture 2 hours. This course is designed to enable students with learning disabilities to identify their specific learning disability, their strengths and weaknesses and to develop and utilize compensatory strategies in their academic endeavors. Students will develop their learning profiles. Specific study strategies using multi-sensory methods will be explored. Credits do not count toward the associate degree. Approved for credit/no-credit grading option. (See page 20 for details.)

P101—College Planning and Success Strategies 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours. Designed to acquaint students with basic aims and objectives of college attendance. Goal setting, college skill building and exercises in critical thinking and stress management are included as well as emphasis on academic planning for careers and transfers. New students should complete the class during their first semester. Not open to students with credit in Education 1. (A/CSU)

P103—Introduction to Teaching 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours, laboratory 3 hours. A survey course that provides a general introduction to educational theory and practice. The course is designed for individuals that are considering a career in education at the elementary or secondary level. The course provides opportunities for observation and participation in classroom situations as well as an introduction to the requirements, duties, and responsibilities of the teaching profession. Not open to students with credit in Education 30. (A/CSU)

P104—Tutor Preparation 1 credit

Recommended prerequisite: A or B grade in course to be tutored and instructor's permission. Eligible for level 2 English placement.

Interpersonal communications, problem solving, and tutoring techniques will be presented to students who are qualified and interested in tutoring in the Learning Center. Techniques for tutoring students with handicaps or students with different cultural backgrounds will be covered, as well as various peer tutoring methods. Development of tutorial techniques will occur through group orientation, reading assigned materials and practice in tutoring under instructional supervision with follow-up evaluations and grades. Not open to students with credit in Education 40. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Emergency Medical Technician

EMT-I

P050—Emergency Medical Technician I 6 credits

Prerequisite: California Department of Health requires that students be 18 years of age before they can be certified.

Recommended: Eligible for level 2 English placement.

Total lecture 108 hours, laboratory 10 hours, testing/ evaluation 10 hours. Course provides for the development of skills for the recognition of symptoms of illness and injuries, and proper procedures of emergency care. Designed primarily for law enforcement, fire, forestry, and ambulance personnel. Not open to students with credit in EMT 50 or 50A. (A)

EMT-II

P051A—Introduction to Intermediate Pre-Hospital Care 1 credit

Prerequisite: One year of EMT-I field experience pass screening exam, and be sponsored by transport agency.

Total lecture 18 hours. This module introduces the student to the Emergency Medical Technician II program of Advanced Life Support. Topics include legal considerations, medical terminology review, anatomy and physiology review, patient assessment, and radio communication. Not open to students with credit in EMT 51A. (A)

P051B—Introduction to Medication, Shock and Fluid Therapy 1 credit

Prerequisite: Completion of EMT P051A (51A) with a grade of "C" or higher. Total lecture 18 hours. This module will introduce the Advanced Life Support student to the concepts of Intravenous Therapy. The course provides a study of volume replacement of body fluids hemodynamically as well as the practical aspects of I.V. therapy. Not open to students with credit in EMT 51B. (A)

P051C—Intravenous Techniques Lab 1/2 credit

Prerequisite: Completion of EMT P051B (51B) with a grade of "C" or higher. Total laboratory 27 hours. Allows the student hands-on skill development of drawing blood and starting I.V. lines. Not open to students with credit in EMT 51C. (A)

P051D—Respiratory System and Advanced Airway Management 1 credit

Prerequisite: Completion of EMT P051C (51C) with a grade of "C" or higher. Total lecture 18 hours. This module will introduce the student to the use of the advanced airway application. The esophageal and esophageal gastric tube airway will be the focus of this module. In addition the student will be required to understand the pathophysiology of respiratory illnesses and injuries. Not open to students with credit in EMT 51D. (A)

P051E—Cardiovascular System 3 credits

Prerequisite: Completion of EMT P051D (51D) with a grade of "C" or higher. Total lecture 54 hours. This module will introduce the student to normal cardiovascular physiology as well as basic electrocardiographic interpretation. The student will know the basic twelve dysrhythmias and understand the limited procedures and drugs necessary to correct clinically life threatening problems. Not open to students with credit in EMT 51E. (A)

P051F—Cardiovascular Laboratory 1/2 credit

Prerequisite: Completion of EMT P051E (51E) with a grade of "C" or higher. Total laboratory 27 hours. This lab will place the EMT intermediate candidate in the hospital ICU, CCU setting to begin applying theory learned in the cardiovascular theory module. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in EMT 51F. (A)

P051G—Medical Emergencies for the EMT-II 1 credit

Prerequisite: Completion of EMT P051F (51F) with a grade of "C" or higher. Total lecture 18 hours. This module will introduce the EMT II candidate to other fields of medical emergencies usually encountered as a pre-hospital care provider. In addition there will be an extensive review of written field protocols. Not open to students with credit in EMT 51G. (A)

P051H—EMT II Skills Laboratory 1 credit

Prerequisite: Concurrent enrollment in EMT P051 series courses. Total laboratory 54 hours. This module runs concurrently with modules 51A through 51G and provides the student with supervised experience in the skills lab enabling him/her to practice skills in simulated situations prior to the performance of procedures in an actual clinical setting. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in EMT 51H. (A)

P051I—Prehospital Pediatric Assessment and Care 1 1/2 credits

Prerequisite: Completion of EMT P051G (51G) with a grade of C or higher. Total lecture 27 hours. The purpose of this course is to prepare EMT IIs for working with pediatric patients in prehospital environments. The course will emphasize physical assessment of the pediatric patient including growth and development. Medical emergencies including cardiac, respiratory, trauma injuries, neurological and toxicological will be reviewed relative to the pediatric patient. A variety of related topics such as child abuse, legal/ethical issues and newborn emergencies are also covered. (A)

P090—Emergency Medical Technician Recertification 0 credits

Prerequisite: Completion of EMT-I Course. Total theory 24 hours, testing/evaluation 2 hours. A non-credit course which is a review of skills and techniques used by the EMT-I. The course is designed to meet the criteria established by the California Department of Health for recertification. Credits do not count toward the associate degree.

Engineering**P108—Engineering Statics 3 credits**

Prerequisite: High school physics or equivalent, concurrent enrollment in Math P103. Recommended: Eligible for level 2 English placement. Lecture 3 hours. Vector analysis of forces and torques applied to equilibrium conditions for particles and extended rigid bodies, with an emphasis on static structures found in real-world engineering practice. (A/CSU).

P112—Engineering Circuits 4 credits

Prerequisite: High school physics or equivalent, Math P103 and concurrent enrollment in Math P104. Recommended: Eligible for level 2 English placement. Lecture 3 hours, laboratory 3 hours. Analysis of DC and AC circuits with passive circuit elements. Analysis and modeling of active analogue circuits including transistors and operational amplifiers. Analysis of digital circuits including logic components and microprocessors. (A/CSU).

P118—Engineering C/C++ Programming 4 credits

Prerequisite: High school physics or equivalent. Recommended: Eligible for level 2 English placement. Lecture 3 hours, laboratory 3 hours. Procedural and object-oriented programming theory and practice using C and C++. (A/CSU).

English

Incoming students at Porterville College are classified in four levels for English composition courses according to skill level as determined by standardized test scores and an essay sample. In

borderline cases, background in English, including courses and grades in high school, may be used in the determination.

On the basis of the student's performance in a composition class during the first two weeks of a semester, a student may be recommended for placement in the next higher level, or it may be recommended that he/she transfer to a lower level. The entire philosophy of the placement procedure is to provide placement that will be of the greatest benefit to the student in his/her college English program.

Students who are originally placed in English P080 series and who earn a grade of "C" or higher in the course may advance to English P071-P072. Students who are originally placed in English P071-P072 and who earn a grade of "C" or higher in the course may advance to English P050-P052 (Level 2) or one of the following Level 2 alternatives: English P053 (Business Correspondence). Students earning a "C" or higher in English P053 may advance to English P101A, even though English P050 is considered the qualifying course for English P101A. Students earning less than "C" in a Level 2 course may qualify for English P101A either by repeating that course or taking one of the other Level 2 options until a "C" grade proficiency is attained.

P050 – College Writing 3 credits

Recommended prerequisite: Eligible for level 2 English placement. Lecture 3 hours. A course intended to prepare students to successfully contend with the rigorous demands of transfer level academic writing across the curriculum. Emphasizes development of 500 word plus essays in which students use evidence to support clearly stated arguments. Research techniques including documentation (use of MLA in text parenthetical and Works Cited page), paraphrasing, analysis. Experience in selected modes. Application of essay exam techniques and principles of rhetoric. Not open to students with credit in English 50. (A)

P052—Advanced Reading Techniques 3 credits

Recommended prerequisite: Eligible for level 2 English placement. Lecture 3 hours. A course designed to bring students to a level of reading preparatory to successful college work. Includes instruction in critical reading, retention, and vocabulary development through a combination of lecture and class activities. Not open to students with credit in English 52. (A)

P053—Business English 3 credits

Recommended prerequisite: Eligible for level 2 English placement or grade of "C" or higher in English P071 (71). Lecture 3 hours. Principles of writing business letters, with special emphasis on grammar, spelling, punctuation, and usage. Stress is put on knowledge of business vocabulary and procedure. Fulfills three credits of the English requirement for the career associate degree. English P053 is the same course as Business P012. Not open to students with credit in English 53. (A)

P062—Speed Reading and Study Skills 3 credits

Recommended prerequisite: Eligible for level 3 English placement. Lecture 3 hours. A course offering that gives the average reader an opportunity to develop reading and study skills. Includes practice in speed reading, critical reading, skimming, summarizing, outlining, keyword reading, listening, and note-taking. To receive a grade of "C", student must achieve grade 11 reading level. Credits do not count toward the associate degree. Not open to students with credit in English 62.

P071—Basic Writing Skills 3 credits

Recommended prerequisite: Eligible for level 3 English placement. Lecture 3 hours. A practical course aimed at developing clarity in simple written sentences and short compositions. Some drills in basic skills according to the individual student's needs. Prepares students for level 2 courses. Credits do not count toward the associate degree. Not open to students with credit in English 71.

P072—Effective Reading 3 credits

Recommended prerequisite: Eligible for level 3 English placement or a grade of "B" or higher in English P081 (80RA) or a "C" or higher in English P082 (80RB). Lecture and classwork 3 hours. A course designed to permit students to correct weaknesses in basic reading through lecture and individually programmed developmental instruction. To receive a grade of "C", a student should achieve grade 9 reading level. Credits do not count toward the associate degree. Not open to students with credit in English 71R.

**P073—English Skills Laboratory:
Developmental Reading** 1/2 credit

Recommended prerequisite: Eligible for level 3 English placement.
Laboratory 1 1/2 hours. An open laboratory, under the direction of a faculty member, offering students the opportunity to improve those reading skills, above the 9th grade level, necessary not only for completion of their assignments more rapidly and efficiently, but also for effective functioning in future vocational and professional work. Credits do not count toward the associate degree. Not open to students with credit in English 68A.

**P074—English Skills Laboratory:
Grammar and Usage** 1/2 credit

Recommended prerequisite: Eligible for level 3 English placement.
Laboratory 1 1/2 hours. Self-paced study under the direction of a faculty member. Study of grammatical structure within basic sentence patterns and compound and complex sentences. A study of the mechanics of expression. Credits do not count toward the associate degree. Not open to students with credit in English 68B.

P075—English Skills Laboratory: Spelling 1/2 credit

Recommended prerequisite: Eligible for level 3 English placement.
Laboratory 1 1/2 hours. Self-paced study under the direction of a faculty member. Improvement of spelling skills through structured, sequenced exercises applying principles of English spelling. Credits do not count toward the associate degree. Not open to students with credit in English 68C.

**P076—English Skills Laboratory:
Vocabulary Development** 1/2 credit

Recommended prerequisite: Eligible for level 3 English placement.
Laboratory 1 1/2 hours. Self-paced study under the direction of a faculty member. Improvement of the recognition and use of vocabulary through a structured, sequenced study of roots, prefixes and suffixes, drawn from Latin, Greek, and other languages contributing to modern English. Credits do not count toward the associate degree. Not open to students with credit in English 68D.

P081—Basic Reading 3 credits

Prerequisite: Concurrent enrollment in English P086 lab. Recommended: Eligible for level 4 English placement.
Lecture 3 hours. This course covers basic reading and study skills. Is a diagnostic/prescriptive class which will provide each student with a reading profile based on individual test scores and performance. Credits do not count toward the associate degree. Not open to students with credit in English 80RA.

P082—Basic Reading 3 credits

Prerequisite: Completion of English P081 (80RA); concurrent enrollment in English P086 or P089 lab.
Lecture 3 hours. A diagnostic/prescriptive class designed to improve word recognition and reading comprehension skills. Credits do not count toward the associate degree. Not open to students with credit in English 80RB.

P083—Basic Writing 3 credits

Prerequisite: Concurrent enrollment in English P087, English P088 or English P089. Recommended: Eligible for level 4 English placement.
Lecture 3 hours. Covers grammar usage and basic writing techniques. Emphasis on writing simple sentences and short, coherent paragraphs. Includes study skills. Credits do not count toward the associate degree. Not open to students with credit in English 80A or 81A.

P084—Basic Writing 3 credits

Prerequisite: Concurrent enrollment in English P087, English P088 or English P089. Recommended: Eligible for level 4 English placement.
Lecture 3 hours. This course is designed to improve further writing skills, emphasizing the short paragraph. Study skills are included. Credits do not count toward the associate degree. Not open to students with credit in English 80B.

P085—Reading Foundations 3 credits

Prerequisite: Enrollment by referral or recommendation. Co-enrollment in English P086 is required.
Lecture 3 hours. This course is designed to improve students' reading skills through direct instruction. Each student will develop a system for efficient reading which can be applied across the

curriculum. Credits do not count toward the associate degree. Maximum nine credits. Not open to students with credit in English 85R.

**P086—Learning Skills Laboratory:
Developmental Reading** 1/2 credit

Prerequisite: None
Laboratory 1 1/2 hours. An open, structured laboratory, under the direction of a faculty member, offering students the opportunity to improve their reading skills, through the 8th grade level. To aid in skill development necessary not only for efficient completion of assignments, but also for effective functioning in a democratic society and future vocational work. Maximum of 1 1/2 credits. Credits do not count toward the associate degree. Not open to students with 1 1/2 credits in English 70A.

**P087—Learning Skills Laboratory:
Grammar and Usage** 1/2 credit

Prerequisite: None
Laboratory 1 1/2 hours. A self-paced study under the direction of a faculty member, reviewing basic sentence patterns to enhance the student's basic knowledge of English grammar. Maximum of one credit. Credits do not count toward the associate degree. Not open to students with one credit in English 70B.

P088—Learning Skills Laboratory: Spelling 1/2 credit

Prerequisite: None
Laboratory 1 1/2 hours. A self-paced study under the direction of a faculty member, learning basic spelling skills. Covers 100 most often misspelled words. Teaches basic principles of English spelling. Maximum of one credit. Credits do not count toward the associate degree. Not open to students with one credit in English 70C.

**P089—Learning Skills Laboratory:
Vocabulary Development** 1/2 credit

Prerequisite: None
Laboratory 1 1/2 hours. Self-paced study under the direction of a faculty member. Improvement of the recognition and use of vocabulary. Structured study of meaning and spelling of new words, word relationships and use. Maximum of one credit. Credits do not count toward the associate degree. Not open to students with one credit in English 70D.

P101A—Expository Composition 3 credits

Prerequisite: Eligible for level 1 English placement or grade of C or higher in English P050 (50).
Lecture/discussion 3 hours. Study of expository writing, including paragraph development, essay organization, semantics, logic, refinements of style. Readings in expository essays used as models for writing exposition. Instruction and experience in writing reference paper. Students will read at least two book-length works and write a minimum of 8,000 words. Not open to students with credit in General Education 1, English Composition, or English 1A. (A/CSU/UC) CAN ENGL 2

P101B—Composition and Literature 3 credits

Prerequisite: Grade of "C" or higher in English P101A.
Lecture 3 hours. Selections of fiction, poetry and drama representing a variety of cultural experiences are studied from several critical viewpoints. Content, form and theme are discussed to stimulate critical thinking and an understanding of, as well as appreciation for, the aims and significance of literary art. In addition to selected readings as assigned, students are required to read two book-length works and write a minimum of 8,000 words. Course includes advanced instruction in the art of expository writing, with particular emphasis on argumentation as a means of conveying the student's critical viewpoint. Student work is appraised through frequent papers, tests, and a critical paper showing that the student has acquired an understanding of the relationship of language to logic. Critical thinking is taught within the context of literary criticism. Not open to students with credit in English 1B. (A/CSU/UC) CAN ENGL 4

**P102—English Literature: Arthurian Tales
through Age of Reason** 3 credits

Recommended prerequisite: English P101A (1A), or eligible for level 1 English placement.
Lecture 3 hours. The history of English literature from the earliest examples to the present time shows the shaping influence in the

literature. English P102 includes a detailed study of Beowulf, Chaucer, Spenser, Shakespeare, Milton and Swift. Required for students whose major or minor is English. Recommended for students who desire to extend their knowledge of their cultural inheritance and for students whose major is journalism or speech. Not open to students with credit in English 2A. (A/CSU/UC) CAN ENGL 8

P103—Shakespeare Survey 3 credits

Recommended prerequisite: English P101A (1A), or eligible for level 1 English placement.

Lecture/demonstration 3 hours. Read, interpret, and analyze approximately nine key comedies, tragedies, and histories for an understanding of their themes, background, and literary significance. View video productions for discussion of dramatic elements, contrasting productions and dramatic techniques, and for visual reinforcement of the textual elements. Discussion will emphasize Shakespeare's language and poetic style, as well as historical and sociological connections to each of the plays. A brief discussion of Shakespeare's sonnets and contemporaries will also be included. Not open to students with credit in English 3. (A/CSU)

P104—English Literature : Romantics 3 credits

Recommended prerequisite: English P101A (1A), or eligible for level 1 English placement.

Lecture 3 hours. A survey of English literature from the late 18th century Romantics to contemporary British writers. The course is designed as a lower division requirement for English majors and is recommended for liberal studies and humanities majors, and any majors related to history of culture, western civilization, or history of consciousness. Not open to students with credit in English 2B. (A/CSU/UC) CAN ENGL 10

P110—College Reading/Critical Thinking 3 credits

Recommended prerequisite: Eligible for level 1 English placement or satisfactory completion of English P052 (52).

Lecture 3 hours. A course designed to bring students to the college sophomore level of reading. Includes instruction in reading a college textbook, reading research, advanced critical reading, speed reading and college vocabulary. To receive a grade of "C" student should achieve sophomore reading level. Not open to students with credit in English 10. (A/CSU)

**P112 — Forms of Literature:
Chicano Literature 3 credits**

Recommended Prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course provides a survey of literary portrayals of Chicanos by Chicanos and other writers in three major genres (poetry, short story, novel). The literary analysis of works focuses on four areas: factual content, interpretive aspects, stylistic features, and an overall evaluation of the writer's management of his/her theme(s). Not open to students with credit in English 12. (A/CSU/UC)

P113—Forms of Literature: Chicano Drama 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Students will read and analyze Chicano drama as a literary art form and a philosophical, sociological, psychological, and political expression of the Chicano American experience. Various forms representing several styles will be studied as representing theater movements, such as realism, naturalism, symbolism, existentialism, and social action. Not open to students with credit in English 13. (A/CSU/UC)

**P114—Greek and Roman Myth:
Our Cultural Legacy 3 credits**

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Study of Greek and Roman mythology emphasizing the seminal influence that selected myths have exerted upon our culture. Not open to students with credit in English 14. (A/CSU/UC)

P115—Forms of Literature: Women Writers 3 credits

Recommended prerequisite: English P101A (1A) or instructor's permission.

Lecture 3 hours. This course will address women as writers and characters through the study of basic feminist theory and a variety of genres (essay, speech, short story, poetry, drama, and film) from

the middle ages to the present. Whenever possible, students will attend a nearby conference or art show focused on the works of contemporary women artists. Approved for credit/no-credit grading option. (See page 20 for details.) (A/CSU/UC)

P116—Forms of Literature: The Short Story 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Study of the short story as a literary art form, emphasizing the contemporary scene. Not open to students with credit in English 16. (A/CSU/UC)

**P117—Forms of Literature:
American Indian Literature 3 credits**

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Study of literary works written by American Indians. Examination of these works' styles, themes, and use of literary devices. Not open to students with credit in English 17. (A/CSU/UC)

P118—The Bible as Literature 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Study of the Bible, not from the doctrinal, religious point of view, but as a great classic in translation. Emphasis will be given to the Old Testament and its literary themes, forms and genres; the New Testament may be included. Not open to students with credit in English 18A-F. (A/CSU/UC)

P119—Forms of Literature: Poetry 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Study of poetry as a literary art form, emphasizing critical interpretation, and recognition of poetic forms and elements. Designed as an elective. Not open to students with credit in English 19. (A/CSU/UC)

**P120—Readings of the Native American in
Contemporary Society 3 credits**

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Study of various readings involving American Indian life styles, cultural diversity and problems. Emphasis on the political, social and religious readings of prominent American Indians. Not open to students with credit in English 20. (A/CSU/UC)

P130—Survey of American Literature 3 credits

Recommended prerequisite: Eligible for level 1 English placement.

Lecture 3 hours. Lectures, reading and discussion on major American literature from the Transcendentalist authors to contemporary ones. Literary masterpieces are studied for their intrinsic worth as well as for their significance in American literary development. Not open to students with credit in English 30. (A/CSU/UC) CAN ENGL 14

P140—Creative Writing 3 credits

Recommended prerequisite: English P101A (1A) or eligible for level 1 English placement.

Lecture 3 hours. Limited to 20 students. Instruction in the writing of fiction, especially the short story. Consideration of the forms and writing of poetry. Course includes critical analysis and instruction for students seeking a career in writing. Especially recommended for English majors. Not open to students with credit in English 40. (A/CSU/UC) CAN ENGL 6

P141—Magazine Article Writing 3 credits

Recommended prerequisite: Eligible for level 1 English placement.

Lecture 3 hours. Methods of locating, researching and writing non-fiction magazine articles for actual submission to editors. Principles of market selection, sales techniques, and interviewing procedures. Not open to students with credit in English 41. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

English As A Foreign Language

P079—Beginning English for Non-Native Speakers 3 credits

Prerequisite: CELT score below 30. *Recommended:* Eligible for level 4 English placement.

Lecture 3 hours, laboratory 1 hour. Intended for matriculated students, both foreign and native, whose use of standard American English requires greater mastery. Oral and written practice in the structure of English, including vocabulary building. Maximum of six credits. Credits do not count toward the associate degree. Not open to students with credit in English as a Foreign Language 79.

P101—Basic Structure, Pronunciation and Composition 4 credits

Prerequisite: None.

Lecture/recitation 5 hours. This course - the first of a two-semester series - is intended for matriculated students with rudimentary English speaking, reading, and writing skills for whom English is not a native language. Through an integrated approach to language instruction, the course provides students with emphasis on establishing sentence patterns as habits, and the building of sufficient vocabulary to deal with practical situations. Not open to students with credit in English as a Foreign Language 1. (A/CSU)

P102—Basic Reading, Vocabulary and Grammar 4 credits

Prerequisite: None.

Lecture/recitation 5 hours. This course - the second of a two-semester series - is intended for matriculated students with rudimentary English speaking, reading, and writing skills for whom English is not a native language. Through an integrated approach to language instruction, the course provides students with exposure to the structure of oral and written English with emphasis on establishing sentence patterns as habits, and the building of sufficient vocabulary to deal with practical situations. Not open to students with credit in English as a Foreign Language 1, P101 and 2. (A/CSU)

P103—Intermediate Pronunciation, Reading and Writing 4 credits

Prerequisite: EFL P102 (2) appropriate score on an English proficiency examination or instructor's permission.

Lecture/discussion 5 hours. This course - the first of a two-semester series - is intended for matriculated students with intermediate English speaking, reading, and writing skills who are planning to enroll in transfer-level courses. Through an integrated approach to language instruction, the course provides students with exposure to the structure of oral and written English at the intermediate-advanced level with emphasis on academic writing and research. Not open to students with credit in English as a Foreign Language 3. (A/CSU/UC)

P104—Intermediate Conversation, Reading, and Composition 4 credits

Prerequisite: EFL P103 (3) appropriate score on an English proficiency examination or instructor's permission.

Lecture/discussion 5 hours. This course - the second of a two-semester series - is intended for matriculated students with intermediate English speaking, reading, and writing skills who are planning to enroll in transfer-level courses. Through an integrated approach to language instruction, the course provides students with exposure to the structure of oral and written English at the intermediate-advanced level with emphasis on academic writing and research. Not open to students with credit in English as a Foreign Language 4. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Film

P100—American Cinema 3 credits

Prerequisite: None

Lecture 3 hours. The American Cinema video course, an introductory course in film studies, is a survey of the American film industry as an art form, as an industry, and as a system of representation and communication. This course explores how Hollywood films work technically, aesthetically, and culturally to reinforce and challenge America's national self-image. (A/CSU)

Fire Technology

P050—Fire Fighter I Academy 9 credits

Prerequisite: Current first aid certification. *Recommended:* Affiliation with a recognized fire department in either a full- or part-time paid position or as a paid-call/volunteer for that department.

Total lecture 140 hours, total laboratory 118.5 hours. Designed to provide the basic educational and practical training essential for the achievement of the objectives specified for Fire Fighter I. Content covers areas of organizational procedures, forcible entry tools, protective breathing apparatus, emergency medical care, inspection procedures, fire protection equipment and systems, wildland fire control, fire behavior; and petroleum fire procedures. Not open to students with credit in Fire Technology 50. (A)

P056—Emergency Vehicle Operation (Driver-Operator) 2 credits

Prerequisite: Member of a fire organization or instructor's permission. *Recommended:* Eligible for level 2 English placement.

Total lecture 40 hours, total laboratory 8 hours. A 48-hour course encompassing vehicle laws, driver responsibilities, emergency response procedures, apparatus and equipment maintenance procedures and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. [Formerly Fire Technology 59B.] Not open to students with credit in Fire Technology 59B, Emergency Vehicle Operation (Driver Operator) or 59A. (A)

P057—Fire Pump Operation (Driver-Operator) 2 credits

Prerequisite: Member of a fire organization or instructor's permission. *Recommended:* Eligible for level 2 English placement.

Total lecture 32 hours, total laboratory 16 hours. A 48-hour course encompassing types and design of fire service pumps and their operations. Methods and techniques to calculate engine and nozzle pressure, operate pumping engines at draft and from hydrants, supply single and multiple hose lines and recognize different types of water supply sources and their use. [Formerly Fire Technology 56, 59A.] Not open to students with credit in Fire Technology 56, 59A, Fire Pump Operation (Driver-Operator) or 59B. (A)

P073 A-ZZ — Advanced Fire Fighter Training 1/2 - 12 credits

Recommended Prerequisite: Individual be employed full- or part-time or be an on-call volunteer with any fire department.

In-service training courses for fire fighters below management level. These courses comply with regulations prescribed by the Office of the State Fire Marshal (SFM). The subject content is designed to meet current training needs in the area and will change with each course. A course outline for each course will be placed on file as the course is presented. A minimum of nine hours lecture or 27 hours lab will be required for each credit. This course is offered on a credit/no-credit basis. Credits do not count toward the associate degree.

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

General Studies

P071 –College for Kids 2 credits

Prerequisite: Seventh/eighth grade enrollment in schools participating in the College for Kids Program.

Total lecture 36 hour(s), total laboratory 4 hour(s). This course is a general introduction to physical, life and social sciences, math, English, physical education and the vocations. Credits do not count toward the associate degree. Approved for credit/no-credit grading option. (See page 20 for details.)

P075 – Workforce Preparation 14 credits

Prerequisite: None

Lecture 11 hours, laboratory 8 hours. This course is designed to assist students who will be re-entering or initially entering the workforce, including updating skills in oral and written communication, reading, health and wellness, math, current events, personal development, career opportunities and related fields and information systems. This course is offered on a credit/no-credit basis. Credits do not count toward the associate degree.

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Geography

P113—Cultural Geography 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Survey of human populations and activities emphasizing how social, economic, political and religious institutions influence interrelationships with the physical environment. The approach is by continents and/or cultural regions. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Geography 13. (A/CSU/UC)

P114—Physical Geography 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course investigates the origin of the earth's major geological and climatological patterns and their influence upon the characteristics of landforms, vegetation, and soils. Finally, the course will deal with human impact on the earth as a whole and how human-induced global change will alter the landscape around us. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Geography 14. (A/CSU/UC)

P114L—The Earth's Crust and Plate Tectonics 1 credit

Prerequisite: None. Recommended: completion of or concurrent enrollment in a geography course.

Lecture 9 hours, laboratory 27 hours. A course designed as a three day field study, exposing the student to a variety of geographical processes and land forms in a limited radius. Not open to students with credit in Geography 14L. (A/CSU)

P115—Economic Geography 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A study of the basic economic elements of geography, their inter-relationships and patterns of distribution on a world basis. Description, distribution and analysis of economic resources, activities and economic problems. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Geography 15. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Geology

P110—Introduction to Geology 4 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours, laboratory 3 hours. An introduction to the processes and materials which together produce the different topographic and geologic features on earth. An emphasis will be placed on the theory of Plate Tectonics as the unifying model to explain geological phenomena. Laboratory work will include a systematic study of minerals and rocks, as well as the methods of geology. Emphasis will be on field study, with at least one field trip required. The course is designed as an introductory survey and designed for those students not necessarily majoring in physical sciences and engineering. Not open to students with credit in Geology 10. (A/CSU/UC) CAN GEOL 2

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Graphic Arts

P103—Printmaking 2 credits

Prerequisite: None

Lecture/Studio 4 hours. Introduction to basic "hand printing" media including lithography, silk screen, engraving, intaglio, etc. Discussion of the specialized procedure of image making, organization or processes, papers and inks. Not open to students with credit in Art-Graphics 3. (A/CSU/UC)

P104—Basic Calligraphy 2 credits

Prerequisite: None

Lecture 1 hour, laboratory 3 hours. Introduction to "italic" style pen lettering, simple design and layout concepts. Instruction in ink, pens, and various paper surfaces. Required for Commercial Art majors. Not open to students with credit in Art 1, 3A or Art-Graphics 4. (A/CSU)

P105—Advanced Italic Hand Lettering 2 credits

Prerequisite: Graphic Arts P104 (4).

Lecture 1 hour, laboratory 3 hours. A continuation of Graphic Arts P104. Students will learn the Roman Bookhand style lettering with emphasis on individual projects, personal expression and creativity. Not open to students with credit in Art 1, 3B or Art-Graphics 5. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Health

P091—Health Maintenance 0 credits

Prerequisite: None.

Laboratory 2 hours. Physical testing and instruction in activities related to the development and maintenance of cardiovascular endurance, muscular strength and flexibility. This is a non-credit course.

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Health Careers

P051—Behavior Management through Positive Reinforcement 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A course designed to train students to effectively manage behavior using a positive approach. Initial portions of the course define the framework of behavior which the students can use with clients to assist in the maintenance of discipline. Positive methods of developing these behaviors are discussed and demonstrated. Topics covered in the course will include: stimulus control; modeling; positive and negative reinforcement; time out; management of program behaviors; response priming; and shaping new behavior. An emphasis is placed upon practical applications of general learning principles applicable in a wide variety of situations. Not open to students with credit in Health Careers 51, 61 or 71.(A)

P052—Program Planning and Implementation 3 credits

Prerequisite: None

Lecture 3 hours. A course designed to provide state licensed service providers, with residential services for people with developmental disabilities, the necessary knowledge and tools to appropriately assess a resident's needs for skill and behavioral training and develop program goals, programs, individual service plans, and evaluation of client progress. Not open to students with credit in Health Careers 52 or 70.

P069—Educational Aide Health Care in the Classroom 1 credit

Prerequisite: None

Lecture 1 hour. A study of commonly encountered health needs and treatment in the school population, grades K-8. The course will include basic first aid, CPR, the appropriate use of universal precautions, identification and treatment of seizures and special needs encountered with disabled students. Approved for credit/no credit grading option. (See page 20 for details.) Not open to students with credit in Health Careers 64 or 69. (A)

P101—Techniques of Teaching in Health Careers Programs 1 credit

Prerequisite: Eligible for level 2 English placement.

Lecture 1 hour. A study of the variety of teaching techniques which are applicable to classroom instruction and clinical supervision of students pursuing a health profession. Teaching techniques will focus on delivery of the theory content of a program and assessment of student performance in the classroom and in the clinical setting. The range of teaching techniques will be from general lecture format to more creative approaches of teaching. (A/ CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Health Education

P072—Health Principles 2 credits

Prerequisite: None

Lecture 2 hours. The study of personal and community problems—i.e., communicable disease, degenerative disease, nutrition, alcohol, tobacco, narcotics, and mental health. The accent shall be on personal and family living, with special attention to current medical practices. Credits do not count toward the associate degree. Not open to students with credit in Health Education 12, 52 or 72.

P112—Health Education 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A course in health education based upon the fundamental concepts of human biology. Includes a study of

diseases, sex education, drug abuse, emotional health, environmental health, nutrition, and consumer health. Not open to students with credit in Health Education 12. (A/CSU/UC)

P113 — Nutrition for Athletes 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A study of basic diet and nutritional concepts which provide nutritional adequacy. Includes analysis of current theories and practices related to nutrition and athletic performance. (A/ CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

History

P072—American History 3 credits

Recommended prerequisite: Eligible for level 3 English placement.

Lecture 3 hours. A course for non-transfer students designed to provide the student with a survey of the political, social and economic development of the United States from the inception of colonial government to the present time. Credits do not count toward associate degree. Not open to students enrolled in or with credit in History 17A, 17B, 17C, 9, 52 or 72.

P104-P105—History of Western Civilization 3-3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A study of the cultural, social and political development of the western world from prehistoric times to the present. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in History 4A, 4B. (A/CSU/UC) CAN HIST 2-4

P106—Current Topics 1 credit

Recommended prerequisite: Eligible for level 2 English placement or instructor's permission.

Lecture 18 hours for each credit offered. Discussion, interpretation, and analysis of contemporary issues and investigation of current historical phenomena. Maximum of three credits; no topic may be repeated for credit. Not open to students with three credits in History 6. (A/CSU/*UC)

P108—History of Latin America 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A survey of the social and political history of Latin America from the Pre-Columbian civilizations through the European discovery and colonial period including the independence movements, the struggles to create nation-states, the movements of revolution and reform, the tensions between traditionalism and modernization, and the modern social and political transformation of the region. Approved for credit/no credit grading option. (See page 20 for details.) Not open to students with credit in History 8A-8B or 8. (A/CSU/UC)

P117—History of the United States from the Colonial Period to 1865 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A survey of the historical, political, and social development of the United States from the beginning of the colonial period to 1865. The completion of History P117 meets the CSU graduation requirement in U.S. History. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in History 17A. (A/CSU/UC) CAN HIST 8

P118—History of the United States from 1865 to the Present 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A survey of the historical, political, and social

development of the United States from 1865 to the present. The completion of History P118 meets the CSU graduation requirement in U.S. History. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in 17B. (A/CSU/UC) CAN HIST 10

P119—The Mexican-American in U.S. History 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A survey of the Mexican-American ethnic group in United States history, including Latin-American backgrounds and cultural contributions. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in History 21. (A/CSU/UC)

P120—World Beyond Europe (Africa and the Middle East) 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. The study of those often ignored ancient and emerging communities of Africa and the Middle East. An attempt will be made to break with the tradition of observing non-European societies as a "mirror" in which European voyages and rivalries are reflected, substituting instead a regional view. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in History 22A. (A/CSU/UC)

P121—World Beyond Europe (East Asia) 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. The study of those often ignored ancient and emerging communities of East Asia. An attempt will be made to break with the tradition of observing non-European societies as a "mirror" in which European voyages and rivalries are reflected, substituting instead a regional view. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in History 22B. (A/CSU/UC)

P123—History of Mexico 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Surveys Mexico's historical foundation from the pre-Columbian civilizations including the Aztecs and Mayans, through the Spanish conquest and colonial period, independence, foreign interventions, the eras of reform, dictatorship, and revolution to the present. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in History 23. (A/CSU/UC)

P218 – American West I (Pre-colonization - 1790) 3 credits

Recommended prerequisite: English P101A (1A).

Lecture 3 hours. A survey of the political, multicultural, social and economic realities of European exploration and colonization of North America from 1492 to 1790. (A/CSU/UC)

P219 – American West II (1790-1900) 3 credits

Recommended prerequisite: English P101A (1A).

Lecture 3 hours. A survey of the political, multicultural, social and economic realities of American exploration and expansion to the West from 1790 to 1900. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Human Services

P070—Grief and Other Life Issues 1/2 credit

Prerequisite: None.

A study of spiritual caregiving as applied to grief and other life issues. The course will distinguish between spirituality and religion. Caregiving will be approached from a philosophical, theological and clinical approach. The aging process and crisis

intervention will also be covered in the course. Verbatim or clinical pastoral visits will also be demonstrated. Credits do not count toward the associate degree.

P101—Introduction to Human Services 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours. This course will provide basic knowledge of the human services profession. The focus will be on the role of all human services agencies with an emphasis on the description of services, eligibility requirements for services, target populations, costs and location of services. Consideration will also be given to analysis of programs and their impact. Not open to students with credit in Human Services 44. (A/CSU)

P102—Introduction to Alcoholism and Substance Abuse 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. To provide an overview of the history of alcohol use and chemical dependency, cultural, religious and political influences, theories about addictions and other alcohol problems. Social control, public policy, prevention, formal recovery programs and mutual self-help groups are explored. Definitions and differing views on alcohol/drug use and the issue of controlled drinking are also reviewed. Not open to students with credit in Human Services 11. (A/CSU)

P103—Ethics and Human Services Workers 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Includes the nature of ethical problems, values clarification, client rights, client autonomy, confidentiality, and informed consent. Also reviews the scope, practice and code of ethics for drug and alcohol counselors and other professional associations, certification licensure, counselor burnout and the recovering counselor and associated problems/issues. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Human Services 16. (A/CSU)

P104—Basic Interviewing and Counseling Skills 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours. This course develops skills and techniques needed to obtain the basic array of information useful to appropriate case management. These skills include effective listening, interpretation of nonverbal signals, and methods of stimulating reaction from the client. In addition, several common pitfalls to good counselor/client relationships are covered. This course is the precursor for more advanced work in either the individual or group process. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Human Services 48BI or 17. (A/CSU)

P105—Introduction to Counseling with Multicultural Populations 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. The purpose of this course is to prepare human services counselors for working with diverse clients by having them become aware of and deal with their biases, stereotypes and assumptions; become aware of the values and world view of multicultural and special population clients; learn about appropriate intervention strategies that take into account the social, cultural, historical, environmental and physical differences of clients. Not open to students with credit in Human Services 23. (A/CSU)

P106—Psychopharmacology of Alcohol and Drug Abuse and Psychotherapeutic Medications 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours. This course will provide an overview of the effects of alcohol, drugs and psychotherapeutic drugs on the central nervous system and resultant behavior. The addiction process, tolerance, withdrawal, genetic influences, gender differences, fetal alcohol syndrome, nutritional aspects and side effects of psychotherapeutic medications, medical treatment of alcohol/drug withdrawal, antagonist drugs, anti-depressants and the recovery process and the AIDS/HIV - chemical dependency relationship will be covered. Not open to students with credit in Human Services 9. (A/CSU)

P107—Understanding Psychopathology and Treating The Dual Diagnosis Person 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A study of personality development and psychopathology, including mood, personality and organic brain disorders, as well as neuroses, psychoses and substance abuse. The course also covers the diagnostic, therapeutic and recovery phases/procedures for clients who have both mental health disorders and substance abuse problems. The pros and cons of the disease model of alcoholism and addiction as well as the role of denial and the dynamics of relapse and relapse prevention is covered. Not open to students with credit in Human Services 15. (A/CSU)

P108—Counseling Approaches and Techniques 3 credits

Recommended prerequisite: Human Services P104 (17).

Lecture 3 hours. An overview of counseling theories and approaches (psychodynamic, Rogerian, Adlerian, Gestalt, RET, TA, RT, behavioral, etc.), telephone screening services, crisis intervention, living skills teaching, assertiveness training, milieu therapy, twelve step social recovery, family assessment and intervention, counseling approaches to be used with different ethnic populations, and counseling chemically dependent couples, families and adolescents. Issues of co-dependency and adult children of alcoholics also are covered. Not open to students with credit in Human Services 48CA or 18. (A/CSU)

P109—Group Counseling Strategies 1 1/2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Total lecture 27 hours. A study of the theory, process and practice of group counseling and the role of group counseling in the recovery/ therapeutic process. Not open to students with credit in Human Services 48GS or 19. (A/CSU)

P110—Group Counseling Process 1 1/2 credits

Prerequisite: Human Services P109 (19) or concurrent enrollment.

Lecture 1.5 hours. An introduction to the process, dynamics, types and problems and techniques in group counseling with an emphasis upon the individual's first-hand experience as the group studies itself (under supervision). The focus will be upon group process as a means of changing behavior and on ethical issues in using group techniques. Not open to students with credit in Human Services 20. (A/CSU)

P111—Case Management 3 credits

Prerequisite: Eligible for field practicum.

Lecture 3 hours. An in-depth study of the twelve core functions involved in the alcoholism and drug abuse field. An investigation of the step by step process of screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis management, education, referral, reports and record keeping and consultation. A preparation for setting up the field practicum. Not open to students with credit in Human Services 22. (A/CSU)

P112—Internship for Mental Health/ Substance Abuse Care 2 credits

Prerequisite: Successful completion of all Human Services courses required for certificate except internship, unless student is already working in the field.

Total laboratory 108 hours. Observation and participation in mental health and alcohol/substance abuse service agencies. Examples of settings to be utilized include a social model recovery alcohol/substance abuse center and a mental health clinic. Supervision of students will be emphasized in the twelve following areas: screening, intake, orientation, assessment, treatment, planning, counseling, case managements, crisis management, education, referral, report and record keeping and consultation. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Human Services 14. (A/CSU)

P114—Issues and Interventions in Geriatric Mental Health 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. An overview of psychosocial issues facing the elder population, such as late life depression, anxiety, adjustment disorders, grief and loss, death and dying, dementia, sexuality, suicide, substance abuse, elder abuse and elder rights and interventions, including counseling techniques and social services. Not open to students with credit in Human Services 30. (A/CSU)

P115—Internship In Gerontology 1/2 credit

Prerequisite: Successful completion of either Human Services P101 (44), P103 (16) or P104 (17); concurrent enrollment in one geriatric class.

Total laboratory 27 hours. Observation and field work. Supervised experience and interaction with older persons in a variety of settings. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Human Services 13. (A/CSU)

P116—Internship for Working With Developmentally Disabled Persons 1 credit

Prerequisite: Successful completion of either Human Services P101 (44), P103 (16) or P104 (17); concurrent enrollment in one of the following developmental disability classes: Psychiatric Technology P053B, P053C, Health Careers P051, or 71.

Laboratory 3 hours. Clinical observation and field work. Supervised experience with the developmentally disabled. Interaction with habilitation and vocational skill development for developmentally disabled clients in a variety of settings. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Human Services 12. (A/CSU)

P117—Preparation for Marriage 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours. A psychological and sociological approach to the factors which form a sound basis for marriage and family life. Comparison of the male and female subcultures, the changing nature of the American family, marriage readiness and mate selection, and purpose of engagements will be considered. Not open to students with credit in Psychology 41 or Human Services 41. (A/CSU)

P118—Problems in Marriage and Family Relations 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours. A skill building course in conflict resolution, intrafamily communication skills and coping with feelings. A psychological approach to the factors affecting adjustment in areas such as money management, child rearing, cultural differences, and sexual adjustment. Not open to students with credit in Psychology/Human Services 42. (A/CSU)

P134, 135—Human Services Internship (Certificate) 1-2 credits

Prerequisite: Successful completion of all Human Services courses required for certificate except internship, unless student is already working in the field.

Laboratory and/or field work 3 or 6 hours. Supervised experience in areas of human service. Students may serve as tutors, guidance aides, peer counselors, financial aid assistants, placement assistants or community aides both in public and private agencies. Students pursuing the Human Services Certificate will receive supervision in the 12 following areas: screening, intake, orientation, assessment, treatment, planning, counseling, case management, crises intervention, education, referral, record keeping and consultation. Not open to students with eight credits in Human Services 21. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Cooperative Education, see page 105.

Vocational Work Experience, see page 105.

Humanities

P050—Explorations In The Arts 2 credits

Prerequisite: None

Lecture 2 hours. The arts are used as a way to understand ourselves and our society. Major art forms (such as sculpture, painting) are studied in light of the times in which they were created, the way they were created, their meaning and techniques for their evaluation. The way in which other aspects of the humanities (literature, music, drama) are related, and how they all reveal our value is stressed. Not open to students with credit in Humanities 50. (A)

P114A-Z—Topics In The Humanities 1 credit*Prerequisite: None*

Total lecture 18 hours. Designed for additional exploration of topics covered in less depth in other courses in literature, art, drama, music, or philosophy. Content depending upon the interests of the students, but could include such topics as current theater appreciation, and field trips to famous art galleries. Maximum of four credits. Not open to students with four credits in Humanities 14. (A/CSU)

Directed Studies, see page 107.**Special Studies**, see page 107.**General Work Experience**, see page 105.**Vocational Work Experience**, see page 105.**Information Systems****P001—Introduction to Computers 3 credits***Recommended prerequisite: Office Technology/Office Skills P101A (1A-1); eligible for level 2 English placement.*

Lecture 3 hours. This course is designed to provide students with fundamental concepts of microcomputer hardware as well as software. Various aspects of the information revolution such as the changing role of computers in our society and how a computer can be used as a productive tool in the information age will be examined. Hands-on lab projects including microcomputer operating system, word processor, database, and spreadsheet using DOS and integrated software (Microsoft Works) will be assigned to familiarize students with some of the most widely used software applications. Students are expected to use the computer lab to accomplish the assigned projects and to enhance the understanding of the subject matter. Research project will also be assigned to help students to critically evaluate the advances of today's computer technology. Not open to students with credit in Computer Science/Information Systems 51A. (A)

P005—Introduction to Windows 1 credit*Prerequisite: None. Recommended: Information Systems P001 (51A).*

Total lecture 18 hours. A course designed to provide an overview of the popular graphical operation of Microsoft Windows using the most current version. This powerful and feature-rich graphical user interface provides users with easy-to-use icons, pull-down menus, mouse support and multitasking capability. Various components of the software such as control panel, accessory programs and system customization will be discussed and drilled in hands-on activities. With a solid foundation of skills in these Windows functions, students will be prepared to take other Windows-based microcomputer applications. Not open to students with credit in Information Systems 52A. Approved for credit/no-credit grading option. (See page 20 for details.) (A)

P010—Introduction to Word Processing - Word 2 credits*Prerequisite: Office Technology P101A or instructor's permission.*

Lecture 2 hour. Lecture format with hands-on instruction in basic and advanced functions of Microsoft Word for Windows word processing software. Laboratory practice utilizing textbook exercises and additional supplements to complement the lecture class, giving students adequate opportunity to practice and apply the theory learned in the lecture class. Not open to students with credit in Information Systems 52D. Approved for credit/no-credit grading option. (See page 20 for details.) (A)

P011A—Introduction to Word Processing - WordPerfect 2 credits*Prerequisite: Office Technology P101A (1A-1) or instructor's permission.*

Lecture 2 hours. Lecture format for applications of the most current version of WordPerfect for Windows, including computer components, special function keys and commands, types of formatting, reveal codes, directories. Also included are applications of search and replace, tabs, page breaks, date codes, block options, print options, tables, equations, line draw, ASCII codes, sorting and selecting records, merging documents, spelling dictionaries, thesaurus, and hyphenation features. Not open to

students with credit in Office Skills/Information Systems 56C. Approved for credit/no-credit grading option. (See page 20 for details.) (A)

P011B—Advanced Word Processing - WordPerfect 2 credits*Prerequisite: Completion of Information Systems P011A (56C) with grade of "C" or higher or instructor's permission.*

Lecture 2 hours. Lecture format for applications of advanced features of the most current version of Word Perfect for Windows, including advanced merging, types of macros, style sheets, text columns, outlines and paragraph numbering, headers and footers, editing (redline, strikeout, and document compare), footnotes / endnotes, table of contents and index, cross-referencing documents, desktop publishing introduction, printing and font applications, line draw and text box, and graphics applications. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Information Systems 56D. (A)

P020—Introduction to Spreadsheet - Excel 2 credits*Recommended prerequisite: Information System P001 (51A) and P005 (52A).*

Lecture 2 hours. This course is designed to provide students with an overview of the spreadsheet using the most current version of Microsoft Excel. A task-driven approach will be employed throughout the course. By working through realistic cases, students will learn how to apply knowledge and skills in situations they are likely to encounter in the workplace. Weekly tutorial projects and case problems will be assigned to reinforce classroom instruction and to facilitate students' understanding of common business applications in the real world. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Information Systems 52B. (A)

P021—Introduction to Spreadsheet - Lotus 1-2-3 2 credits*Prerequisite: None. Recommended: Completion of Office Technology P101A (1A-1); Information Systems P001 (51A); eligible for level 2 English placement.*

Lecture 2 hours. This class provides an introduction to the concept of electronic spreadsheet and fundamentals of using Lotus 1-2-3 software including generating graphs from the spreadsheet files. Not open to students with credit in Computer Science 51C or Information Systems 51B. Approved for credit/no-credit grading option. (See page 20 for details.) (A)

P030—Introduction to Database - Access 2 credits*Recommended prerequisite: Information System P001 (51A) and P005 (52A).*

Lecture 2 hours. This course is designed to provide students with an overview of the Windows database program Microsoft Access. A task-driven approach will be employed throughout the course. By working through realistic cases, students will learn how to apply knowledge and skills in situations they are likely to encounter in the workplace. Weekly tutorial projects and case problems will be assigned to reinforce classroom learning and to facilitate students' understanding of common business database applications in the real world. Not open to students with credit in Information Systems 52C. Approved for credit/no-credit grading option. (See page 20 for details.) (A)

P040—Introduction to Desktop Publishing — Pagemaker 2 credits*Recommended prerequisite: Information System P001 (51A).*

Lecture 2 hours. This course covers desktop publishing concepts, principles, and skills. Hands-on activities are emphasized throughout the course. Students will produce several publications, including: a letterhead, a flyer, a business form, both simple and advanced newsletters, an educational catalog and an annual report. Not open to students with credit in Information Systems 52E. Approved for credit/no-credit grading option. (See page 20 for details.) (A)

P050—Introduction to the Internet 1 credit*Prerequisite: None. Recommended: Information Systems P001, P005 or instructor's permission.*

Total lecture 18 hours. A hands-on introduction to the concepts and resources of the Internet. Students will learn how to use the Internet and the World Wide Web as a research and communication tool. Specific topics such as Web browsers, search engines, e-mail, news groups and basic page design will be

discussed. Approved for credit/no-credit grading option. (See page 20 for details.) (A)

P051—Web Page Design Using HTML 2 credits

Prerequisite: None. Recommended: Information Systems P050.

Lecture 2 hours. Students will learn the basic skills necessary to author a Web Page through the use of Hypertext Markup Language (HTML). They will learn to integrate text, graphics and hypertext links. Students will complete lessons, which will result in the development of their own personal home page. Students will be required to complete a client web page. The skills learned during these lessons are basic to web development. (A)

P055—Internet Research 2 credits

Prerequisite: None. Recommended: Information Systems P050.

Lecture 2 hours. This course provides the framework for learning how to do research on the Internet and World Wide Web. It is designed to help students first learning about the Internet and the Web as well as those with more online experience. The main topics of the course are formulating search strategies and understanding how to form search expressions in various types of search tools. Also covered in detail is how to critically evaluate what is found and how to cite Internet and Web resources correctly. The course requires the student to go through the hands-on activities and perform the exercise and projects provided in the textbook. (A)

P070—Beginning Computers 1 credit

Prerequisite: None

Laboratory 3 hours. A very basic hands-on course for the person who knows little or nothing about computers. A course designed to provide students with a working knowledge of computers using a one-to-one learning basis. Students will create a simple output that can be applied to everyday, real-life situations. This course will show students that everyone can learn to use a computer and that learning about computers can be an enjoyable experience. Not open to students with credit in Computer Science/Information Systems 79. Credits do not count toward the associate degree.

P090—General Computer Lab 0 credits

Prerequisite: Student must be enrolled in at least one credit course.

A lab class for students who wish to use computers in a networked setting for completing assignments at Porterville College. A wide range of software, including a simple word processing program and Internet access, will be available on the network for students' use with printing facilities available. Open-entry/open-exit course. (A)

P100—Introduction to Information Systems 4 credits

Recommended prerequisite: Eligible for level 2 English placement and Math P055 (55).

Lecture 4 hours. This course will provide students with fundamental concepts and hands-on experience of information systems in today's business environment. They will develop an understanding of the evolution of computing, principles of information systems, and methodology of software design and development. Research and classroom discussion will challenge students to go beyond a mere knowledge of computer technology and skills, and to grapple with those issues and ideas relating to the greater role of information systems within business organizations. Lab projects in microcomputer operating systems, end-user productivity tools, and structured programming will be assigned to facilitate the learning of problem-solving methods and techniques. Not open to students with credit in Computer Science/Information Systems 30. (A/CSU/UC)

P110—Structured Programming – COBOL 3 credits

Recommended prerequisite: Information Systems P100 (30).

Lecture 3 hours. This course is designed to provide students with structured programming concepts and practices in the context of ANSI-74 and ANSI-85 COBOL. A problem-solving approach will be employed to help students appreciate the constant changing needs of today's business applications. Students will develop a basic understanding of the characteristics of this popular high-level programming language. They will learn how to design, develop, and implement COBOL programs in various simulated business environments. A number of hands-on individual lab assignments as well as full-scale team projects will be assigned to familiarize students with all aspects of real life COBOL programming. Not open to students with credit in Information Systems 36 or 36A-B or Computer Science 36A-B. (A/CSU/UC)

P111—Structured Programming – PASCAL 3 credits

Prerequisite: Information Systems P100 (30) or equivalent.

Lecture 3 hours. This course is designed to provide students with structured problem-solving skills using the high-level programming language Pascal. Classroom instruction closely follows the ACM-recommended curriculum for CS1. Students will be introduced to the problem-solving and algorithm development process, various program control structures, data representation and abstraction, and the complete life cycle of software design and development. Students will be required to complete weekly individual programming assignments and a number of full-scale team projects. This course prepares students who intend to pursue a major or career in the field of information systems or computer science. Not open to students with credit in Computer Science/Information Systems 32. (A/CSU/UC)

P112—Structured Programming – C 3 credits

Recommended prerequisite: Information Systems P100 (30) or equivalent.

Lecture 3 hours. This course is designed to provide students with structured problem-solving skills using the high-level programming language C. Students will be introduced to the problem-solving and algorithm development process, various program control structures, data representation and abstraction, and the complete life cycle of software design and development. Students will be required to complete weekly individual programming assignments. This course prepares students who intend to pursue a major or career in the field of information systems or computer science. Not open to students with credit in Information Systems 48B. (A/CSU/UC)

P113 – Structured Programming – Visual Basic 3 credits

Prerequisite: Information Systems P100.

Lecture 3 hours. Visual Basic is an object-oriented and event-driven programming language widely used in designing windows applications and user interfaces. Students will develop a full understanding of problem-solving processes and techniques using a windows-based integrated development environment. They will learn how to design, develop, test and implement Visual Basic programs through hands-on individual lab assignments as well as full-scale team projects. A general understanding of information systems concepts and a working knowledge of windows environment are essential for enrollment in this course. (A/CSU)

P210—Systems Analysis and Design 3 credits

Prerequisite: Information Systems P100 (30).

Lecture 3 hours. This course is designed to provide students with a comprehensive introduction to the information systems engineering skills that they will need to work in a competitive computer-based business environment. The four phases of the systems development life cycle and various structured systems analysis and design techniques and tools will be discussed. A case study approach will be emphasized throughout the course to provide students with real life experience of systems analysis and design. Not open to students with credit in Information Systems 38. (A/CSU)

P220—Data Communications and Networking 3 credits

Recommended prerequisite: Information Systems P100 (30).

Lecture 3 hours. This course is designed to provide students with an overview of concepts, software, and physical components of data communications systems and local area networks (LAN). LAN system administration using Novell Netware will be presented and discussed throughout the course. Students will have hands-on experience with the management of user environment, system resources, network security and various network utilities. Not open to students with credit in Information Systems 48A. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Life Science

P111—Life Science Laboratory Associate 1 credit

Prerequisite: At least one college-level science course and instructor's permission.

Laboratory 3 hours by arrangement. Student will learn how to operate standard lab instruments, how to prepare lab stains and media, and how to culture common lab organisms used in zoology, botany, life science and physiology. Student will assist instructor in preparation and use of above equipment and materials. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Life Science 11. (A/CSU)

P115—Medical Terminology 1 credit

Prerequisite: None

Total lecture 18 hours. A course dealing with the medical terminology which investigates Greek and Latin word roots as the basis of an international scientific language. Emphasis on spelling, pronouncing, definition, and anatomical reference. Not open to students with credit in Life Science 15. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Marketing

P124—Principles of Marketing 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Studies dealing with the operational and promotional problems of an established business. Includes such problems of marketing as buying, pricing, sales promotion, salesmanship and public relations, as well as stock control and record keeping. Not open to students with credit in Marketing 24. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Mathematics

P051—Intermediate Algebra 4 credits

Prerequisite: Math P053 (53) or equivalent.

Lecture 5 hours. Includes the study of elementary algebraic theory and techniques carried into greater detail. Extends beyond elementary algebra in quadratics, irrational functions, complex numbers binomial theorem, ratio, proportion, variation, progressions, logarithms, and determinants. Not open to students with credit in Math 20, 51 or 59. (A)

P051L—Intermediate Algebra Laboratory 1/2 credit

Prerequisite: Concurrent enrollment in Mathematics P051.

Laboratory 1 1/2 hours. The practice of computational skills and theoretical aspects of intermediate algebra. This is an open-entry/open-exit course. Not open to students with credit in Mathematics 51L. (A)

P053—Plane Geometry 4 credits

Prerequisite: Math P055 (55) or equivalent. *Recommended:* Eligible for level 2 English placement.

Lecture 5 hours. A study of the fundamental concepts of plane geometry. Includes the basic axioms, postulates, definitions and theorems of plane geometry. Not open to students with credit in Math B, 53 or 56. (A)

P053L—Plane Geometry Laboratory 1/2 credit

Prerequisite: Concurrent enrollment in Mathematics P053.

Laboratory 1 1/2 hours. The practice of computational skills and theoretical aspects of plane geometry. This is an open-entry/open-exit course. Not open to students with credit in Mathematics 53L. (A)

P055—Elementary Algebra 4 credits

Recommended prerequisite: Eligible for level 2 English and level 2 math placements.

Lecture 5 hours. A study of the elementary concepts of algebra, including the structure of algebra, formulas, signed numbers, nominals, polynomials, products and factorings, linear equations, algebraic fractions, exponents and radicals, quadratic equations, ratio, proportion, variation and graphing of functions. Not open to students with credit in Math A or 55. (A)

P055L—Elementary Algebra Laboratory 1/2 credit

Prerequisite: Concurrent enrollment in Mathematics P055 (55).

Laboratory 1 1/2 hours. The practice of computational skills and theoretical aspects of elementary algebra. This is an open-entry/open-exit course. Not open to students with credit in Mathematics 55L. (A)

P065—Technical Vocational Math 3 credits

Recommended prerequisite: Eligible for level 2 math placement.

Lecture 3 hours. The application of mathematical operations to the solution of mathematical-oriented problems that are commonly encountered in industry. Emphasis is on the reading and comprehension of word problems. Includes the computational skills for linear, area and volumetric measurements; the metric system; U.S. Customary system; ratio and proportion; percents and interest on loans and investments; motion; statistics; geometric shapes; mathematical tables; taxes; signed numbers; and introduction to algebra. Not open to students with credit in Math 54 or 65. (A)

P065L—Technical Vocational Mathematics Laboratory 1/2 credit

Prerequisite: Concurrent enrollment in Mathematics P065.

Laboratory 1 1/2 hours. The practice of computational skills and theoretical aspects of Technical/Vocational mathematics, including common fractions, decimals, percentages, ratio/proportion, rectangles and triangles, regular polygons and circles, solids, metric measure, practical algebra, geometrical construction, and essentials of trigonometry. This is an open-entry/open-exit course. Not open to students with credit in Mathematics 65L. (A)

P075—Basic Arithmetical Operations 2 credits

Prerequisite: Concurrent enrollment in Math P075L.

Lecture 2 hours. A careful treatment of the fundamental arithmetic concepts and processes. Designed to lead the students to discover relations and form generalizations involving fundamental operations. This course is not open for credit to students with prior credit in any higher mathematics course on the high school or college level without the instructor's permission. Does not fulfill associate degree requirements in mathematics. Not open to students with credit in Mathematics 75.

P075L—Basic Arithmetical Operations Laboratory 1 credit

Prerequisite: Concurrent enrollment in Mathematics P075.

Laboratory 3 hours. The practice of computational skills and theoretical aspects of fundamental arithmetic concepts and processes. Designed to lead the students to discover relations and form generalizations involving fundamental operations. Credits do not count toward the associate degree. This is an open-entry/open-exit course. Not open to students with credit in Mathematics 75L.

P101—Trigonometry 4 credits

Prerequisite: Math P051 (51) and P053 (53) or equivalent.

Lecture 5 hours. A study of the meaning of the trigonometric ratios unit, circle relations, graphs of the trigonometric function, logarithmic and exponential functions, solution of oblique and right angles, complex numbers. Not open to students with credit in Mathematics 1. (A/CSU) CAN MATH 8

P102—Mathematical Analysis 4 credits

Prerequisite: Mathematics P051 (51) or equivalent.

Lecture 5 hours. The study of basic algebraic and geometric techniques and concepts considered essential for students preparing to study calculus, science or engineering. The course includes truth tables, the number systems through complex numbers, equations and inequalities, functions and graphs, determinants, theory of equation, exponential and logarithmic functions, vectors, binomial theorem, series and progressions, the algebra of matrices, permutation, combination, probability. Not open to students with credit in Mathematics 2. (A/CSU/UC)

P103—Analytic Geometry and Calculus 4 credits

Prerequisite: Math P101 (1) with a grade of "C" or higher or equivalent.

Lecture 5 hours. Rate of change of functions, derivatives of algebraic functions, maxima, minima, Rolles Theorem, Mean Value Theorem, indefinite and definite integration, the Fundamental Theorem of integral calculus, applications of the definite integral. Not open to students with credit in Mathematics 3. (A/CSU/UC) CAN MATH 18

P104—Analytic Geometry and Calculus 4 credits

Prerequisite: Mathematics P103 (3).

Lecture 5 hours. Differentiation and integration of transcendental functions, techniques of integration, systems of equations and elementary determinant theory, hyperbolic functions, polar coordinates. Not open to students with credit in Mathematics 4. (A/CSU/UC) CAN MATH 20

P104L—Analytic Geometry and Calculus Lab 1/2 credit

Prerequisite: Concurrent enrollment in Mathematics P104.

Laboratory 1 1/2 hours. The practice of computational skills and theoretical aspects of analytic geometry and calculus. This is an open-entry/open-exit course. Not open to students with credit in Math 4L. (A/CSU/UC)

P122—Introduction to Probability and Statistics 4 credits

Prerequisite: Math P051 (51).

Lecture 5 hours. A study of basic descriptive and inferential statistics. Topics will include graphs and frequency distributions, measures of central tendency and variation, probability, Bayes' Theorem, discrete and continuous probability distributions, including the normal and binomial distributions, hypothesis testing with one and two samples, estimation, linear correlation and regression, chi-square procedures (tests for goodness of fit and independence), analysis of variance, non-parametric statistics and conducting a study. Not open to students with credit in Mathematics 22. (A/CSU/UC) CAN MATH 2

P205—Analytic Geometry and Calculus 4 credits

Prerequisite: Mathematics P104 (4).

Lecture 5 hours. Vectors and Parametric equations. Solid geometry and vectors, partial differentiation, multiple integrals, and vector analysis. Not open to students with credit in Mathematics 5. (A/CSU/UC) CAN MATH 22

P205L—Analytic Geometry and Calculus Laboratory 1/2 credit

Prerequisite: Concurrent enrollment in Mathematics P205 (5).

Laboratory 1 1/2 hours. The practice of computational skills and theoretical aspects of vectors and parametric equations, multiple integrals and vector analysis. This is an open-entry/open-exit course. Not open to students with credit in Mathematics 5L. (A/CSU/UC)

P206—Advanced Engineering Mathematics 4 credits

Prerequisite: Math P205 (5).

Lecture 5 hours. Cauchy-Riemann differential equations, complex series, solutions of ordinary differential equations and Bessel's Equation and Legendre Functions, Laplace transform, D operator, Inverse operators, Nonlinear equations. Not open to students with credit in Mathematics 6. (A/CSU/UC)

P206L—Advanced Engineering Mathematics Laboratory 1/2 credit

Prerequisite: Concurrent enrollment in Mathematics P206 (6).

Laboratory 1 1/2 hours. The practice of computational skills and theoretical aspects of advanced engineering mathematics. This is an open-entry/open-exit course. Not open to students with credit in Mathematics 6L. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Microbiology**P106—Microbiology** 5 credits

Recommended prerequisite: Eligible for level 2 English placement, Chemistry P108 (9) or equivalent.

Lecture 3 hours, laboratory 6 hours. An introduction to microbiology dealing with morphology, physiology, classification and importance of bacteria and to some extent fungi, yeasts, molds, protozoans and rickettsial organisms and immunology. Recommended for students majoring in biology and allied fields. Not open to students with credit in Microbiology 6. (A/CSU/UC) CAN BIOL 14

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Music**P051—Valley Chamber Chorale** 1/2 credit

Prerequisite: Audition and/or instructor's permission.

Laboratory 2 hours. The Valley Chamber Chorale provides the opportunity for selected singers to perform outstanding choral music. Music literature of various historical periods will be sung. Instruction in techniques of singing, tone quality, musical style, diction, and musical interpretation appropriate to the music will be given. Maximum of two credits. Not open to students with two credits in Music 51.(A)

P055—Beginning/Intermediate Guitar 2 credits

Prerequisite: Each student must have a guitar.

Lecture 2 hours, laboratory 1 hour. A beginning or intermediate guitar course designed to impart basic techniques of guitar playing employed in a variety of styles, including, but not limited to, folk, pop, and classical. Some attention given to music for elementary school classrooms. Course covers the first position principal chords in the major keys of C, G, D, A, and E and relative minor keys of a, e, and d. In addition, several basic strumming and picking styles will be covered to give variety to choral accompaniment. A core of fundamental skills which can be integrated into virtually any style of play will be presented: first position sight-reading, basic scales, playing by ear. Particular emphasis will be given to expressing the student's own musical abilities and interests via the guitar, including use of the guitar for accompaniment of the voice, duets, and solo guitar. Maximum of four credits. Not open to students with four credits in Music 55. (A)

P101—Musicianship 4 credits

Prerequisite: Concurrent enrollment in Music P117 or P130 or instructor's permission.

Lecture 4 hours, laboratory 1 hour. A study of the fundamentals of music including musical notation, intervals, scales, chord construction, ear training, sight singing, composition, and harmonic analysis. A class for those interested in understanding the musical score. Not open to students with credit in Music 1. (A/CSU/UC)

P102—Musicianship 4 credits

Prerequisite: Music P101 (1) or instructor's permission.

Lecture 4 hours, laboratory 1 hour. A study of compositional techniques regarding chord usage and melodic construction, harmonies, and musical form analysis; sight singing, musical dictation and keyboard harmony. Required for music majors and minors. Not open to students with credit in Music 2. (A/CSU/UC)

P103—Advanced Musicianship 3 credits

Prerequisite: Music P101 (1) and P102 (2) or instructor's permission.

Lecture 3 hours. Course content includes musical analysis of scores from the Renaissance period beginning about 1450 through the Romantic period ending about 1900. The proper use of each chord and 19th century methods of modulation will be studied. Required for music majors. Not open to students with credit in Music 3. (A/CSU/UC)

P104—Advanced Musicianship 3 credits

Prerequisite: Music P101 (1), P102 (2) and P103 (3) or instructor's permission.

Lecture 3 hours. Course content includes musical analysis of scores from the late Romantic Period to the present time. Continued compositional work will improve the student's ability to compose melody and harmony. Required for music majors. Not open to students with credit in Music 4. (A/CSU/UC)

P110—Exploring The World Through Music 3 credits

Prerequisite: None

Lecture 3 hours. A survey of the dominant musical cultures of the world with comparisons to Western traditions. Course includes lectures, films, recordings, live presentations, and experimental techniques to explore how music is used around the world for aesthetic, inner awareness and social purposes. An oral report and perhaps an original instrument project are included in the class requirements. Not open to students with credit in Music 10. (A/CSU/UC)

P111—Introduction to Music 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A survey of music throughout the western civilization. Music from the Greeks and Romans through the Classical periods. Required of music majors and minors. Meets a general education requirement. Not open to students with credit in Music 11A. (A/CSU/UC)

P112—Introduction to Music 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A survey of music throughout the western civilization. Music from the Romantic through the Contemporary periods. Required of music majors and minors. Meets a general education requirement. Not open to students with credit in Music 11B. (A/CSU/UC)

P113—Introduction to Music Literature 2 credits

Recommended prerequisite: Eligible for level 2 English placement; concurrent enrollment in a day-time performance ensemble plus music theory.

Lecture 2 hours. Music P113 is an introductory course in music literature designed for music majors to understand the basic forms and styles of art music from the western hemisphere. Not open to students with credit in Music 12. (A/CSU/UC)

P114—Beginning Conducting 2 credits

Prerequisite: Eligible for level 2 English placement; a declared music major or concurrent enrollment in a performance ensemble or professional experience in conducting.

Lecture 2 hours, laboratory 1 hour. Developing skill of score communication through score analysis and developing clear conducting techniques idiomatic for expressing appropriate style and support for musicians. Not open to students with credit in Music 14. (A/CSU/UC)

P115—Singing Techniques 1 credit

Prerequisite: None

Laboratory 3 hours. Elementary vocal training designed to assist the serious student of singing in the development of proper singing techniques. Consideration will be given to breath control, vocal projection, diction, stage presence, musical interpretation, and solo repertoire. Maximum of four credits. Not open to students with four credits in Music 15. (A/CSU/UC)

P116 – Handbell Choir 1 credit

Prerequisite: None. The ability to read music is, however, an asset.

Laboratory 3 hours per week plus 1 hour arranged. Designed for the novice or experienced ringer, Handbell Choir will rehearse and perform literature written and/or arranged for handbells. Previous experience is not necessary. Emphasis will be placed on proper ringing technique, sight-reading skills, articulation, ensemble, performance practice and care/maintenance of handbells. Public performances will be required. Course may be repeated for credit, maximum of four credits. (A/CSU)

P117—College Chorale 2 credits

Prerequisite: None. Vocal placement to be made during first week of class.

Laboratory 5 hours per week plus 2 hours arranged. The chorale participates in major concerts, performs for school and

community organizations and may tour during the spring semester. Music of all historical periods is studied and performed. Vocal techniques, including posture, breath support, vowel and consonant formation, pitch discrimination and interpretation are emphasized. Participation at public performances is required. Maximum of eight credits. Not open to students with eight credits in Music 17. (A/CSU/UC)

P118—Chamber Singers 1 credit

Prerequisite: Concurrent enrollment in Music P117 (17). Vocal placement by audition.

Laboratory 4 hours. This select vocal ensemble typically numbers between 18 and 24 singers, selected from the College Chorale, and performs many concerts throughout the school year. Interested students should contact the choral director for additional information. Participation at public performances is required. Maximum of four credits. Not open to students with four credits in Music 18. (A/CSU/UC)

P119—Women's Chorus 1 credit

Prerequisite: None

Laboratory 3 hours plus one hour arranged. Designed for both novice and experienced singers, Women's Chorus will rehearse and perform significant choral compositions for treble voices. Emphasis will be given to development of singing techniques appropriate for ensemble participation, including but not limited to posture, breath support, tone production, vowel formation, articulation, sight-reading and interpretation. Public performance participation will be required. Maximum of four credits. Not open to students with four credits in Music 19. (A/CSU/UC)

P120—Applied Music 1 credit

Prerequisite: None

Lecture 1 hour per week. Individual musical instruction from private instructor's approved by the college music department. Fees for lessons will be paid by the student. Credit will be awarded by the college staff following consultation with the private instructor. Each student will perform for the music staff at the conclusion of the semester to demonstrate achievements. Credit given in areas of Brass Instruments, Percussion, String Instruments, Woodwind Instruments, Piano or Organ, and Voice. Maximum of four credits. Not open to students with four credits in Music 20. (A/CSU/UC)

P121—Chamber Music Ensemble 1 credit

Prerequisite: Ability to perform on an instrument which student must provide.

Laboratory 3 hours. Designed for students who have had significant experience in instrumental music (i.e., performance in high school band or orchestra, individual instruction), this course will allow students to develop their skills while playing solos, duets, trios, quartets and small ensemble literature in a workshop setting. Maximum of four credits. Not open to students with four credits in Music 21. (A/CSU/UC)

P130—Studio Band 2 credits

Prerequisite: Ability to sight read Class A literature or instructor's permission.

Lecture 1 hour, laboratory 3 hours. Rehearsal and performance 5 hours. This band plays for local banquets and dances in the community. At least two major trips every year are planned. Maximum of eight credits. Not open to students with eight credits in Music 30. (A/CSU)

P131—Theater Band 1 credit

Prerequisite: Ability to sight read Class A literature or instructor's permission.

Rehearsal and performance 3 hours. This band plays for college musical and dramatic productions. Maximum of four credits. Not open to students with four credits in Music 31. (A/CSU/UC)

P140, P141, P142—Music Laboratory 1/2 - 1 1/2 credit

Prerequisite: Concurrent enrollment in transfer-level music course or permission of instructor.

An open laboratory offering students opportunities to develop additional skills in aural intervals, counting, enharmonics, key signatures, note names and types, terms, visual intervals, rhythm, scales, composition, music event manipulation and musical synthesis. A minimum of 27 hours lab will be required for each 1/2 credit. This is an open-entry/open-exit course. Maximum of six credits. Not open to students with six credits in Music 40. (A/CSU)

P143A—Beginning Class Piano**2 credits***Prerequisite: None*

Lecture 2 hours. A course to develop basic musical skills through practical keyboard facility, music reading, knowledge of major keys and primary chords, and performance of easy piano literature. This course is designed for: (a) music majors not specialized in piano but who need to fulfill minimum degree requirements; (b) pre-teaching majors working toward the elementary or kindergarten credential; (c) adult beginners who desire to develop piano facility for personal enjoyment. Not open to students with credit in Music 49A. (A/CSU/UC)

P143B—Intermediate Class Piano**2 credits***Prerequisite: Music P143A (49A).*

Lecture 2 hours. A course to further develop keyboard techniques, sight reading, knowledge of major and minor keys, melodic harmonization, and performance of easy to intermediate piano literature. Not open to students with credit in Music 49B. (A/CSU/UC)

P143C—Intermediate Class Piano**2 credits***Prerequisite: Music P143B (49B).*

Lecture 2 hours. A course to further develop keyboard techniques, sight reading, knowledge of major and minor keys, melodic harmonization, and performance of easy to intermediate piano literature. This course is designed for: (a) students with some prior instruction in piano who need to fulfill minimum degree requirements; (b) students who desire to develop keyboard facility and techniques for personal enjoyment. Not open to students with credit in Music 49C. (A/CSU/UC)

P143D—Advanced Class Piano**2 credits***Prerequisite: Music P143C (49D) or instructor's permission.*

Lecture 2 hours. An advanced course in keyboard techniques, sight reading, melodic harmonization, and performance of classical, romantic, and contemporary piano literature. Selection of music to be studied will be made on individual basis. This course is designed for: (a) music majors and minors; and (b) students with prior instruction in piano who desire to develop greater facility and an expanded repertoire for personal enjoyment. Not open to students with credit in Music 49D. (A/CSU/UC)

Directed Studies, see page 107.**Special Studies**, see page 107.**General Work Experience**, see page 105.**Vocational Work Experience**, see page 105.**Natural Sciences****P113—Field Studies in Natural Science****1 credit***Prerequisite: Completion of or concurrent enrollment in a college level science course.*

Laboratory 3 hours. A field course designed to supplement currently offered science courses. The course content will vary according to the needs and interests of the students enrolled. Examples of topics are: The rocks and minerals of the Porterville area, the ecology of the Porterville area, the geological formations of the foothills and Sierras, the study of fossils and evolution at the Los Angeles County Museum. Maximum of two credits. Not open to students with credit in Natural Sciences 13. (A/CSU)

Directed Studies, see page 107.**Special Studies**, see page 107.**General Work Experience**, see page 105.**Vocational Work Experience**, see page 105.**Nursing****P102—Obstetrics****2 1/2 credits***Prerequisite: L. V. N. or R. N. license.*

Lecture 2 1/2 hours. Focuses on nursing intervention in preventative, remedial, supportive, and teaching aspects of nursing in the obstetrics and newborn patient. A holistic, i.e., biopsychosocial approach to nursing care is applied. Concepts of wellness are presented and these formulate a basis of departure from the study of illness. The nursing process provides a framework for nursing interventions presented throughout the course. Not open to students with credit in Nursing 2A. (A/CSU)

Office Technology**P002—Shorthand Review****2 credits***Prerequisite: One semester of Gregg shorthand theory; keyboarding speed of at least 30 wpm.*

Lecture 2 hours. Review of Gregg shorthand theory principles, including alphabet, brief forms, and phrasing principles; review of grammar and punctuation rules; review of transcription formatting, development of speed and transcription skills. Three hours weekly in lab for reinforcement of theory application and development of speed and accuracy through use of audiotaped dictation/transcription. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Secretarial Training 51 or Office Technology 50. (A)

P004—Basic Machine Transcription**2 credits***Prerequisite: Business P012 (53) or instructor's permission; keyboarding speed of 35 wpm.*

Lecture 2 hours. Instruction in transcribing a variety of business documents, using tapes and transcription equipment, including study of correct grammar and punctuation rules, proper formats. Includes development of speed and accuracy in transcription procedures to produce mailable copy. Includes development of speed and accuracy in transcription procedures using lab hours to produce mailable copy. Not open to students with credit in Office Skills/Office Technology 52. (A)

P020—Business Vocabulary and Spelling**3 credits***Recommended prerequisite: Business P012 (53) or concurrent enrollment; eligible for level 2 English placement.*

Lecture 3 hours. Study of word roots, prefixes, and suffixes; derivations; dictionary usage; phonetics, pronunciations, synonyms; spelling rules analysis and practice; computer-related vocabularies; study of business-related vocabularies; application of vocabulary and spelling to reinforce learning through writing exercises. Not open to students with credit in Office Skills/Office Technology 54. (A)

P030—Human Relations in Business**2 credits***Prerequisite: None*

Lecture 2 hours. Course designed to provide insight, experience, and skills in dealing with people in the business world. Includes techniques to become employed, how to be promoted, how to deal effectively with employers, colleagues, and the public. Role-playing, lecture, discussion, group and individual case studies used. Recommended for all business majors. Not open to students with credit in Office Skills/Office Technology 57 or 58. (A)

P061—Office Practice Laboratory**1 credit***Prerequisite: Keyboarding skill of 25 wpm. Recommended: Office Technology P101A (1A-1) or P101B (1A-2).*

Laboratory 3 hours per credit, per semester. Work on campus in departmental office or school office for on-the-job experience and training. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Office Skills 10A, B, C, D or Office Skills/Office Technology 51A, B, C, D. (A)

P062—Office Practice Laboratory**1 credit***Prerequisite: Keyboarding skill of 25 wpm. Recommended: Office Technology P101A (1A-1) or P101B (1A-2).*

Laboratory 3 hours per credit, per semester. Work on campus in departmental office or school office for on-the-job experience and

training. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Office Skills 10A, B, C, D or Office Skills/Office Technology 51A, B, C, D. (A)

P063—Office Practice Laboratory 1 credit

Prerequisite: Keyboarding skill of 25 wpm. *Recommended:* Office Technology P101A (1A-1) or P101B (1A-2).

Laboratory 3 hours per credit, per semester. Work on campus in departmental office or school office for on-the-job experience and training. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Office Skills 10A, B, C, D or Office Skills/Office Technology 51A, B, C, D. (A)

P064—Office Practice Laboratory 1 credit

Prerequisite: Keyboarding skill of 25 wpm. *Recommended:* Office Technology P101A (1A-1) or P101B (1A-2).

Laboratory 3 hours per credit, per semester. Work on campus in departmental office or school office for on-the-job experience and training. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Office Skills 10A, B, C, D or Office Skills/Office Technology 51A, B, C, D. (A)

P101A—Beginning Keyboarding (Module 1, Keyboard Mastery) 1 credit

Prerequisite: None. *Recommended:* Eligible for level 2 English placement.

Lecture 1 hour. Lecture and hands-on format for applications of beginning keyboarding on microcomputers using the touch system to build speed and accuracy on the keyboard and 10-key pad. This course includes instruction on basic formatting, proofreading, printing, tabulating, centering, and composing. This course also provides laboratory practice to complement the lecture class, giving students adequate opportunities to practice and apply the theory learned in the lecture class. Not open to students with credit in Office Skills 1A-1 or Office Technology 1A or 1A-1. Approved for credit/no-credit grading option. (See page 20 for details.) (A/CSU)

P101B—Beginning Keyboarding (Module 2, Business and Personal Letters, Tables, and Manuscripts) 1 credit

Prerequisite: Completion of Office Technology P101A (1A-1).

Lecture 1 hour. Lecture and hands-on format for applications of beginning keyboarding on microcomputers using the touch system to build speed and accuracy on personal and business documents. This course includes instruction on basic formatting of personal and business letters, tables, memoranda, forms, and reports. This course also provides laboratory practice to complement the lecture class, giving students adequate opportunities to practice and apply the theory learned in the lecture class. Not open to students with credit in Office Skills/Office Technology 1A or 1A-2. Approved for credit/no-credit grading option. (See page 20 for details.) (A/CSU)

P104—Medical Transcription 3 credits

Prerequisite: Office Technology P004 (52) or equivalent. *Recommended:* Eligible for level 2 English placement.

Lecture 3 hours. Study of medical vocabulary, including pronunciation, spelling, and definitions; study of legal and ethical obligations attendant to position as medical transcriber; machine transcription of medical reports, records and correspondence. AMRA (American Medical Record Association) certificate upon satisfactory completion of course. Not open to students with credit in Secretarial Training/Office Technology 4A. (A/CSU)

P105—Administrative Office Procedures 3 credits

Recommended prerequisite: Accounting P010 (53), Office Technology P107 (7), Office Technology P109 (9), Office Technology P102 (2A) or P004 (52) or instructor's permission. *Eligible for level 2 English placement.*

Lecture 2 hours, laboratory 3 hours. Comprehensive training in office procedures for secretarial and clerical level students drawing together training from other classes for practical application in problem solving situations. Requires competency in prerequisite class areas. Development of skills and personal attributes necessary for successful performance in the business world. Not open to students with credit in Office Skills/Office Technology 5. (A/CSU)

P107—Records Management 2 credits

Recommended prerequisite: Eligible for level 2 English placement and Office Technology P101A (1A-1).

Lecture 2 hours. An introduction to records management, emphasizing principles and practices for manual and automated records systems. Emphasis is on the need to understand the record life cycle within which information functions in the organization. Also studied are other aspects of information technology, such as computer and word processing systems, microimage systems, and optical disks. A practice set of jobs is included. Some lab time will be required for the automated systems study. Not open to students with credit in Office Skills/Office Technology 3 or Office Technology 7. (A/CSU)

P109—Electronic Office Machines 1 credit

Recommended prerequisite: High school general mathematics; completion of or concurrent enrollment in Business P011 (51).

Total lecture 9 hours, laboratory 36 hours. Introduction to the use of both electronic printing calculators and visual display calculators. Emphasis on mastery of the touch system for speed development as well as application to the solution of typical business problems. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Office Skills/Office Technology 9. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Philosophy

P059—Ethics 3 credits

Recommended prerequisite: Eligible for level 3 English placement.

Lecture 3 hours. A consideration of contemporary ethical issues which are of concern to individuals in their private lives and as members of society. Not open to students enrolled in or with credit in Philosophy P106 (6A), P109 (6B) or 59. (A)

P106—Introduction to Philosophy 3 credits

Recommended prerequisite: Eligible for level 1 English placement.

Lecture 3 hours. A study of the nature and methodology of philosophy, philosophical issues, and areas of philosophy. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Philosophy 6A. (A/CSU/UC) CAN PHIL 2

P107—Introduction to Logic 3 credits

Recommended prerequisite: Eligible for level 1 English placement.

Lecture 3 hours. Traditional and basic fundamentals of modern logic are considered with an emphasis on their relationships to language, thought, and argument. The following material is covered: What is logic? Uses of language and definition and problems with informal fallacies; deductive logic and the deductive method, including propositional or class calculus or propositional functions and quantifiers; inductive logic involving probable inference, casual connections, hypothesis, and probability. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Philosophy 7. (A/CSU/UC) CAN PHIL 6

P108—Introduction to Philosophy of Religion 3 credits

Recommended prerequisite: Eligible for level 1 English placement.

Lecture 3 hours. An introduction to philosophical thinking about important issues in religion. The emphasis of the course is upon an analytic approach to the concepts and belief systems of religion, religious experience, and the various uses of religious language. Readings will focus on both classical and contemporary religious and philosophical thinkers. Not open to students with credit in Philosophy 8. (A/CSU/UC)

P109—Problems in Philosophy 3 credits

Recommended prerequisite: Eligible for level 1 English placement.

Lecture 3 hours. A study of ethical and social issues in philosophy

with an emphasis on the major ethical theories and their application to a number of ethical issues confronting modern man. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Philosophy 6B. (A/CSU/UC)

P112—The Ethics of Living and Dying 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A philosophical yet practical approach to some of the major medical-ethical problems facing human beings today, such as: what patients should be told, the nature and importance of informed consent, the meaning and criteria for living, dying, and death including caring for the dying and allowing to die, mercy death, and mercy killing. Permeating these problems will be a study of the basis for ethical human relationships with particular emphasis on the relationship of the professional and the well to the sick and the dying. Not open to students with credit in Philosophy 12. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Photography

P101—Basic Photography 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours, laboratory 3 hours. Camera is required. Basic course in the fundamental theory and practice of photography. Includes instruction in cameras, film concepts and darkroom procedures and techniques. Required for Photography, Fine Arts and Art History majors. Not open to students with credit in Photography 1. (A/CSU/UC)

P102—Intermediate Photography 3 credits

Prerequisite: Photography P101 (1) or instructor's permission

Lecture 2 hours, laboratory 3 hours. Refinement of basic techniques and procedures of the camera and darkroom. Adds new and more advanced work in camera use, studio and darkroom processes. Emphasis will be on photographic creativity and technical proficiency. Work in both black and white and color photography. A suitable camera is required. Required for Photography majors. Not open to students with credit in Photography 2. (A/CSU)

P103—Advanced Photography 3 credits

Prerequisite: Photography P102 (2) or instructor's permission.

Lecture 2 hours, laboratory 3 hours. More advanced applications of techniques on various media such as color, graphics, large format, studio and cinema. Required for Photography majors and certificates. Not open to students with credit in Photography 3. (A/CSU)

P104—Color Photography 3 credits

Prerequisite: Photo P101 (1) or instructor's permission.

Lecture 2 hours, laboratory 3 hours. A concentrated study of color photography. Students are instructed in visual analysis, awareness of color dynamics, psychology, mood and impact of color images. Practical experience in camera and darkroom color processes such as filtration, exposure calculation, analyzers and specialized equipment. Students are expected to have suitable camera. Required for Photography majors and certificates. Not open to students with credit in Photography 4. (A/CSU)

P105—Advanced Color Photography 3 credits

Prerequisite: Photography P104 (4).

Lecture 2 hours, laboratory 3 hours. Continuation of Photography 4. Emphasis on perfection and experimentation. Required for Photography majors and certificates. Not open to students with credit in Photography 5. (A/CSU)

P122—Basic Photographic Operations 1 credit

Prerequisite: None

Total lecture 18 hours. Students will learn the basics of 35 mm

cameras. Instruction and hands-on learning will include the technical understanding necessary to comfortably handle their cameras in a variety of picture taking situations. Picture taking techniques will be stressed and composition and aesthetics of pictures will be covered. Films, lenses, tripods, flashes, filters and lighting will be discussed and demonstrated. This course is specifically designed for those who wish to increase their photographic skills without getting involved in darkroom techniques. Not open to students with credit in Photography 22. (A/CSU)

P124—Landscape Photography 1 credit

Prerequisite: Photography P101 (1) or instructor's permission.

Total lecture 15 hours, laboratory 12 hours. Students are accompanied by their instructor to pre-selected locations off campus, to study and practice landscape photography. Preparatory instruction, assignments and critiques will be given in the classroom. A suitable camera is required. Required for Photography majors and certificates. Maximum of four credits. Not open to students with four credits in Photography 24. (A/CSU)

P125—Studio Photography 3 credits

Prerequisite: Instructor's permission based on student experience.

Lecture 2 hours, laboratory 3 hours. Course consists of the unique problems encountered in studio work, and controlling a pure environment. Instruction in studio lighting and specialized techniques. Required for Photography majors and certificates. Not open to students with credit in Photography 25. (A/CSU)

P130—Graphic Art Photography 3 credits

Prerequisite: Photography P101 (1).

Lecture 2 hours, laboratory 3 hours. Course dedicated to the creative content and form of photography in the fine arts. Darkroom exploration of a variety of graphic mediums. From kodaliths, posterization, photo silk screen, kwik prints to non silver processes. Emphasis on student creative expression. Required for Photography majors and certificates. Not open to students with credit in Photography 30. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Physical Education

P101A – Beginning Volleyball 1 credit

Prerequisite: None.

Laboratory 2 hours. Instruction in the fundamentals, rules and techniques of volleyball. Not open to students with four credits in Physical Education 54. Maximum of four credits. (A/CSU/UC)

P101B – Intermediate Volleyball 1 credit

Prerequisite: Physical Education P101A (1A).

Laboratory 2 hours. Instruction in advanced techniques of volleyball. Not open to students with four credits in Physical Education 54. Maximum of four credits. (A/CSU/UC)

P102A – Beginning Basketball 1 credit

Prerequisite: None.

Laboratory 2 hours. Instruction in the fundamentals, rules and techniques of basketball. Not open to students with four credits in Physical Education 54 or 2. Maximum of four credits. (A/CSU/UC)

P102B – Intermediate Basketball 1 credit

Prerequisite: None.

Laboratory 2 hours. Instruction in advanced techniques of basketball. Not open to students with four credits in Physical Education 54 or 2. Maximum of four credits. (A/CSU/UC)

P103—Beginning Weight Training 1 credit

Prerequisite: None

Laboratory 2 hours. Development of muscular knowledge, proper techniques, safety and training programs. Approved for credit/no-

credit grading option. (See page 20 for details.) Not open to students with four credits in PE 5/PE 5A-5B. (A/CSU/UC)

P104 - Adaptive Physical Education 1 credit

Prerequisites: Physician's referral and Enabler's Office verification.

Laboratory 2 hours. This course is designed to allow physically disabled students to participate in an adapted physical education program for its physical benefits. Each student will have an individualized program prescribed which will help remediate specific physical limitations. P.E. P104 is offered on a credit/no-credit basis. (A/CSU/UC)

P105—Advanced Weight Training 1 credit

Prerequisite: None

Laboratory 2 hours. Development of strength, flexibility and power through the use of weight machines and free weights. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of three credits. Not open to students with four credits in PE 5/PE 5A-5B. (A/CSU/UC)

P106—Shape Up 1 credit

Prerequisite: None

Laboratory 2 hours. This course is designed to develop physical fitness parameters of cardiovascular fitness, flexibility, strength and general good health through an open laboratory. Emphasis will be placed on safety for fitness programs, strength training, aerobic conditioning and evaluation of individual fitness levels. Maximum of four credits. Not open to students with four credits in Physical Education 6B. (A/CSU/UC)

P107—Aerobic Dance 1 credit

Prerequisite: None

Laboratory 2 hours. The development of cardiovascular endurance, flexibility and muscular strength through dance. Maximum of four credits. Not open to students with four credits in Physical Education 7. (A/CSU/UC)

P109—Advanced Basketball - Women 1 credit

Prerequisite: Intermediate basketball skills.

Laboratory 2 hours. This course is designed to provide the student with the opportunity for mastering the specific individual basketball skills, team techniques and strategies of basketball at the advanced level of play. Maximum of four credits Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with four credits in Physical Education 9. (A/CSU/UC)

P110—Badminton 1 credit

Prerequisite: None

Laboratory 2 hours. Instruction and practice in the basic badminton strokes, rules, etiquette, and strategy of the game. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 10. (A/CSU/UC)

P111A—Beginning Golf 1 credit

Prerequisite: None

Laboratory 2 hours. Instruction in the fundamentals of golf with emphasis upon development of the swing, use of clubs, rules and etiquette. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 11A. (A/CSU/UC)

P111B—Intermediate Golf 1 credit

Prerequisite: P111A (11A) or instructor's permission.

Laboratory 2 hours. Emphasis on refinement of swing, proper selection of clubs, and analysis of individual problems. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 11B. (A/CSU/UC)

P112A—Beginning Tennis 1 credit

Prerequisite: None

Laboratory 2 hours. Basic fundamental skills of tennis including forehand, backhand, serve and volley. In addition, the student will gain an appreciation of the game's value as a life-long recreation, leisure time activity. Mastery of these skills will enable the student to progress to another level of tennis. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 12A. (A/CSU/UC)

P112B—Intermediate Tennis 1 credit

Prerequisite: Physical Education P112A (12A) or instructor's permission.

Laboratory 2 hours. Perfection of the basic tennis strokes with emphasis on overall game play and strategy. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 12B. (A/CSU/UC)

P112C—Advanced Tennis 1 credit

Prerequisite: Physical Education P112B (12B) or instructor's permission.

Laboratory 2 hours. Continued work on perfecting the basic tennis strokes with emphasis on overall game play and strategy appropriate for competition. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 12C. (A/CSU/UC)

P115—Advanced Softball - Women 1 credit

Prerequisite: Intermediate softball skills or instructor's permission.

Laboratory 2 hours. This course is designed to provide the student with the opportunity for mastering the specific individual softball skills, team techniques and strategies of softball at the advanced level of play. Maximum of four credits. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with four credits in Physical Education 15. (A/CSU/UC)

P116—Advanced Baseball - Men 1 credit

Prerequisite: Intermediate baseball skills.

Laboratory 2 hours. This course is designed to provide the student with the opportunity for mastering the specific individual baseball skills, team techniques and strategies of baseball at the advanced level of play. Maximum of four credits. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with four credits in Physical Education 16. (A/CSU/UC)

P117—Advanced Basketball - Men 1 credit

Prerequisite: Intermediate basketball skills.

Laboratory 2 hours. This course is designed to provide the student with the opportunity for mastering the specific individual basketball skills, team techniques and strategies of basketball at the advanced level of play. Maximum of four credits. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with four credits in Physical Education 17. (A/CSU/UC)

P118—Introduction to Teaching Baseball 2 credits

Prerequisite: None

Lecture 2 hours. This course is designed to provide the student with the opportunity to master coaching techniques, coaching philosophy, practice organization and strategies involved in the game of baseball. Not open to students with credit in Physical Education 18. (A/CSU/UC)

P119—Theory of Baseball 2 credits

Recommended prerequisite: Physical Education P118 (18) or completion of one year coaching experience.

Lecture 2 hours. This course is designed to provide the student with the opportunity to master the teaching of skills associated with each position, the break down of videotape to sight and correct flaws in performance, coaching philosophies at higher levels of competition, and goal setting as it relates to a coaching situation or athletic competition. Not open to students with credit in Physical Education 19. (A/CSU/UC)

P140—Introduction to Physical Education 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. History and principles of physical education and sports. Study of the objectives of modern physical education with a view toward the development of a basic philosophy and background of professional education. Recommended for physical education and recreation majors. Not open to students with credit in Physical Education 40. (A/CSU/UC)

P141—Introduction to Recreation 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Designed for physical education and recreation majors as well as those wishing to secure training for municipal programs and teacher aide positions. Organization, types of activities and problems confronting workers in the field of recreation. Not open to students with credit in Physical Education 41. (A/CSU)

P142—Advanced Soccer - Men**1 credit***Prerequisite: None. Recommended: Intermediate soccer skills.*

Laboratory 2 hours. This course is designed to provide the student with the opportunity for mastering the specific individual skills, team techniques and strategies of soccer at the advanced level of play. Maximum of 4 credits. (A/CSU/UC)

P143 – Sports Conditioning**1 credit***Prerequisite: None*

Laboratory 2 hours. Preparatory conditioning necessary for intercollegiate competition. Development of sport-specific strength, power, endurance, agility and flexibility as well as mental training techniques. Maximum of four credits. (A/CSU)

P145— Introduction to Teaching Basketball**2 credits***Recommended prerequisite: Eligible for level 2 English placement.*

Lecture 2 hours. Covers history and fundamental skills of basketball. Instruction in drills, shooting, dribbling, passing, and new techniques of playing and teaching basketball. Not open to students with credit in Physical Education 45. (A/CSU/UC)

P146— Theory of Basketball**1 credit***Recommended prerequisite: Completion of Physical Education P145 (45) or instructor's permission.*

Lecture 1 hour, laboratory 1 hour. This course offers an analysis of current coaching styles, methodologies and philosophies. An emphasis will be placed upon understanding the instructional and coaching techniques of basketball. Not open to students with credit in Physical Education 46. (A/CSU/UC)

P149 – Advanced Soccer-Women**1 credit***Prerequisite: None. Recommended: Intermediate soccer skills.*

Laboratory 2 hours. This course is designed to provide the student with the opportunity for mastering the specific individual skills, team techniques and strategies of soccer at the advanced level of play. Maximum of 4 credits. (A/CSU/UC)

P150—Beginning Swimming**1 credit***Prerequisite: None*

Laboratory 2 hours. Covers Red Cross swimming instruction in water adjustment, floating, elementary strokes and methods of water safety and survival. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 3A. (A/CSU/UC)

P151—Intermediate Swimming**1 credit***Prerequisite: Elementary swimming skills.*

Laboratory 2 hours. Development of proficiency in intermediate swimming and safety skills. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 3B. (A/CSU/UC)

P152—Lifeguarding**1 credit***Prerequisite: Demonstration of intermediate swimming skills.*

Total lecture 18 hours, total laboratory 18 hours. This course will teach lifeguard candidates the skills required to become a professional lifeguard. The student will learn the skill and have the knowledge needed to prevent and respond to aquatic emergencies. Successful completion of the class will allow the student to qualify for an American Red Cross Lifeguard and American Red Cross CPR for the Professional Rescuer Certificates. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 3C. (A/CSU/UC)

P154—Aqua Exercise**1 credit***Prerequisite: None*

Laboratory 2 hours. The development of cardiovascular endurance, flexibility and muscular strength through aquatic exercise. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 3E. (A/CSU/UC)

P157 – Independent Studies**1 credit***Prerequisite: Divisional approval.*

Laboratory 2 hours. A course designed for students who participate in physical education activities outside the regularly scheduled courses offered by the college. A written proposal involving goals, activities, and evaluation must be submitted by the student to the instructor and division chair prior to the third week of instruction. Maximum of four credits. (A/CSU)

Inter-Collegiate Sports/ Physical Education

The following courses are for students who excel in athletic ability and wish to participate in the intercollegiate program competing in conference and practice schedules.

No student shall represent this college in any athletic contest unless he/she is regularly enrolled in and is passing at all times a minimum of 12 credits of work.

In order to be eligible, a student who has previously attended college must have completed 12 credits of work the previous semester or 24 credits the previous 2 semesters. A student transferring from another college must have passed 12 credits the previous semester.

P122—Varsity Basketball for Men**1 credit***Prerequisite: None*

Total laboratory 87.5 hours. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 22 or 24A-B. (A/CSU/UC)

P123—Varsity Basketball for Women**1 credit***Prerequisite: None*

Total laboratory 87.5 hours. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 23 or 25A-B. (A/CSU/UC)

P124—Varsity Soccer for Men**2 credits***Prerequisite: None*

Total laboratory 87.5 hours. Instruction given to develop the necessary skills and knowledge to participate in soccer at the collegiate level. Maximum of four credits. (A/CSU/UC)

P125—Varsity Soccer for Women**2 credits***Prerequisite: None*

Total laboratory 87.5 hours. Instruction given to develop the necessary skills and knowledge to participate in soccer at the collegiate level. Maximum of four credits. (A/CSU/UC)

P126—Varsity Baseball**2 credits***Prerequisite: None*

Laboratory 10 hours. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 26, 28 or 29. (A/CSU/UC)

P128—Varsity Tennis for Men and Women**2 credits***Prerequisite: None*

Laboratory 10 hours. Instruction given to develop the necessary skills and knowledge to participate in tennis at the collegiate level. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 28, 32 or 33. (A/CSU/UC)

P130—Varsity Volleyball for Women**2 credits***Prerequisite: None*

Laboratory 10 hours. Instruction given to develop the necessary skills and knowledge to participate in volleyball at the collegiate level. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Physical Education 30. (A/CSU/UC)

P132—Varsity Softball for Women**2 credits***Prerequisite: None*

Laboratory 10 hours. Approved for credit/no-credit grading option. (See page 20 for details.) Maximum of four credits. Not open to students with four credits in Physical Education 32. (A/CSU/UC)

Directed Studies, see page 107.**Special Studies**, see page 107.**General Work Experience**, see page 105.**Vocational Work Experience**, see page 105.**Physical Science****P112—Physical Science****4 credits***Recommended prerequisite: Eligible for level 2 English and level 2 math placements.*

Lecture 3 hours, laboratory 3 hours. An introductory study of the physical sciences. Includes concepts of astronomy, geology, meteorology and physics. Not open to students with credit in Physical Science 12. (A/CSU/UC)

P121, P122—Physical Science Assistant**1-2 credits***Prerequisite: Completion of a basic course in science or engineering and instructor's permission.*

Individual directed work in science or engineering. Individual research problems using materials, equipment, and techniques not available in larger classes. The course is designed for science majors, or for training technical students in the vocation of their choice. One (1) credit for each 54 hours of lab or three (3) hours per week for a maximum of eight (8) credits. Not open to students with eight credits in Physical Science 21. (A/CSU/*UC)

Directed Studies, see page 107.**Special Studies**, see page 107.**General Work Experience**, see page 105.**Vocational Work Experience**, see page 105.**Physics****P102A—General College Physics****4 credits***Recommended prerequisite: Eligible for level 2 English placement, Math P101 (1) or equivalent.*

Lecture 3 hours, laboratory 3 hours. The study of the physics of mechanics, heat, and sound. Not open to students with credit in Physics 2A. (A/CSU/UC) CAN PHYS 2

P102B—General College Physics**4 credits***Recommended prerequisite: Math P101 (1) and Physics P102A (2A) or equivalent.*

Lecture 3 hours, laboratory 3 hours. The study of the physics of electricity and magnetism, light and optics, relativity, and atomic and nuclear structure. Not open to students with credit in Physics 2B. (A/CSU/UC) CAN PHYS 4

P104A—Engineering Physics**4 credits***Prerequisite: High school physics or equivalent, Math P103 (3) and concurrent enrollment in Math P104 (4). Recommended: Eligible for level 2 English placement.*

Lecture 3 hours, laboratory 3 hours. Analysis of mechanics using methods in calculus to include conservation laws applied to electricity and magnetism, light and optics, relativity and atomic and nuclear structure. Not open to students with credit in Physics 4A. (A/CSU/UC) CAN PHYS 8

P104B—Engineering Physics**4 credits***Prerequisite: Physics P104A (4A). Recommended: Eligible for level 2 English placement.*

Lecture 3 hours, laboratory 3 hours. Wave motion, heat, sound, light. A study of wave motion with applications to sound and light. Analysis of heat transfers and temperature changes. Not open to students with credit in Physics 4B. (A/CSU/UC)

P204A—Engineering Physics**4 credits***Prerequisite: Physics P104B (4B). Recommended: Eligible for level 2 English placement.*

Lecture 3 hours, laboratory 3 hours. A study of electric fields and circuits, magnetic fields and induced currents, and analysis of the electromagnetic spectrum. Not open to students with credit in Physics 4C. (A/CSU/UC) CAN PHYS 12

P204B—Engineering Physics**4 credits***Prerequisite: Physics P204A (4C). Recommended: Eligible for level 2 English placement.*

Lecture 3 hours, laboratory 3 hours. A study of atomic and nuclear structures and theories of relativity. Not open to students with credit in Physics 4D. (A/CSU/UC)

Directed Studies, see page 107.**Special Studies**, see page 107.**General Work Experience**, see page 105.**Vocational Work Experience**, see page 105.**Physiology****P101—Introductory Physiology****5 credits***Prerequisite: None. Recommended: Eligible for level 2 English placement; Chemistry P108 (9).*

Lecture 3 hours, laboratory 6 hours. Basic functions of human body systems with emphasis on homeostatic mechanisms and systems integration. A detailed study of the physical and chemical basis of life. Not open to students with credit in Physiology 1. (A/CSU/UC) CAN BIOL 12

Directed Studies, see page 107.**Special Studies**, see page 107.**General Work Experience**, see page 105.**Vocational Work Experience**, see page 105.**Political Science****P052—The U.S. Constitution for K-12 Instructors****2 credits***Prerequisite: None.*

Lecture 2 hours. This course is specifically designed to meet California State K-12 instructor familiarization with the U.S. Constitution outlined in Cal. Ed. Code 44253 and 44227C(6). In focusing on the provisions and principles of the U.S. Constitution, students will examine the philosophical foundation of the Constitution, its context in the balance of power with the American policy, and its guarantees to civil liberties and civil rights. Students will apply these issues in practical case study applications of civil liberties and civil rights. (A)

P055A—Student Government**1 credit***Recommended prerequisite: Eligible for level 2 English placement.*

Laboratory 3 hours. This course is designed to train students to assume student body leadership and responsibility in school affairs. Specific instruction in principles and application of parliamentary law; the co-curricular activity program; finances, including budgetary procedure; and group dynamics. Students conduct their own affairs in a democratic manner. Field trips as arranged. Not open to students with credit in Political Science 55A. (A)

P055B—Student Government**1 credit***Recommended prerequisite: Eligible for level 2 English placement. Completion of Political Science P055A (55A) with a grade of "C" or higher.*

Laboratory 3 hours. This course is designed to train students to assume student body leadership and responsibility in school affairs. Specific instruction in principles and application of parliamentary law; the co-curricular activity program; finances, including budgetary procedure; and group dynamics. Students conduct their

own affairs in a democratic manner. Field trips as arranged. Not open to students with credit in Political Science 55B. (A)

P055C—Student Government 1 credit

Recommended prerequisite: Eligible for level 2 English placement. Completion of Political Science P055B (55B) with a grade of "C" or higher.

Laboratory 3 hours. This course is designed to train students to assume student body leadership and responsibility in school affairs. Specific instruction in principles and application of parliamentary law; the co-curricular activity program; finances, including budgetary procedure; and group dynamics. Students conduct their own affairs in a democratic manner. Field trips as arranged. Not open to students with credit in Political Science 55C. (A)

P055D—Student Government 1 credit

Recommended prerequisite: Eligible for level 2 English placement. Completion of Political Science P055C (55C) with a grade of "C" or higher.

Laboratory 3 hours. This course is designed to train students to assume student body leadership and responsibility in school affairs. Specific instruction in principles and application of parliamentary law; the co-curricular activity program; finances, including budgetary procedure; and group dynamics. Students conduct their own affairs in a democratic manner. Field trips as arranged. Not open to students with credit in Political Science 55D. (A)

P061—Washington D.C. Seminar 1 credit

Prerequisite: Completion of Political Science P101 or equivalent.

Total laboratory 60 hours. A one week, on-site course on the workings and environment of the U.S. federal government. Students tour U.S. government facilities and institutions, attend lectures and briefings, and make observations of the U.S. federal government in action. Along with the cost of the course, students will incur the cost of travel, hotel, entrance fees, meals and sundries. (A)

P074—American Institutions 3 credits

Recommended prerequisite: Eligible for level 3 English placement.

Lecture 3 hours. A study of American government and ideals with special emphasis on the Constitution of the United States and the state and local governments of California. Not open to students enrolled in or with credit in Political Science P101 or 1 and 74. Credits do not count toward the associate degree.

P076—Congressional Seminar 1 credit

Prerequisite: None

Total lecture 18 hours. The Congressional Seminar course combines classroom instruction in the operation of the national legislature with the opportunity to observe Congress in session, attend Congressional hearings, and meet congressional members and staff. The course allows for the application of knowledge through participation in a model Congress that is held in a congressional hearing room and moderated by a Congressional staff member. Credits do not count toward the associate degree. Not open to students with credit in Political Science 76.

P101—American Government 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. An introduction to American government. A comprehensive survey of the dynamics of the American political process. This course is required of transfer students. This course satisfies the educational code requirements in the U. S. Constitution, and state and local government of California. Not open to students with credit in General Education 5 or Political Science 1. Approved for credit/no-credit grading option. (See page 20 for details.) (A/CSU/UC) CAN GOVT 2

P102—Introduction to Comparative Politics 3 credits

Recommended prerequisite: Eligible for level 2 English placement; Political Science P101 (1).

Lecture 3 hours. A comparative study of constitutional principles, governmental institutions and political problems of selected governments abroad. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Political Science 2. (A/CSU/UC)

P103—Introduction to International Politics 3 credits

Recommended prerequisite: Eligible for level 2 English placement; completion of English P101A (1A).

Lecture 3 hours. A comprehensive introduction to international relations. The course introduces the student to contending theoretical and analytical approaches to international relations, the

identity and roles of global actors, power, capabilities, conflict and conflict resolution, policymaking and modern post-Cold War issues. (A/CSU/UC)

P105—Modern Politics 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. An introduction to the study of modern politics, emphasizing such topics as the role of interest groups, political parties, and ideological movements, the functions of legislatures, executives, and court systems, and the relationship between the individual and the state. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Political Science 5. (A/CSU/UC)

P106 – State and Local Government 3 credits

Recommended Prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A comprehensive survey of the political and legal foundations of state and local governments, including legislative functions, distribution and execution of power, administrative organization, political parties and voter behavior, and policy making. This course focuses on California state politics. (A/ CSU)

P110 – Modern Political Ideology 3 credits

Recommended Prerequisite: Eligible for level 1 English placement.

Lecture 3 hours. This course looks at the western political thought of the modern period and focuses upon nationalism, fascism, communism, democracy, anarchism, and the organization of the state and power within these systems. Students will read, but the course is not limited to reading, selections by Marx, Locke, Bakunin, Proudhin, Stirner, Kropotkin, Hobbes and Rousseau. (A/ CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Psychiatric Technology

SEMESTER I

This is the first semester of a three-semester program and is offered in modules. Students must achieve a "C" or higher in each module to remain in the Psychiatric Technology program.

Prerequisites: Admission to the Psychiatric Technology Program, Anatomy P052 (52) and Life Science P115 (15) with a grade of "C" or higher. Eligible for level 2 English, reading, and math placements.

P052A—Fundamentals of Nursing 3 1/2 credits

Lecture 63 hours per semester. A study of body mechanics, medical and surgical asepsis, and safety procedures. The module includes nutritional requirements and special dietary needs, cardiopulmonary resuscitation and isolation, as well as a study of basic nursing procedures and skills needed in meeting the total needs of patients in all age groups, and basic pharmacology. Not open to students with credit in Psychiatric Technology 52A. (A)

P052B—Medical/Surgical Nursing I 2 credits

Lecture 36 hours per semester. A study of the diagnosis, treatment and care of patients with diseases and disorders of the gastrointestinal, musculoskeletal, genitourinary and reproductive systems. Not open to students with credit in Psychiatric Technology 52B. (A)

P052C—Medical/Surgical Nursing II 2 credits

Lecture 36 hours per semester. A study of the diagnosis, treatment and care of patients with diseases and disorders of the endocrine, integumentary, cardiovascular and respiratory systems. Not open to students with credit in Psychiatric Technology 52C. (A)

P052D—Medical/Surgical Nursing III 1 1/2 credits

Lecture 27 hours per semester. A study of the diagnosis, treatment and care of patients with diseases and disorders of the neurosensory system. Also includes cerebral palsy, epilepsy and the patient with hearing or visual impairments. Not open to students with credit in Psychiatric Technology 52D. (A)

P052E—Methods and Processes of Communication 1 1/2 credits

Lecture 27 hours per semester. Includes a study of the fundamentals of communication, the therapeutic self, self-awareness, therapeutic communications, the communication process and communication barriers. Also includes effective communication practices, the development and progression of interpersonal relationships, communication strategies and the therapeutic environment. Not open to students with credit in Psychiatric Technology 52E. (A)

P052F—Clinical Practice in Fundamentals of Nursing 2 1/2 credits

Laboratory 135 hours arranged per semester. Clinical practice in basic nursing skills. Including demonstration and practice of activities concerned with personal hygiene, prescribed therapeutic activities, vital signs and the administration of medications. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Psychiatric Technology 52F. (A)

P052G—Clinical Practice in Medical/Surgical Nursing 2 1/2 credits

Laboratory 135 hours arranged per semester. The demonstration and clinical practice of nursing skills and procedures related to medical and surgical patients of all age groups. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Psychiatric Technology 52G. (A)

SEMESTER II

This is the second semester of a three-semester program and is offered in modules. Students must achieve a "C" or higher in each module to remain in the Psychiatric Technology program.

Prerequisites: Completion of modules P052A (52A) through P052G (52G) with a grade of "C" or higher in each module.

P053A—Growth and Development 2 credits

Lecture 36 hours per semester. A study of the principles of normal growth and development including emotional and physical aspects. Not open to students with credit in Psychiatric Technology 53A. (A)

P053B—Developmental Disabilities 2 1/2 credits

Lecture 45 hours per semester. A study of the causes, classifications, diagnosis and prevention of developmental disabilities. Not open to students with credit in Psychiatric Technology 53B. (A)

P053C—Habilitation and Training of the Developmentally Disabled 3 credits

Lecture 54 hours per semester. A study of the role of the Psychiatric Technician in meeting the needs of the developmentally disabled in all age groups. Also includes behavior modification. Not open to students with credit in Psychiatric Technology 53C. (A)

P053D—Pharmacology for the Developmentally Disabled 1 credit

Lecture 18 hours per semester. A study of the action, usual dosage, side effects and special nursing measures of drugs commonly prescribed for the developmentally disabled. Not open to students with credit in Psychiatric Technology 53D. (A)

P053E—Introduction to Psychology 1 credit

Lecture 18 hours per semester. A study of the schools of psychology and psychological testing. Not open to students with credit in Psychiatric Technology 53E. (A)

P053F—Habilitation and Training of the Developmentally Disabled I 3 credits

Laboratory 171 hours per semester arranged. An introduction to the application of skills utilized in changing the behavior of residents with feeding, socializing and other problems. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Psychiatric Technology 53F. (A)

P053G—Habilitation and Training of the Developmentally Disabled II 3 credits

Laboratory 171 hours per semester arranged. An integrated application of knowledge and skills needed to create a change in the behavior of the developmentally disabled. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Psychiatric Technology 53G. (A)

SEMESTER III

This is the third semester of a three semester program and is offered in modules. Students must achieve a "C" or higher in each module to remain in the Psychiatric Technology program.

Prerequisite: Completion of modules P053A (53A) through P053G (53G) with a grade of "C" or higher in each module.

P054A—Dynamics of Behavior 2 credits

Lecture 36 hours per semester. Emphasis is on the psychodynamics of personality development, concepts of anxiety, frustration and conflict, and the dynamics of behavior patterns. Also includes mental mechanisms and human sexuality in psychiatric disorders. Not open to students with credit in Psychiatric Technology 54A. (A)

P054B—Psychiatric Nursing Approaches and Responsibilities 2 1/2 credits

Lecture 45 hours per semester. A study of psychotherapeutic approaches, the purpose, structure and operation of groups, family therapy and the assessment, intervention and care of the suicidal patient. Also includes legal aspects of hospitalization, the Psychiatric Technician Law, mental health legislation and an overview of the history of psychiatry and psychiatric nursing. Not open to students with credit in Psychiatric Technology 54B. (A)

P054C—Psychiatric Therapies 1 1/2 credits

Lecture 27 hours per semester. Emphasis is on psychotropic drugs, including action, usual dosage, side effects and special nursing measures. Also includes an overview of insulin shock therapy, electroconvulsive therapy and psychosurgery. Not open to students with credit in Psychiatric Technology 54C. (A)

P054D—Mental Disabilities I 1 1/2 credits

Lecture 27 hours per semester. A study of asocial and antisocial behaviors, substance abuse and organic disorders. Not open to students with credit in Psychiatric Technology 54D. (A)

P054E—Mental Disabilities II 1 1/2 credits

Lecture 27 hours per semester. Includes a study of schizophrenia, paranoid states, patterns of withdrawal and the mentally ill child as well as psychoneurotic and psychosomatic disorders. Not open to students with credit in Psychiatric Technology 54E. (A)

P054F—Clinical Practice in Psychiatric Nursing I 3 credits

Laboratory 171 hours arranged per semester. The demonstration and clinical practice of skills and procedures related to psychiatric nursing. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Psychiatric Technology 54F. (A)

P054G—Clinical Practice in Psychiatric Nursing II 3 credits

Laboratory 171 hours arranged per semester. The demonstration and clinical practice of skills and procedures related to psychiatric nursing. Assignments are designed to promote understanding of abnormal behavior, the ability to effectively interact with and modify patient behavior and accurate observation and reporting of behavioral symptoms. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Psychiatric Technology 54G. (A)

P054H—Forensic Mental Health Practice 3 credits

Prerequisite: Current enrollment in the Psychiatric Technology Program, current enrollment in the Criminal Justice/Corrections Program or hold a current valid California L.P.T. license.

Lecture 3 hours. This course covers major areas of mental health care central to the practice of psychiatric technicians in the California corrections system. It surveys statutory and case law mandating mental health services in California prisons. Department of Corrections' mission, philosophy, systems, programs and applicable policies/procedures will be reviewed. The role and function of the P.T. in the corrections environment will be explored with an emphasis on areas of need and practice which differ from mainstream mental health. The focus will be on D.S.M. - IV diagnoses frequently associated with criminality. Treatment principles and practices will be examined in the following areas: interviewing, assessment and prediction, crisis intervention; problem-oriented counseling; and facilitation of focus, support and training groups. Special attention will be given to issues and considerations arising from work with a clientele whose profile includes: Antisocial Personality Disorders, Addictive Disorders, aggressive/violent behavior, malingering and other manipulative behaviors. Not open to students with credit in Psychiatric Technology 54H. (A)

Psychology

P101A—General Psychology 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A survey of the nature and scope of psychology, including human behavior, emotions, learning, memory, motivation, thinking and development. Not open to students with credit in Psychology 1A. (A/CSU/UC) CAN PSY 2

P120—Social Psychology 3 credits

Prerequisite: Psychology P101A (1A).

Lecture 3 hours. Introduction of the individual into group life, the organization and perspectives of personality, the social control of conduct. Special attention to the social basis of personality development, socialization, communication processes, deviance, conformity and social control. Not open to students with credit in Psychology 20. (A/CSU/UC)

P121—Adolescent Psychology 3 credits

Prerequisite: Psychology P101A (1A).

Lecture 3 hours. The physical, intellectual, emotional and social development during adolescence and young adulthood. Not open to students with credit in Psychology 21. (A/CSU/UC)

P126—Lifespan Human Development 3 credits

Recommended prerequisite: Eligible for level 2 English placement and Psychology P101A (1A).

Lecture 3 hours. Surveys the developmental process from conception to death, with emphasis on mental and emotional development of the normal individual. Recommended for psychology majors, transfer students, students in human services and related career fields, and others interested in the normal life cycle. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Psychology 26. (A/CSU/UC)

P133—Psychology of Personal and Social Adjustment 3 credits

Prerequisite: Psychology P101A (1A).

Lecture 3 hours. A study and discussion of the dynamics of normal personality development and various areas of adjustment. Emphasis is given the application of psychological principles to common problems facing the normal individual. Mild disorders and personality deviations will be studied and various methods suggested to deal with them. Not open to students with credit in Psychology 33. (A/CSU/UC)

P223—Child Psychology 3 credits

Recommended prerequisite: Eligible for level 2 English placement and Psychology P101A (1A).

Lecture 3 hours. Principles of early child development with emphasis on early adjustment processes, social learning and personality development. Additional emphasis on behavioral changes of children. Not open to students with credit in Child Development 23, Psychology 23 or P223. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Real Estate

P111—Introduction Principles of Real Estate 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. The fundamental concepts of real estate in California. The course places special emphasis on definition of real property, titles and deeds, encumbrances and liens, mortgages and trust deeds, and contracts relating to real estate transactions. Not open to students with credit in Business Administration 40. (A/CSU)

P112—Escrow Procedures 3 credits

Prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission. Recommended: Eligible for level 2 English placement.

Lecture 3 hours. This course teaches the principles and methods of handling escrows involving title to land, sale of personal property and all other types of escrows ordinarily handled in an escrow office. It includes a study of the various forms and practices used in the drawing of the escrow instructions and the buyers' and sellers' closing statements. It also considers the duties of the escrow officers. Not open to students with credit in Business Administration 47 or 36. (A/CSU)

P113—Office Management 3 credits

Prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission. Recommended: Eligible for level 2 English placement.

Lecture 3 hours. A practical study of office management procedures, establishment and/or management of trust accounts, agency and laws, office policy determination, organization and office set-up, listing and sales control. Not open to students with credit in Business Administration 37. (A/CSU)

P114—Property Management 3 credits

Prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission. Recommended: Eligible for level 2 English placement.

Lecture 3 hours. Principles and practices of managing income properties, including types of property management, collections, leases, tenants, purchasing. Elective for real estate broker license requirements. Not open to students with credit in Business Administration 38. (A/CSU)

P115—Real Estate Law 3 credits

Prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission. Recommended: Eligible for level 2 English placement.

Lecture 3 hours. A practical study of California real estate law designed to assist real estate salesmen and brokers. Practical case method discussion of such topics as method of ownership, acquisition and transfer, land descriptions, contracts, community property, encumbrances, mortgages, deeds of trust, leases, tenancy, and legal instruments. This is intended for a post license course. Not open to students with credit in Business Administration 41. (A/CSU)

P116—Real Estate Economics 3 credits

Prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission. Recommended: Eligible for level 2 English placement.

Lecture 3 hours. Economic aspects of real estate and land use pointing up the dynamic factors which create values in real property. Covers urban land development, marketing of real property, financing, appraisal, business fluctuations, government policies affecting real estate markets, etc., guest lecturers. Not open to students with credit in Business Administration 42. (A/CSU)

P117—Real Estate Finance 3 credits

Prerequisite: Real Estate P111 (Business Administration 40) or real estate sales license, or instructor's permission. Recommended: Eligible for level 2 English placement.

Lecture 3 hours. Study and analysis of money markets, interest rates, and real estate financing. The course includes actual cases demonstrating leading policies, problems, and the rules involved in financing real property, including residential, multifamily, commercial, and special-purpose properties. Not open to students with credit in Business Administration 43. (A/CSU)

P118—Real Estate Appraisal 3 credits

Prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission. *Recommended:* Eligible for level 2 English placement.

Lecture 3 hours. Intended for the real estate person. Principles and methods of appraisal generally used in establishing the market value of real estate along with the knowledge and skills necessary for application or interpretation. Not open to students with credit in Business Administration 44. (A/CSU)

P119—Real Estate Practice 3 credits

Prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission. *Recommended:* Eligible for level 2 English placement.

Lecture 3 hours. Designed for the beginning real estate salesman. Listing procedures, advertising, closing of sales, financing, appraising, property management, leasing, etc. Not open to students with credit in Business 64 or Business Administration 45. (A/CSU)

P120—Advanced Real Estate Appraisal 3 credits

Prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission. *Recommended:* Eligible for level 2 English placement.

Lecture 3 hours. This course will deal with the principles of appraisal, appraisal techniques, and professional standards for appraisers. The class will also include actual on-site appraisals of local dwellings which will illustrate all of the factors involved in the appraisal process. This course is intended to refine many of the basic principles learned in Business Administration P118 or P120. Not open to students with credit in Business Administration 46. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Social Science

P135—History of the Chicano 1 credit

Recommended prerequisite: Eligible for level 2 English placement.

Total lecture 18 hours. A brief survey highlighting the experience of the Chicano community in American history, with emphasis on trends and events of the 20th century. Not open to students with credit in Social Science 35. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Sociology

P101—Introduction to Sociology 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. A survey course where fundamental concepts related to the study of modern societies are examined, including methods and theories, social groups, minorities, social class and deviance. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Sociology 1. (A/CSU/UC) CAN SOC 2

P102—Problems of Modern Society 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. An investigation of basic factors and conditions of social problems, changing society and social disorganization, types of deviance problems of social action and control. Field trips as arranged. Not open to students with credit in Sociology 2. (A/CSU/UC) CAN SOC 4

P106A-Z—Current Topics 1 credit

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 18 hours for each credit offered. Discussion, interpretation, and analysis of current topics in the field of sociology. Maximum of three credits; no topic may be repeated for credit. Not open to students with credit in Sociology 6. (A/CSU/*UC)

P120—The Black in American Society 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture-Discussion 3 hours. This course is designed to introduce the student to the scientific study of the effect of racial prejudice in American society. Special emphasis will be placed on the study of the interaction of "Blacks" and "Whites". Some previous study of human behavior would be helpful but not required. Student participation and sharing of insights will be encouraged. Approved for credit/no-credit grading option. (See page 20 for details.) Not open to students with credit in Sociology 20. (A/CSU/UC)

P121—The Mexican-American in U. S. Society 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture-Discussion 3 hours. The role of the contributions of ethnic groups to American society as ignored or understated by American historians, the cultural value system of the Mexican-American, results of the interaction of this value system on the majority and Chicano cultural groups. Not open to students with credit in Sociology 21. (A/CSU/UC)

P122—The Minority Experience in America - (Native Americans) 1 credit

Recommended prerequisite: Eligible for level 2 English placement.

Total lecture 18 hours. This course will introduce the social history of a minority group in the United States. One specific ethnic or racial group, such as Native Americans, will be examined with regard to their minority group interactions. Topics to be discussed may include: the development of a subculture, acts of discrimination experienced, the origins of a stereotype and the group's search for identity in its assimilation into American life. Not open to students with credit in Sociology 22A. (A/CSU/UC)

P123—The Minority Experience in America - (Jewish Americans) 1 credit

Recommended prerequisite: Eligible for level 2 English placement.

Total lecture 18 hours. This course will introduce the social history of a minority group in the United States. One specific ethnic or racial group, such as Jewish Americans, will be examined with regard to their minority group interactions. Topics to be discussed may include: the development of a subculture, acts of discrimination experienced, the origins of a stereotype and the group's search for identity in its assimilation into American life. Not open to students with credit in Sociology 22B. (A/CSU/UC)

P124—The Minority Experience in America - (Asian Americans) 1 credit

Recommended prerequisite: Eligible for level 2 English placement.

Total lecture 18 hours. This course will introduce the social history of a minority group in the United States. One specific ethnic or racial group, such as Asian Americans, will be examined with regard to their minority group interactions. Topics to be discussed may include: the development of a subculture, acts of discrimination experienced, the origins of a stereotype and the group's search for identity in its assimilation into American life. Not open to students with credit in Sociology 22A. (A/CSU/UC)

P127—Women's Role In Contemporary Society 3 credits

Recommended prerequisite: Eligible for level 2 English placement, Psychology P101A (1A), and Sociology P101 (1).

Lecture 3 hours. An exploration of the changing role of women in contemporary society, including historical, psychological, and humanistic aspects. It also analyzes society's impact on the way

that women's experiences have changed over the years. Not open to students with credit in Sociology 27. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Spanish

P052A—Elements/Conversational Spanish 2 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 1 hour, laboratory 3 hours. An oral-aural approach, based on mimicry-memory reproduction of phonetic sounds of words, phrases and simple sentences. Designed for those who need to understand and use properly enough Spanish for minimal communication. Not open to students with credit in Spanish 52A. (A)

P052B—Elements/Conversational Spanish 2 credits

Prerequisite: Completion of Spanish P052A (52A).

Lecture 1 hour, laboratory 3 hours. An oral-aural approach, based on mimicry-memory reproduction of phonetic sounds of words, phrases and simple sentences. Designed for those who need to understand and use properly enough Spanish for minimal communication. Not open to students with credit in Spanish 52B. (A)

P101—Elementary Spanish 4 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture/participation 5 hours. Includes the basic principles of oral and written Spanish, such as vocabulary drills and exercises, composition, reading, and conversation. Not open to students with credit in Spanish 1. (A/CSU/UC)

P102—Elementary Spanish 4 credits

Prerequisite: Spanish P101 (1) or equivalent.

Lecture 5 hours. Continuation of Spanish P101 (1). Study of grammar, composition and conversation with reading of Spanish literature. Not open to students with credit in Spanish 2. (A/CSU/UC)

P103—Intermediate Spanish 4 credits

Prerequisite: Spanish P102 (2) or equivalent.

Lecture 5 hours. Review of elementary grammar, reading of Spanish and Spanish-American literature including modern novels and plays, conversation, special drills in pronunciation, composition. Not open to students with credit in Spanish 3. (A/CSU/UC) CAN SPAN 8

P104—Intermediate Spanish 4 credits

Prerequisite: Spanish P103 (3) or equivalent.

Lecture 5 hours. Continuation of Spanish P103 (3). Grammar, composition and conversations; reading of more difficult Spanish literature; drill in pronunciation. Not open to students with credit in Spanish 4. (A/CSU/UC) CAN SPAN 10

P105—Elementary Spanish-Bilingual 4 credits

Prerequisite: Minimal bilingual ability in Spanish.

Lecture/participation 5 hours. Same as Spanish P101 (1) (see previous description), different emphasis. Areas of emphasis in order of importance: (1) reading, (2) writing, (3) grammar and (4) speaking. For bilingual speakers of Spanish. Not open to students with credit in Spanish 1-Bi. (A/CSU/UC)

P106—Elementary Spanish - Bilingual 4 credits

Prerequisite: Spanish P105 (1Bi) or two years of high school Spanish or instructor's permission.

Lecture 4 hours, laboratory 1 hour. Basic principles of oral and written Spanish such as vocabulary drills and exercises, composition, reading, and class conversation. Emphasis on reading, writing, and grammar. Not open to students with credit in Spanish 2-Bi. (A/CSU/UC)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Speech

P051—General Oral Communication 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture and recitation 3 hours. Study and practice of oral communications applied to the business world and everyday life. Basic public speaking techniques with emphasis on conversation, explanation, demonstration and discussion. Not open to students with credit in Oral Communications/Speech 1, 2 or 51. (A)

P101—Introduction to Public Speaking 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture, discussion and practice 3 hours. The process of oral communication from conversation through public address; oral communication and the verbal message, non-verbal communication signals, interaction perception, models and success strategy; small group discussion; research, creation, presentation, and evaluation of communications to inform, interest, entertain, and persuade. Not open to students with credit in Oral Communication/Speech 1. (A/CSU/UC) CAN SPCH 4

P102—Interpersonal Communication 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course offers an opportunity to learn and apply to daily life, principles of human interpersonal and intrapersonal communication. Emphasis is placed on psychological, social, cultural and linguistic factors which affect person to person and person to group interaction. Attention is given to inter and intrapersonal dynamics, inference, values, beliefs, perception, listening and nonverbal communication. The overall aim of the course is to improve individual self-esteem and self-actualization. Not open to students with credit in Oral Communication/Speech 2. (A/CSU) CAN SPCH 8

P108 – Communicating in Groups and Teams 3 credits

Prerequisite: None

Lecture 3 hours. Understanding the communication theories of working within groups and teams. The application of these theories to such variables as roles, leadership, teamwork, sharing leadership, and the group process. (A/CSU)

P121 – Oral Interpretation 3 credits

Prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Basic concepts of interpretive reading aloud to audiences and analysis of literature. (Acceptable toward Fresno State requirements in humanities; serves also as a speech elective.) Not open to students with credit in Speech 21. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Vocational Nursing

Admission to the vocational nursing program is based upon a standardized selection procedure. Complete English P050 (50) and Math P065 (65) or P055 (55) with a grade of "C" or higher or have equivalent scores on the assessment tests. Anatomy P052 (52), Life Science P115 (15), and Psychology P101A (1A) are prerequisites. Detailed information on the requirements are available in the Health Careers Office.

SEMESTER I

This is the first semester of a three semester program and is offered in modules. Students must achieve a "C" or higher in each module to remain in the Vocational Nursing program.

Prerequisites: Admission to the Vocational Nursing Program; Anatomy P052 (52), Life Science P115 (15) and Psychology P11A (1A) with a grade of "C" or higher. Eligible for graduation level English, reading, and math placements. Current CPR certification is required.

P051A—Fundamentals of Nursing 3 credits

Lecture 54 hours per semester. A study of the basic nursing skills needed to provide total patient care for patients in all age groups. Not open to students with credit in Vocational Nursing 51A. (A)

P051B—Nursing Ethics 1 credit

Lecture 18 hours per semester. Includes the nature of ethical problems, values clarification, patient rights, patient autonomy, confidentiality and informed consent. Also includes the role of the vocational nurse as member of the health team. Not open to students with credit in Vocational Nursing 51B. (A)

P051C—Nutrition 1 credit

Lecture 18 hours per semester. An introduction to nutritional requirements of all age groups and special dietary needs. Not open to students with credit in Vocational Nursing 51C. (A)

P051D—Communicable Disease and Isolation 1 credit

Lecture 18 hours per semester. A study of communicable diseases and isolation techniques. Not open to students with credit in Vocational Nursing 51D. (A)

P051E—Pharmacology 2 credits

Lecture 36 hours per semester. A study of frequently used drugs. Includes the expected action, usual dosage, side effects and special nursing measures for each of the drugs studied. Not open to students with credit in Vocational Nursing 51E. (A)

P051F—Medical/Surgical Clinical Lab I 5 1/2 credits

Laboratory 318 hours per semester, arranged. Clinical practice in affiliating hospitals. Includes the demonstration and practice of basic nursing procedures and working as a member of the health team in order to provide individual total patient care to patients in all age groups. Also includes practice in administering medications. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Vocational Nursing 51F. (A)

SEMESTER II

This is the second semester of a three semester program and is offered in modules. Students must achieve a "C" or higher in each module to remain in the Vocational Nursing program.

Prerequisites: Vocational Nursing P051A (51A) through P051F (51F) with a grade of "C" or higher in each module.

P053A—Obstetrics 1 1/2 credits

Lecture 27 hours. A study of conception, gestation, labor, delivery, and the newborn. Also includes methods of birth control. Not open to students with credit in Vocational Nursing 53A. (A)

P053B—Pediatrics 1 1/2 credits

Lecture 27 hours. Includes care of the pediatric patient, common childhood diseases and growth and development. Not open to students with credit in Vocational Nursing 53B. (A)

P053C—Causes of Diseases and Cancer 1 credit

Lecture 18 hours. A study of the biological, physical, cultural and environmental causes of diseases. Also includes the theories of the cause of cancer and the nursing needs of the cancer patient. Not open to students with credit in Vocational Nursing 53C. (A)

P053D—Diseases and Disorders of the Gastro—Intestinal System 1 credit

Lecture 18 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the gastro-intestinal system. Not open to students with credit in Vocational Nursing 53D. (A)

P053E—Diseases and Disorders of the Eye and Ear 1 credit

Lecture 18 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the eye and/or ear. Not open to students with credit in Vocational Nursing 53E. (A)

P053F—Diseases and Disorders of the Musculoskeletal System 1 credit

Lecture 18 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the musculoskeletal system. Not open to students with credit in Vocational Nursing 53F. (A)

P053G—Diseases and Disorders of the Genito- Urinary and Reproductive Systems 1 credit

Lecture 18 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the genito-urinary and reproductive systems. Not open to students with credit in Vocational Nursing 53G. (A)

P053H—Medical/Surgical Clinical Lab II 5 1/2 credits

Laboratory 318 hours per semester, arranged. Clinical practice in affiliating hospitals to aid the student in functioning as a member of the health team to provide individual total patient care to patients in all age groups. Includes demonstration and practice of nursing skills as related to the care of patients in labor, delivery, post-partum, the newborn and patients with conditions of the genito-urinary, musculoskeletal, digestive and reproductive systems. Also includes practice in administering medications. This course is offered only on a credit/ no-credit grading system. Not open to students with credit in Vocational Nursing 53H. (A)

SEMESTER III

This is the third semester of a three semester program and is offered in modules. Students must achieve a "C" or higher in each module to remain in the Vocational Nursing program.

Prerequisites: Vocational Nursing P053A (53A) through P053H (53H) with a grade of "C" or higher in each module.

P055A—Diseases and Disorders of the Cardiovascular System 2 credits

Lecture 36 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the cardiovascular system. Not open to students with credit in Vocational Nursing 55A. (A)

P055B—Diseases and Disorders of the Respiratory System 2 credits

Lecture 36 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the respiratory system. Not open to students with credit in Vocational Nursing 55B. (A)

P055C—Diseases and Disorders of the Nervous System 2 credits

Lecture 36 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the nervous system. Not open to students with credit in Vocational Nursing 55C. (A)

P055D—Diseases and Disorders of the Endocrine System 1 1/2 credits

Lecture 27 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the endocrine system. Not open to students with credit in Vocational Nursing 55D. (A)

P055E—Diseases and Disorders of the Integumentary System 1 credit

Lecture 18 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the integumentary system. Not open to students with credit in Vocational Nursing 55E. (A)

P055F—Community Health 1 1/2 credits

Lecture 27 hours. A study of community health resources, including public health, school health and volunteer programs. Not open to students with credit in Vocational Nursing 55F. (A)

P055G—Medical/Surgical Clinical Lab III 5 1/2 credits

Laboratory 318 hours per semester, arranged. Clinical practice in

affiliating hospitals to aid the student in continuing development as a functioning member of the health team and to gain skills in providing individual total patient care to patients in all age groups with conditions of the respiratory, cardiovascular, neurosensory, endocrine and integumentary systems. Includes care of the acutely ill patient requiring intensive care as well as emergency care. Also includes functional assignments in administration of medication. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Vocational Nursing 55G. (A)

Welding

P115A—Welder Certificate Training 5 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours, laboratory 9 hours. A welder training program in shielded metal arc (stick electrode) including oxyacetylene welding and flame cutting, arc welding equipment and safety, basic shop skills; (metal identification, layout, blueprint reading, proper use of tools and equipment, cost estimating, and repair.) Welding P115A and P115B to be offered concurrently so that students may enroll during fall or spring semesters in either class. Not open to students with credit in Metals/Welding 15A. (A/CSU)

P115B—Welder Certificate Training 5 credits

Prerequisite: Welding P115A (15A). Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours, laboratory 9 hours. A welder training program in shielded metal arc including horizontal, vertical, and overhead welding on plate. Includes state certification in A. W. S. Building Construction. Not open to students with credit in Metals/Welding 15B. (A/CSU)

P116—Arc and Gas Welding 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours, laboratory 3 hours. Basic theory of oxyacetylene and arc welding equipment and processes. Includes welding and/or cutting of mild steel in flat, vertical and overhead positions in sheet, plate and pipe. Not open to students with credit in Metals/Welding 16. (A/CSU)

P117—Advanced Arc and Gas Welding 3 credits

Prerequisite: Welding P115A-B (15A-B) or P116 (16) or instructor's permission.

Lecture 2 hours, Laboratory 3 hours. Welding pipe and ferrous and nonferrous metals. Also includes hard surfacing, brazing, welding of cast iron, aluminum, brass, stainless and alloy steels. Not open to students with credit in Metals/Welding, 17. (A/CSU)

P118—Inert Gas Welding 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours, laboratory 3 hours. Theory and practice of tungsten inert gas welding and metallic inert gas welding of ferrous and nonferrous metals. Not open to students with credit in Metals/Welding 18. (A/CSU)

P119—Metal Fabrication 3 credits

Prerequisite: Welding P116 (16) or instructor's permission and should have had blueprint reading or currently enrolled.

Lecture/demonstration 2 hours, laboratory 3 hours. Covers skills needed in layout, design and construction of a metal project from blueprints. Not open to students with credit in Metals/Welding 19. (A/CSU)

P120—Advanced Metal Fabrication 3 credits

Prerequisite: Welding P119 (19).

Lecture/demonstration 2 hours, laboratory 3 hours. Covers advanced skills needed in the layout, design and construction of a metal project from blueprints. (A/CSU)

P121, P122, P123, P124—Welder Certification 1-4 credits

Prerequisite: Students may apply for welder certification concurrently in Welding P116, P117, and P118 or exhibit skills necessary for certification.

Laboratory 3 hours arranged. Instruction in both arc and inert gas, stressing skills necessary for successful passage of AWS building construction or ASME boiler code tests. Students enrolled in the

program may apply for welder certification in accordance with the requirement of the American Welding Society and Title 21, Department of Public Works, State of California. Certification fees are assumed by the student. P121-Shielded Metal-Arc, Building Construction (plate); P122-Shielded Metal-Arc, ASME Boiler Code (pipe); P123-Inert Gas (MIG), Building Construction (plate); P124-Inert Gas (TIG), Building Construction (plate). Not open to students with credit in Metals/Welding 20A-B-C-D. (A/CSU)

P125—Pipe Welding 3 credits

Recommended prerequisite: Eligible for level 2 English placement; Welding P115 (15) or P116 (16).

Lecture 2 hours, laboratory 3 hours. Pipe welding with shielded metal arc to include: proper flame cutting, beveling, and fill-up procedures with standard pipe. Also welding in the horizontal and vertical positions utilizing both uphill and downhill techniques leading to ASME certification. Not open to students with credit in Metals/Welding 21. (A/CSU)

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Work Experience

Cooperative Work Experience Education at Porterville College is a part of the academic process. The "co-op" classroom is off-campus industrial, governmental, educational, and other business or service organizations. As the name implies, cooperative work experience education is cooperation among the employers, students, and college. The primary objective of the program is to give students practical experience while they are in school and to help students relate their college learning experience to the world of work.

Credit for Cooperative Work Experience Education is available to students who are employed in a position which is directly related to the student's college major or who are employed in a position which assists the student in determining a career choice. Students who are enrolled in the following career programs may enroll in occupational coop ed courses: agriculture, business, health, home economics, child care and development, information systems, industrial management, public services, sales and merchandising and technical areas.

A maximum of three credits per semester of General Cooperative Work Experience Education may be earned up to a total of six credits. A maximum of four credits per semester of Occupational Work Experience Education may be earned up to a total of 16 credits. A combined total of On-Campus Entrepreneurial, General Occupational Cooperative Work Experience Education, and Human Services may not exceed 16 credits of which a maximum of six credits may be General Cooperative Work Experience Education. No more than eight credits may be applied toward the 18-credit subject "major" required for graduation.

The student must be enrolled in and complete a minimum of seven credits, including credits earned in Cooperative Work Experience Education, except during the summer period. During the summer, the student must be enrolled in one additional course.

Students must attend one scheduled orientation session and two to three meetings with an assigned coop instructor/coordinator during the semester. First- and second-semester students must also attend a minimum of eight to ten hours of scheduled seminars and activities throughout the semester. Student must work 75 hours per semester per credit at a paid job or 60 hours per semester per credit at a non-paid job. Eligibility for level 2 English placement is recommended. Approved for credit/no-credit grading option.

A. General Work Experience Education is supervised employment of students. It is intended to assist student in acquiring desirable work habits, career awareness and positive job attitudes. The jobs held by students need not be related to their occupational goals or college program.

- B. Occupational Work Experience Education is the extension of classroom occupational learning opportunities and career awareness into employment related to the student's major or occupational goal.
- C. Entrepreneurial Work Experience Education is cooperation between the student and an on-campus entrepreneurial operation.

P120 - Career Information 1 credit

Prerequisite: Student cannot be on academic probation.

Practical and applied employer-employee relations, psychology, consumer economics, human and industrial relations, job attitudes, initiative, motivation, grooming, career guidance, and treatment of current issues related to individual experiences and challenges of students in the work place and how they relate to college education. One hour lecture discussion per week. Not open to students with credit in Work Experience 50 or 20. (A/CSU)

P149N – Occupational Work Experience Education 1/2 credit

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 30 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P149P – Occupational Work Experience Education 1/2 credit

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 38 hours per semester at a paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P150N – Occupational Work Experience 1 credit

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 60 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P150P – Occupational Work Experience Education 1 credit

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 75 hours per semester at a paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P151N – Occupational Work Experience 2 credits

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 120 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P151P – Occupational Work Experience Education 2 credits

Prerequisite: Student's job must be related to declared major or occupational

goal. Student must work 150 hours per semester at a paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P152N – Occupational Work Experience 3 credits

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 180 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P152P – Occupational Work Experience Education 3 credits

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 225 hours per semester at a paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P153N – Occupational Work Experience 4 credits

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 240 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P153P – Occupational Work Experience Education 4 credits

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 300 hours per semester at a paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P155N – General Work Experience 1 credit

Prerequisite: Student's job must not be related to a declared major or occupational goal. Student must work 60 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Not open to students with six credits in Work Experience 53-1/P055/P155. (A/CSU)

P155P – General Work Experience 1 credit

Prerequisite: Student's job must not be related to a declared major or occupational goal. Student must work 75 hours per semester at a paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Not open to students with six credits in Work Experience 53-1/P055/P155. (A/CSU)

P156N – General Work Experience 2 credits

Prerequisite: Student's job must not be related to a declared major or occupational goal. Student must work 120 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical

experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Not open to students with six credits in Work Experience 53-2/P056/P156. (A/CSU)

P156P – General Work Experience 2 credits

Prerequisite: Student's job must not be related to a declared major or occupational goal. Student must work 150 hours per semester at a paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Not open to students with six credits in Work Experience 53-2/P056/P156. (A/CSU)

P157N – General Work Experience 3 credits

Prerequisite: Student's job must not be related to a declared major or occupational goal. Student must work 180 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Not open to students with six credits in Work Experience 53-2/P057/P157. (A/CSU)

P157P – General Work Experience 3 credits

Prerequisite: Student's job must not be related to a declared major or occupational goal. Student must work 225 hours per semester at a paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Not open to students with six credits in Work Experience 53-2/P057/P157. (A/CSU)

P160N – On-Campus Entrepreneurial Work Experience Education 1 credit

Prerequisite: Student must work in an on-campus entrepreneurial operation. Student must work 60 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working in an on-campus entrepreneurial operation while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P160P – On-Campus Entrepreneurial Work Experience Education 1 credit

Prerequisite: Student must work in an on-campus entrepreneurial operation. Student must work 75 hours per semester at a paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working in an on-campus entrepreneurial operation while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P161N – On-Campus Entrepreneurial Work Experience Education 2 credits

Prerequisite: Student must work in an on-campus entrepreneurial operation. Student must work 120 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working in an on-campus entrepreneurial operation while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P161P – On-Campus Entrepreneurial Work Experience Education 2 credits

Prerequisite: Student must work in an on-campus entrepreneurial operation. Student must work 150 hours per semester at a paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working in an on-campus entrepreneurial operation

while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

Zoology

P102—General Zoology 5 credits

Prerequisite: None.

Lecture 3 hours, laboratory 6 hours. An introduction to the fundamental principles of animal biology with emphasis on morphology, physiology, genetics, ecology and the phylogenetic relations of major phyla. Not open to students with credit in Zoology 2. (A/CSU/UC) CAN BIOL 4

Directed Studies, see page 107.

Special Studies, see page 107.

General Work Experience, see page 105.

Vocational Work Experience, see page 105.

Directed Studies

P147-P057—Directed Studies 1/2 - 3 credits

Prerequisite: Students must meet any divisional approved prerequisite for this area. Students may not count more than nine credits of directed studies toward graduation.

Lecture 18 hours, laboratory 54 hours, or combination of each credit, maybe utilized by any division. Individual or group study by selected students of various aspects of an academic discipline over and above the regular curriculum offerings. Such study will be under the direction of a credentialed instructor and may include such things as independent readings, small group discussions, observations, research, craftsmanship and/or artistic endeavors. Directed Studies P147 - (A/CSU); Directed Studies P057 - (A)

Special Studies

P148-P058-P078—Special Studies 1 - 3 credits

Prerequisite: None

Lecture 18 hours, laboratory 54 hours, or combination of each credit, may be utilized by any division under any approved program for a single offering, innovative, experimental, or TV course. Course outline to be approved by the Vice President of Instruction and Chancellor's designee. P148 - (A/CSU); P058 - (A)



FACULTY AND STAFF



DIVISIONAL ORGANIZATION

Division

Chairperson

Business Education

Young Kim

Accounting, Business Administration, Information Systems, General Business, Marketing, Office Technology, Real Estate, Secretarial Training

Fine and Applied Arts

Phil Simons

Applied Design, Commercial Art, Drama, Film, Fine Arts, Graphic Art, Humanities, Music, Oral Communication, Photography, Video

Health Careers Division

Valerie Lombardi

Associate Degree in Nursing; Emergency Medical Technician I and II; Psychiatric Technology; Vocational Nursing

Language Arts Division

Jacinto Gardea

English, English as a Foreign Language, Spanish, American Sign Language

Natural Science & Mathematics

Dan Engel

Anatomy, Biology, Botany, Chemistry, Engineering, Geology, Mathematics, Microbiology, Natural Science, Physics, Physiology, Zoology

Physical Ed. & Health Ed

Darryl Williams

Activity Classes, Health Education, Intra-Mural Sports, Pre-Professional Courses

Public Safety Division

Jim Guffey

Criminology, Fire Technology, Reserve Officer Training

Social Science Division

Pat Patterson

Anthropology, Child Development, Economics, Education, Geography, History, Human Services, Philosophy, Political Science, Psychology, Sociology

Technical-Vocational Division

Jim Guffey

Agriculture, Automotive (Power-Technology), Building Trades, Drafting, Electricity, Welding (Metals)

Buchholz, Laurie (*Assistant Professor*) English
B.A., Dakota Wesleyan University, SD; M.A., Mississippi State University, MS. (1997)

Burcham, Victoria (*Pre-School Head-Teacher*) Child Development
B.S., California State University, Fresno. (1983)

Chan, Patrick (*Professor*) Information Systems
B.A., Soochow University; M.S., University of Missouri; M.B.A., University of North Texas. (1990)

Chandler, David (*Associate Professor*) Physics/Engineering
B.S., Harvey Mudd College, Claremont, CA; M.A., Claremont Grad School, Claremont, CA; M.S., Cal Poly, Pomona, CA. (1997)

Chavez, Donna (*Pre-School Teacher*) Child Development
A.A., Porterville College (1997)

Chester, Frank (*Professor*) Director, CalWORKS
A.B., Humboldt State University, graduate study Cranbrook Academy of Art, University of Hawaii. (1984)

Cochran, Bill Vice President of Instruction
B.A., University of California, Davis; M.A., California State University, Sacramento; M.S., National University; Ed.D., Brigham Young University. (1996)

Dale, Dan Dean of Instruction
A.A., Santa Monica College; B.S., California State University Los Angeles; M.A., California State University, Fresno; Ed.D., Nova Southeastern University. (1991)

Daids, Cliff (*Counselor & Professor*) Director, Enabler Program
A.A., Los Angeles Pierce College; B.A., California State University at Northridge; M.A., Rehabilitation Counseling, California State University Fresno. (1975)

Davis, Bret (*Assistant Professor*) Men's Baseball Coach
B.S., San Jose State University; M.S., California State University, Hayward, CA. (1997)

Dugan, Vickie (*Associate Professor*) Women's Softball Coach
B.A., Fort Hays Kansas State University, Hays, KS; B.S., Fort Hays Kansas State University, Hays, KS; M.Ed., Utah State University, Logan, UT. (1997)

Engel, Dan A. (*Professor*) Chemistry
B.S. and M.S., University of California at Los Angeles. Graduate Study: University of California at Los Angeles, member American Chemical Society. (1973)

Ferris, Cheryl (*Associate Professor*) College Nurse
M.S.N., Point Loma College; additional work at California State University, Fresno; California State University, Northridge; California State University, Bakersfield; Fresno Pacific College, McPherson College, and Andrews University. (1994)

Gardea, Jacinto (*Professor*) English/EFL
A.A., Hartnell College; B.A., University of California, Santa Cruz; M.A., California State University, Bakersfield; additional graduate work at U.C. Irvine, California State University, Fresno. (1991)

Gervasi, Jeffrey (*Assistant Professor*) Mathematics
B.A., Rutgers University, mathematics; M.A., Villanova University, mathematics. (1995)

Glahn, Ron (*Professor*) Physical Education
A.A., Santa Ana Community College; B.A., California State University, Long Beach; M.S., United States Sports Academy, Mobile, Alabama; A.T.C. National Athletic Trainer Association; Exercise Specialist; American College of Sports Medicine. (1979)

Grayson, Troianne Institutional Researcher
B.A., California State University, Stanislaus; M.A., California State University, Stanislaus. (1999)

Guffey, James (*Associate Professor*) Criminology
B.S., University of North Carolina; M.A., Sam Houston State University; Ph.D., Golden Gate University. (1996)

Gurrola, Virginia (*Professor*) Director, EOPS/Financial Aid
A.A., Porterville College; B.A., California State University, Bakersfield. (1977)

Henry, William (*Assistant Professor*) Administration of Justice
A.A., Bakersfield College; B.S., LaSalle University. Additional work at California State University, Bakersfield. (1998)

Hensley, David (*Professor*) Music
B.A., Music, California State University, Fullerton; M.M., Conducting, Northern Arizona University. (1994)

Herrera, Mercedes (*Associate Professor*) Counselor, EOPS Matriculation
A.A., College of the Sequoias; B.A., U.C. Santa Barbara; M.A., San Jose State. (1990)

Howell, Thomas (*Professor*) Art
A.A., Antelope Valley College; B.A., and M.A., California State University, Fresno. Additional study in Florence, Italy, and University de Straneri, Perugia, Italy. (1973)

Imbert, Ruby (*Professor*) Health Careers
B.S.N., M.S., California State University, Bakersfield. (1985)

FACULTY/ADMINISTRATORS

Allen, Diane (*Associate Professor*) Learning Disabilities Specialist
B.A., California State University, Fresno; M.A., California State University, Fresno. (1996)

Bailey, Mary Linda (*Professor*) Reference Librarian
B.A., California State University, Fresno; M.L.S., San Jose State University; additional work at Humboldt State College, California State University, Fullerton and Pepperdine College. (1994)

Baker, Samuel (*Professor*) Mathematics
B.S., Fresno State College; M.A., California Polytechnic College, San Luis Obispo. (1966)

Ball, Karen (*Pre-school Head-Teacher*) Child Development Center
A.A., Porterville College. (1986)

Benander, Kathryn (*Associate Professor*) English
B.A., California State University, Bakersfield; M.A., California State University, Bakersfield. (1991)

Bennett, Kathleen (*Assistant Professor*) English
B.S., Oklahoma State University, Stillwater, OK; M.A., California State University, Bakersfield. (1997)

Bezayiff, David Vice President of Student Services
M.A., University of Washington; Ph.D., Oregon State University. (1996)

Bishop, Karen (*Assistant Professor*) Sociology
B.A., University of Western Florida, Pensacola, FL; M.A., University of Connecticut, Storrs, CT. (1997)

Brannan, George (*Professor*) Health Careers
B.A., University of California, Berkeley; M.A., University of Illinois; R.N., Parkland College. (1993)

Britton, Craig (*Assistant Professor*) Agriculture
B.S., California State University, Fresno. (1998)

- Kim, Young (*Professor*) Accounting/Business
B.S., Sungkyunkwan University, Korea; M.S., University of Wisconsin; additional graduate work at University of Oklahoma. (1991)
- Larson, Tim (*Professor*) Mathematics
B.S., Southern Oregon College; M.A., California State University at San Jose. Graduate study: California State College at Long Beach; California State University, Fresno; California State College, Los Angeles; Chico State College; Brooks Institute of Photography; California State University, San Jose. (1964)
- Lombardi, Valerie (*Professor*) Director, Health Careers
B.S.N. and M.S.N., California State University, Fresno. Graduate study: California State Polytechnic College at San Luis Obispo. (1976)
- Martinez, Samuel (*Assistant Professor*) Student Support Services
B.A. and M.S.W., California State University, Fresno. (1998)
- Medley, Ellen (*Professor*) Business
A.B., Fresno State University; M.A., Business Education, California State College, Los Angeles; M.A., Guidance and Counseling, California State University, Fresno. Graduate work at Azusa College, Fresno State University, UCLA, Central Washington State College, California State College in Bakersfield, California State College in Los Angeles. (1970)
- McDonnell, James Dean of Instruction
B.A., University of Santa Clara; M.Ed. Linfield College; Ed.D., Nova Southeastern University. Additional graduate work at University of Nevada, Reno. (1998)
- Meredith, Ben (*Assistant Professor*) History/Political Science
A.B., Youngstown State University; M.A. (W. European Studies), Indiana University; M.A. (Political Science), Indiana University. (1996)
- Messchaert, Andrew (*Assistant Professor*) Philosophy
A.A., Modesto Junior College; B.A., California State University Sacramento; M.A., San Jose State University (1998)
- Minter-Procter, Teresa (*Professor*) Biological Science
A.S., Porterville College; B.S., Pepperdine University; M.S., University of California, Riverside. Graduate study, California State University, Fresno. (1984)
- Moody, Joyce (*Professor*) Health Careers
A.S., Porterville College, Bakersfield College; B.S.N., P.H.N., California State College, Bakersfield. Additional study; University of California, Berkeley. (1984)
- Morris, Carolyn L. (*Professor*) Business
A.A., Porterville College; B.S., California State University, Fresno; M.B.A., California State University, Fresno. (1979)
- Morris, Jeffrey (*Professor*) Health Careers
A.A., College of the Sequoias; B.S.N., California State University, Bakersfield; M.S., Nursing, California State University, Dominguez Hills; additional work at University of California, Berkeley and California State University, Fresno. (1994)
- Nelson, Darryl (*Associate Professor*) Art
B.A., Fine Arts, California State University, Fresno; M.F.A., California State University, San Jose. (1987)
- Nessman, George (*Professor*) Men's Basketball Coach/ Athletic Director
B.A., University of California, Berkeley; M.A., San Francisco State University. (1993)
- Osborne, Richard (*Associate Professor*) Sociology/Anthropology
A.A., Fullerton, Fine Arts; B.A., California State University, Fullerton, Sociology; M.A., California State University, Bakersfield, Anthropology. (1995)
- Patterson, Gail R. (*Professor*) Social Science
A.B., Stanford University; M.A., University of California at Los Angeles. Graduate Study: University of California at Los Angeles, California State University at Bakersfield and Fresno, Chapman College. (1969)
- Patterson, Richard (*Professor*) Mathematics
A.A., Porterville College; B.S., Fresno State College; M.A., California Polytechnic College at San Luis Obispo. (1968)
- Pendleton, Donna (*Pre-school Teacher*) Child Development Center
Porterville College. (1993)
- Piersol, Christopher (*Instructor*) Chemistry
B.S., Purdue University, West Lafayette, IN; M.S., University of California, Los Angeles, CA. (1997)
- Prentiss, Linda Director, Development/Community Services
A.A., Monterey Peninsula College; B.A., St. Mary's; M.A., San Jose State. (1991)
- Pummill, Cindy (*Associate Professor*) Phys. Ed./ Women's Coach
B.A., Concordia College; M.S., California State University, Fullerton. (1993)
- Ramsey, Beverly (*Professor*) Health Careers
R.N., Samuel Merritt Hospital School of Nursing. B.S., Health Science Chapman College. Additional work at University of California, Los Angeles. (1977)
- Regier, Susan (*Associate Professor*) English
B.A., University of Kansas; M.A., California State University, Bakersfield, CA. (1997)
- Richardson, Beverly (*Professor*) Reading/Basic Skills
B.S., Elementary Education, Towson State University, Maryland; M.A., Education - Reading, University of West Florida. (1987)
- Rogers, Bonnie L. President
B.A., Morehead State University; M.L.S., University of Maryland; Ed.D., University of Southern California. (1994)
- Rogers, Sharon (*Pre-school Teacher*) Child Development Center
Porterville College. (1993)
- Rost, Michael (*Professor*) Coordinator, Learning Center
B.A., M.A., Arizona State University. Graduate study: University of Arizona; University of California at Santa Barbara; University of Northern Colorado. (1971)
- Sabo, Tom (*Associate Professor*) Psychology/Human Services
B.A., California State University, Fresno; M.A., California State University, Fresno; Ph.D., California School of Professional Psychology. (1996)
- Schultz, Steven Dean of Students
A.A., Porterville College; B.S., California State University, Fresno; M.A., California State University, Fresno. (1989)
- Seymour, Harold (*Associate Professor*) Psychology
A.A., Palomar College; B.A. and M.S., California State University, Fresno; Ph.D. Purdue University. (1998)
- Sharp, Marvin (*Professor*) Mathematics
B.S. and M.S., Mankato State University. Graduate study: Stanford University; University of Minnesota, East Carolina University; Mankato State University; California State University, Fresno; Bakersfield State College, California State College at Los Angeles; University of California, Davis. (1969)
- Simons, Phil (*Professor*) Oral Communications
A.B. and M.A., Fresno State College. (1970)
- Snyder, Walter (*Professor*) History
B.A., Florida State University; M.A., California State University, Fresno. Postgraduate work at University of California, Los Angeles under Fulbright Grant (trip to Africa); Northern Arizona University, area of study, geography; California State University Fresno, area of study, geology. (1974)
- Spalsbury, Jeff (*Professor*) Director, Library Media Center
B.A., San Jose State University; M.L.S., University of Denver. (1992)
- Syrdahl, Rickelle (*Assistant Professor*) Biology
B.A., University of California, Santa Barbara, CA; M.A., California State University, Chico, CA. (1997)
- Tanner, Prudy (*Professor*) Coordinator, Child Development Center
A.A., Porterville College, B.S., University of San Francisco; M.A., Education, California State University, Bakersfield. (1974)
- Vega, Miles (*Associate Professor*) Counselor
B.A., The Masters College; M.S., California State University, Dominguez Hills. (1996)
- Wagstaff, Ann Marie (*Associate Professor*) English
B.A., University of North Carolina, Chapel Hill; M.A., University of California, Davis; Ph.D., University of California, Davis. (1996)
- Wiens, Joel (*Associate Professor*) Biology
B.A., Tabor College, Chemistry; M.A., California State University, Fresno, Biology. (1995)
- Wilkins, Carol (*Professor*) Counselor
B.S., Oklahoma State University; M.A. Education, Fresno Pacific. Additional work at Fresno Pacific College. (1986)
- Williams, Darryl (*Professor*) Physical Education
A.B., California State University, San Jose; M.S., California State University, Fresno. (1969)
- Wise, Ted (*Professor*) English
B.A., English, Chapman College, M.A., California State University, Fullerton. (1983)

CLASSIFIED PERSONNEL

APARICIO, Angela – Child Development Center Assistant
 BAXTER, Les – Skilled Craftworker/Electrician
 BETHURUM, Thomas – Graphics and Duplicating Supervisor
 BOONE, Danny – Maintenance Worker
 BOYDSTUN, Kenneth – Custodian II
 BRECHWALD, Susan – Department Assistant III
 BROWN, Carol – Department Assistant III
 BURKHART, Olene – Executive Secretary
 CARDENAS, Carmen – Food Service Assistant II
 CARR, Michele – Director of Human Resources
 CERTUCHE, Daniel – Groundswoker
 CHILDRESS, Pam – Business/Personnel Assistant
 COLEMAN, Mary Ellen – Food Service Assistant III
 CRUZ, Erin – Department Assistant III
 DAVIDSON, Wanda – Food Service Assistant II
 DAVIS, Matthew – Custodian II
 DEAN, Steven – Network Technician
 DEBURL, Ann – Library Technician I
 DICKINSON, Schlonda – Admissions/Records Technician I
 DOYEL, Rosalie – Admissions/Records Technician II
 FRANCO, Arlene – Child Development Center Assistant
 GARCIA, Baldomero – EOPS Program Assistant
 GARCIA, Ignacio – Enabler Program Assistant
 GUERRA, John – ITS Technician
 GUERRERO, Irene – Library Technician II
 HALOPOFF, Janice – Admissions/Records Technician I
 HAND, Mary – Department Assistant III
 HARTER, James – Network Technician
 HATH, Noni – Financial Aid Technician
 HAUK, Eugene – Director of Facilities/M & O
 HEFFELEFINGER, Jill – Child Development Center Assistant
 HIBLER, John – Cafeteria Manager
 HUFFMAN, Noreen – Public Information Center Assistant
 HUNTER, Rhoda – Assessment Assistant II
 KNOTT, Lynda – Custodian I
 LAMB, Sandra – Teacher Assistant
 LEWIS, Melissa – Department Assistant II
 LONG, Darlene – Business/Personnel Assistant
 LYON, Susan – Public Information Center Assistant
 MARCHANT, Lou – Student Affairs, Orientation Director
 MARTINEZ, Grace – Library Technician I
 McDANIEL, Stephanie – Child Development Center Assistant
 McFADYEN, Gerald – Groundswoker II
 MICHAELSON, Rebecca – Accompanist I
 MOORHEAD, Carol – Account Clerk II
 MORGAN, Randy – Graphics Technician
 NATERA, Carlos – Groundswoker
 NEELEY, Phyllis – Teacher Assistant
 NIX, Annette – Department Assistant III
 NOEL, Tim – Maintenance Worker
 OLMEDO, Perla – Financial Aid Assistant Director
 OSBORNE, Virginia – Admissions/Records Technician I
 ORTEGA, John – Financial Aid Technician II
 PATTERSON, Denise – Food Service Assistant II
 PHILLIPS, Tammy – Child Development Center Assistant
 POPE, Judy – Director, Admissions & Records/Registrar
 PRAHOVIC, Viktorija – Food Service Assistant II
 PUGH, Laurie – Department Assistant II
 ROAN, John – Maintenance & Operations, Assistant Director
 ROBERTS, DeAnn – Executive Secretary
 RODERICK, Lee – Groundswoker
 RODRIGUEZ, Edward – Facility/Grounds Maintenance Supervisor
 ROGERS, Jean – Department Assistant I
 ROMAN, Maria – Financial Aid Technician II
 SCHULTZ, John – Facilities/Grounds Maintenance Supervisor
 SCHULTZ, Yolanda – Department Assistant III
 SEARLE, Cheryl – Accounting Technician II
 SILVA, Rosario – Department Assistant I
 SMITH, Lydia – Admissions/Records Technician I
 SPEER, Irene – Bookstore Clerk II
 STEVENSON, Nikki – Department Assistant III
 STODDARD, Kathleen – Athletic Equipment Attendant
 STYER, Charlene – Teacher Aide
 SYRDAHL, Leif – Program Manager/CalWORKS
 THOMPSON, Becky – Computer Lab Assistant

THOMPSON, Diane – Department Assistant III
 TIMMERMAN, Lisa – Child Development Center Assistant
 TRISTAN, Frank – Custodian II
 TRUEBLOOD, Vicky – Department Assistant III
 VELARDE, Liz – Receiving Clerk
 VIOTTO, Rosemary – Audio Visual Technician II
 WALLACE, Carlene – Food Service Assistant II
 WALLACE, Gary – Director, Bookstore/Auxiliary Services
 WIGGINS, Gina – Child Development Center Assistant
 WILSON, Velia – Instructional Interpreter III
 WRIGHT, Arlene – Administrative Assistant, President
 YANES, Jeanne – Department Assistant I

EMERITI

Alice Armstrong-1972-1998 – Director, Administrative Services
 Tom Baker-1955-1981 – Metals
 Robert Benton-1965-1996 – Auto-Diesel
 Esther Bradley-1959-1983 – Guidance, Human Services
 Ed Buckles-1954-1984 – Dean of Vocational Educational, Business Services
 Lee Clearman-1955-1975 – Dean of Instruction, Dean of Community Services and Research
 Burl Cuffman-1957-1993 – Natural Science/Mathematics
 William Davies-1948-1980 – Drafting, Building Trades
 Marie Ellis-1948-1991 – Physical Education, Athletics
 Amada Flaherty-1971-1993 – College Nurse, Health Careers
 Mary Franco -1978-1996 – Child Development Center
 Severo Garcia -1968-1995 – Music, Spanish, Tennis
 Peggy Gould-1971-1992 – Director, Health Careers
 Charles N. Guerrero-1973-1996 – Vice President Instruction/Student Services
 Jackson B. Hargis-1973-1989 – Dean of Instruction, Vocational and Continuing Education
 Naomi Johnston-1971-1981 – Health Careers
 Paul R. Kercher-1960-1985 – Vice President, Dean of Students
 Nancy Korn-1957-1979 – Business Education
 Ilene Kutzner-1967-1976 – Nursing, Health Services
 James Maples-1959-1992 – Drafting, Head Basketball Coach
 Alfred Melcer-1967-1982 – Social Science
 Emily McCain-1959-1977 – Language Arts, Humanities
 John McGuire-1984-1999 – Natural Science/Mathematics
 Paul Nay-1972-1997 – Psychology
 Allen E. Nelson-1961-1993 – Director of Athletics, Physical Ed.
 Florence Offutt-1944-1981 – Art
 Jean Palmer-1972-1983 – Health Careers
 Othel Pearson-1967-1998 – English
 Don Perez-1976-1995 – Counseling, Social Science
 Nero Pruitt-1973-1983 – Dean of Instruction, Continuing Ed.
 Lou Rienzi-1969-1981 – Psychology
 Robert Ross-1969-1992 – Associate Dean of Vocational Education
 Alex Samarin-1970-1991 – English
 Orlin H. Shires-1955-1978 – President
 Isabel Sunderland-1969-1983 – Librarian
 Ruth Sutton-1972-1985 – Health Careers
 Barbara Teague-1977-1996 – Health Careers
 Hans von Buelow-1967-1985 – German, English
 Howard Waters-1972-1996 – English, Psychology
 Bonnie Y. White-1985-1998 – Physical Education
 Clyde Wilcoxon-1954-1989 – Mathematics
 LaWanda Wollenman-1973-1984 – Health Careers
 Norman Worthington-1967-1985 – Business
 David Wright-1967-1998 – Life Science
 Donald Zuckswert-1956-1984 – Life Science

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Changes in Catalog

Be aware that prerequisites, co-requisites, and advisories are still under review by the college; consequently, the catalog does not include changes concerning prerequisites, co-requisites, and advisories that may be in place before the fall semester begins. For more specific information, please check with the Dean of Instruction or the Dean of Students.

NON-DISCRIMINATION POLICY

Sex

Porterville College does not discriminate on the basis of sex in the educational programs or activities it conducts Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted there under prohibit discrimination on the basis of sex in education programs and activities operated by Porterville College. Such programs and activities include admission of students and employment. Grievance procedures are available in the Student Activities/Placement Office in the Student Center between 7 a.m. and 4 p.m. Monday through Friday. Any student who feels they may have been discriminated against may obtain more information by contacting Mrs. Carol Wilkins, Title IX Coordinator, the campus administrator responsible for reviewing such matters, or to the Regional Director of the Office of Civil Rights, Region 9, 221 Main Street, 10th Floor, San Francisco, CA 94105.

Handicap

Porterville Colleges does not discriminate on the basis of handicap and is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder. More specifically, Porterville College does not discriminate in admission or access to, or treatment or employment in, its programs and activities. The 504 Coordinator/Enabler Counselor, Mr. Clifford Davids, has been designated to coordinate the efforts of Porterville College to comply with the Act and its implementing regulations. Inquiries concerning compliance may be addressed to this person at the Enabler Office Phone: (209) 791-2215.

Age, Race, Color, or National Origin

Porterville College complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall on the grounds of age, race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of Porterville College. For further information, contact: Dr. David Bezayiff, Vice President of Student Services.

SEXUAL HARASSMENT POLICY AND PROCEDURES

Policy 11A2A

The Kern Community College District and Porterville College will not tolerate any behavior which constitutes sexual harassment of staff or students. It is the policy of the Kern Community College District and Porterville College that members of the college community, including visitors, guests and contractors, may not sexually harass another person.

Sexual harassment is defined as:

Unwelcome sexual advances; requests for sexual favors; and/or other verbal, physical conduct or written communication of an intimidating, hostile, or offensive sexual nature where:

Submission to such conduct is made either explicitly or implicitly; a term or condition of employment or a student's status in a course, program or activity;

Submission to or rejection of such conduct is used as a basis for employment decisions or as a basis for academic or other decisions affecting a student; or

Such conduct has the purpose or effect of substantially interfering with an employee's work performance or a student's educational experience, or creates an intimidating, hostile or offensive working or academic environment.

The Kern Community College District and Porterville College are committed to maintaining a working and educational environment free of sexual harassment.

An employee or student may be subject to disciplinary action for violation of this policy.

Procedures

An allegation of sexual harassment may be reported by the individual who is the subject of the alleged harassment, or by a witness.

An investigation into any charge of sexual harassment shall be investigated according to Procedure 11A4A of the Kern Community College District Board Policy.

Any student who feels that he or she is being harassed is urged to notify any of the following Responsible Officers: Instructor; Counselor, Department/Division Chair, Vice President, Title IX Coordinator.

POLIZA DE NO DISCRIMINACION

Sexo

El Colegio de Porterville no discrimina por base del sexo en sus programas educativos y en sus actividades. La enmienda Educativa de Título IX de 1972, y las regulaciones administrativas bajo esa legislación prohíben la discriminación por base del sexo en programas educativos y en actividades manejadas por el Colegio de Porterville. Tales programas y actividades incluyen admisión de estudiantes y empleo. Procedimientos de agravo están disponibles en la oficina de Actividades de Estudiante/Empleo en el Centro Estudiantil entre 7 am a 4 pm Lunes a Viernes. Cualquier estudiante que sienta haber sido discriminado en contra puede obtener más información poniéndose en contacto con el Carol Wilkins, Coordinador de el Título IX, el administrador del colegio designado para revisar tales asuntos, o a el Director Regional de la Oficina de Derechos Civiles, Region 9, 221 Calle Main, Piso 10. San Francisco, CA 94105.

Incapacidad

El Colegio de Porterville no discrimina por base de incapacidad y esta en concordancia con la Sección 504 del Acto de Rehabilitación de 1973, como enmendada, y las regulaciones adoptada bajo esa enmienda.

Más específicamente, el Colegio de Porterville no discrimina en admisión o acceso a, o tratamiento, o empleo en, sus programas y actividades. El 504 Coordinador/Consejero de Incapacidad el señor Clifford Davids ha sido designado para coordinar los esfuerzos del Colegio de Porterville para estar bajo el Act y sus regulaciones. Preguntas tocante a esta ley pueden ser referidos a esta persona en las oficina de "Enablers" Teléfono: (209) 791-2215.

Edad, Raza, Color o Orogen Nacional

El Colegio de Porterville esta de acuerdo con los requerimientos del Título VI de Acto de Derechos Civiles de 1964 y las regulaciones adoptadas bajo ese acto. Ninguna persona, por base de edad, raza, color, o origen nacional, sera excluida de participar en, se negado los beneficios de, o de otras maneras ser sometida a discriminación bajo cualquier programa del Colegio de Porterville. Para más informes contacte a el Dr. David Bezayiff, Vice Presidente de los servicios estudiantiles.

SEXUAL HARASSMENT

Policy 11A2A

El distrito de Kern de Colegios de Comunidad y el Colegio Porterville no tolerará ningún comportamiento que constituya presión o molestia sexual contra sus empleados o contra los estudiantes.

Es el plan del distrito y del colegio que miembros de la comunidad colegial, incluyendo visitantes, clientes y contratistas, no puedan molestar o presionar a ninguna otra persona.

La presión o molestia sexual se define así:

Los avances sexuales molestos; el pedir favores sexuales; y/o la conducta verbal, física o comunicación escrita de una naturaleza sexual que sea intimidadora, hostil u ofensiva cuando y donde:

El someterse a o el rechazar tal conducta se use como la base de empleo o como la base académica o para otras decisiones que afecten a un estudiante; o

Si tal conducta tiene el propósito o el efecto de intervenir sustancialmente con la manera de hacer un trabajo o de un estudiante en su experiencia académica, o que crea un ambiente en el trabajo o en lo académico, o que crea un ambiente en el trabajo o en lo académico que sea intimidador, hostil u ofensivo.

Procedures

El distrito de Kern de Colegios de Comunidad y el Colegio Porterville se comprometen a mantener un ambiente de trabajo y un ambiente académico libre de esta presión o molestia sexual.

Un empleado o estudiante será disciplinado a cuasa de la violación de esta declaración.

Una alegación de presión o molestia sexual se puede reportar por el/la individuo/a quien fue sometido/a a tal presión o molestia sexual; o se puede ser reportada por algún testigo.

Una investigación de la alegación de presión o molestia sexual será investigada según el Procedimiento 11A4A de la Mesa Directiva (Board) del Distrito Kern de Colegios de Comunidad.

Cualquier estudiante que cree que él o ella ha sido presionada o molestada sexualmente debe notificar a cualquier de los siguientes oficiales: Instructor; Consejero; Encargado Departamento o División; Coodinador del Título IX.