

Porterville College

2003-2005 CATALOG

100 East College Avenue
Porterville, California 93257

559/791-2200

Notice:

This 2003-05 Porterville College Catalog is the first publication in many years that spans a two-year period. While all information is correct at the time of publication, it is expected that a supplement to this catalog will need to be published in the Spring of 2004. Be sure to review this supplement for changes in the requirements of classes prior to registering for the Fall 2004 term.

Porterville College Catalog
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KERN COMMUNITY COLLEGE DISTRICT

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General Information

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 state and federal agencies. The University of California, California State Universities and other universities and colleges grant credit to lower division transfer courses completed at Porterville College.

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 40,000 persons and that of the surrounding service area is 90,000 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 24,000 square miles in all or portions of Kern, Tulare, Inyo, and San Bernardino Counties. Other colleges in the district are Bakersfield College in Bakersfield and Cerro Coso Community College in Ridgecrest.

MISSION STATEMENT

Students are our focus at Porterville College. We are committed to providing an excellent educational experience to our diverse community in an environment that fosters student learning and success. In promoting a student-centered learning environment, we commit ourselves to innovation, respect, collaboration, collegiality and participatory governance.

PHILOSOPHY STATEMENT

Porterville College, a public community college, is committed to an educational process that 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 positive and supportive learning environment.
- Goal #4 Foster 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.

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 Learning Outreach at 559/791-2271, or see our web page at:

www.pc.cc.ca.us/foundation

Gifts and bequests may be designated for specific projects, 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.

CATALOG RIGHTS

Effective fall 2001, students may graduate under the major and general education requirements in effect:

- At the time of first enrollment as long as continuous enrollment is maintained, or
- The requirements in effect at the time of graduation.

Continuous enrollment is defined as enrollment in at least one semester during the academic year on a continuing basis including summer session. Any academic record symbol (A-F, CR, NC, I, IP, RD, W) shall constitute enrollment.



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 Whom To See:

Dean of Student Learning, Room AC-101

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 Learning.

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 Counseling Office, AC-126 or Office of Learning, AC-101.

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 Office of Learning.

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 gender.

CONFIDENTIALITY OF STUDENT RECORDS

Student records are protected from access by casual or unauthorized persons by the Family Educational Rights and Privacy Act of 1974, as amended, state law, Kern Community College District board policy and Porterville College policy. Access to student records is provided to the student, persons having written consent of the student, by court order or subpoena, and to appropriate college staff members. Student privacy rights include the right to:

- Inspect and review information contained in educational records.
- Request correction or elimination of inaccurate or

misleading information in the student's record

- Prevent the disclosure of personally identifiable information
- Obtain a copy of the College's policy concerning educational privacy rights
- File complaints with the Department of Education if the College fails to comply with the Educational Privacy Act

The definition of educational records is any record (in handwriting, print, computer file, tape, film, or other medium) maintained by the College or an agent of the College which is directly related to a student, except:

1. Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record
2. Records maintained by a law enforcement unit of the College
3. Records related to individuals who are employed by the institution
4. Records of a physician or other appropriate professional.

RELEASE OF PUBLIC OR DIRECTORY INFORMATION

Porterville College may release student names, addresses, phone listing, dates and places of birth, major fields of study, participation in officially recognized activities and athletic teams, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. This information will be released to educational institutions, government agencies and the media upon receipt of a written request, signed by an employee of the organization requesting the information. All requests for release of directory information should be forwarded to the Office of Admissions and Records for action.

If a student does not want this information released,* the student must check the privacy requested boxes on the admissions form, the update form, or by requesting the change in the Office of Admissions and Records.

*Exception: Court ordered subpoenas or law enforcement requests.

**It is the policy of Porterville College not to release information without appropriate signatures, subpoenas, or authorization.

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 Learning.

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 Dean of Learning.

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 Learning, AC-101.

GENERAL PARKING REGULATIONS

Parking is an optional fee; however, a parking permit is required for all vehicles parked on campus lots.

The parking fee for spring/fall sessions is \$15.00 each semester. Students possessing a valid State Disabled Person Placard and/or temporary campus disabled parking permit do not require a parking permit.

The campus lots include the stadium parking south of College Avenue; the parking north of College Avenue by campus buildings and tennis courts; and the parking located by the Technical/Vocational and Maintenance buildings off Plano Avenue.

Students can purchase a parking permit at Admissions and Records. They will receive a hanger on which to place their permit. The permit is to hang from the rearview mirror, facing forward, in no way obstructed from view. The hanger provides the students with the ability to move their permit from one vehicle to another if they drive different vehicles.

If no hanger is used, the permit must be mounted on the driver side of the rear bumper.

The parking permits must be displayed in a manner that allows outside-the-vehicle inspection for the number of the permit.

A fee will be charged to replace lost or stolen permits.

A free complete copy of the Campus Parking and Traffic Regulations for Porterville College may be obtained from Admissions & Records, the Information Center, Student Services, or the Maintenance and Operations building.

Vehicles on campus without a parking permit or parked in violation of any regulation shall be ticketed. The minimum citation issued is \$25.00.

Limited-Time Parking for Guests or Visitors:

Guest/visitor (limited time) parking areas shall be so designated by posted and/or green curb markings. Limited time parking does not require a permit when a vehicle is parked in the designated area. Porterville College staff and students are not guests or visitors.

Guests and visitors may obtain temporary or special

permits at the Information Center located in the Academic Center or the Maintenance and Operations building.

Students may purchase a one day parking permits at the college bookstore.

ACCOMMODATING STUDENTS WITH DISABILITIES IN THE ACADEMIC ENVIRONMENT

It is the intent of Porterville College that all of its graduates demonstrate mastery of the competencies required by Title V of the California Code of Regulations and successfully complete all of the specific courses required for graduation. Porterville College recognizes that a disability may prevent a student from demonstrating required competencies in math, reading and/or writing, or from successfully completing all of the specific course requirements necessary for graduation in the same manner as would a student without a disability. The college also recognizes the need to accommodate a student with a documented disability to the greatest extent possible without compromising either the student's chosen course of study or the integrity of any student's degree. The college further recognizes that most disabilities that might preclude a student from this "same manner" demonstration of competency or from successfully completing a course can be overcome by providing a combination of appropriate accommodations.

Therefore, for most students with documented disabilities, the primary method would be an attempt to complete the course utilizing recommended accommodations such as tutorial, auxiliary aids, and/or test accommodations. For some students, such accommodations will still be insufficient to enable him/her to successfully complete the course. For these students, a second method of accommodation would involve a course substitution. Only in the most extreme cases would a third alternative, a course waiver, be considered. The Petitions Committee, only under the conditions described below, would individually consider the second and/or third approach.

A course substitution is permissible only if the course in question is peripheral to the student's course of study and the student has no reasonable chance of successfully completing the course even with all of the recommended accommodations. A waiver will be considered only when there is evidence that the student has met the above requirement for substitution, and there are no viable alternatives. ("Academic requirements that the district can demonstrate are essential to the program of instruction being pursued by the student, or directly related to licensing requirements, will be regarded as discriminatory." -- 34C.F.R. 104.44(a))

If a student with a disability has determined that the recommended accommodations are insufficient to enable him/her to successfully complete the course, or if the student can show that his/her disability is of such magnitude that any attempt at completing the course

would be futile, that student may submit a petition to the chair of the Petitions Committee, who will arrange for a meeting with the Petitions Committee to determine whether a course substitution or, in the last resort, a course waiver is appropriate.

The Petitions Committee shall be comprised of the Porterville College Registrar, Director of DRC, and a faculty representative from the respective division. The committee shall recommend the proper course of action to the appropriate administrator for approval.

NOTE: Porterville College students will be made aware that a subsequent educational institution may not recognize a substitution or waiver granted by Porterville College.

NON-DISCRIMINATION POLICY

Gender

Porterville College does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination on the basis of gender in education programs and activities operated by Porterville College. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of Porterville College may be referred to Kenneth Robinson, Title IX Coordinator, the campus person assigned the administrative responsibility of 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 College 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, Carol Wilkins, has been designated to coordinate the efforts of Porterville College to comply with the Act and its implementing regulations. Porterville College is also in compliance with the Americans with Disabilities Act (ADA) of 1993 that mandates full access to buildings, programs, services and activities. Inquiries concerning compliance may be addressed to this person at 791-2324.

Equal Employment and Education Opportunities

It is the policy of Porterville College to provide all persons with equal employment and education opportunities without regard to race, color, religion, gender (or pregnancy related condition), national origin, age, disability (or medical condition), marital status, or sexual orientation. For further information contact: Mr. Kenneth Robinson, Associate Director of Human Resources. Phone: (559) 791-2221.

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

Género

El Colegio de Porterville no discrimina por base del género (sexo de las personas) 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 género en programas educativos y en actividades manejadas por el Colegio de Porterville. Tal programas y actividades incluyen admisión de estudiantes y empleo. Preguntas tocante a la aplicación de el Título IX a programas y actividades del Colegio de Porterville pueden ser referidos al señor Kenneth Robinson, coordinador del Título IX, la persona del colegio designada las responsabilidades administrativas de revisar tales asuntos, o al Director Regional de las 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 está en concordancia con las Sección 504 del Acto Rehabilitación de 1973, como enmendada, y las regulaciones adoptada bajo esa enmienda. Mas 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, la señora Carol Wilkins ha

sido designada para coordinar los esfuerzos del Colegio de Porterville para estar en cumplimiento el Acto y sus regulaciones. Además, el Colegio también funciona según las regulaciones de la ley titulada American with Disabilities Act (ADA) de 1993, la cual requiere acceso completo a edificios, programas, servicios y actividades del colegio. Preguntas tocante a esta ley pueden ser referidas al 791-2324.

presionada o molestado sexualmente debe notificar a cualquier de los siguientes oficiales: Instructor; Consejero; Encargado Departamento o División; Coordinador del Título IX.

Edad, Raza, Color, o Origen Nacional

Es la política del Colegio de Porterville la de proveer a todas las personas un empleo equitativo y oportunidades educativas sin importar la raza, el color, las religión, el sexo (o condiciones relacionadas al embarazo), el origen, la edad, la discapacidad (o condición médica), el estado civil, o las orientación sexual de éstas personas. Para mas informes por favor dirijase al señor Kenneth Robinson, Director Asociado de Recursos Humanos. Teléfono: (559) 791-2221.

SEXUAL HARASSMENT

Policy 11A2A

El distrito de Kern de Colegios de Comunidad y el Colegio Porterville no tolerará ningún comportamiento que consituya 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 nunguna 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 intimimadora, 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 deciciones 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 intimimador, 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 causa 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



Admissions 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. (Ed. Code Sections 760000-760002 and 760006)

K-12 ENROLLMENT PETITION

Porterville College is a two-year community college. We have had, for several years, an open agreement with local high schools in which we enroll 11th and 12th graders in college classes. We have been and continue to be very restrictive in enrolling students who have attained less than the 11th grade level.

A maximum of six (6) credits per semester may be taken. However, we realize that academically advanced students younger than college level may wish to take advanced level courses. We allow enrollment of such students based on criteria we impose. Students wishing to take more than six (6) credits will be reviewed on a case-by-case basis.

Students must complete the K-12 Enrollment Petition. This petition must contain the parents' and school principal/vice principal's signatures indicating approval for enrolling in classes at the college. In addition, a copy of his/her most recent report card or transcript must be submitted in order to verify appropriate placement. Students must complete the appropriate Porterville College application and registration forms and may be required to complete the Porterville College placement exam.

Students must pay the appropriate Porterville College fees which include mandatory enrollment fees and mandatory health fees. A mandatory parking/security fee is required of all students who park their vehicle on campus. In addition, select courses have mandatory materials fees. All fees are to be paid at the time of registration.

APPLICATION for ADMISSION

Applications may be obtained by writing the Registrar. You may also submit your application for admissions via the web. 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.

An official high school transcript and an official 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 2003-2004 is \$149 per credit, \$2,235 per semester or \$4,470 per year, whichever is the lesser amount. For students taking less than fifteen (15) credits, the rate is \$149 per credit. Tuition fees must be paid no later than ten days from the date initially requested. 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 Learning.

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 the Test of English as a Foreign Language (TOEFL) or on-campus admissions test in lieu of TOEFL. An International TOEFL score of 450 paper based on 133 CBT 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.

This school is authorized under Federal law to enroll nonimmigrant students.

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 2003-2004

Enrollment Fees: \$11 per credit.

Parking Fee: \$15.00 per semester, per student enrolled in on-campus classes. Summer Parking fee: \$10.00.

Health Fee: \$12.00 per semester, per student enrolled in on-campus classes. Summer Health fee: \$9.00.

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, check, or credit card. 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 8:00 a.m. to 7 p.m. and Friday from 8:00 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 Registrar 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., eleven dollars (\$11) per credit.

HEALTH FEE EXEMPTION

The following students are exempt from paying the required health fee:

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
2. Students who are attending community college under an approved apprenticeship training program.
3. Low-income students, including students who demonstrate financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid and students who demonstrate eligibility according to income standards established by the board of governors and contained in Section 58620 of Title 5 of the California Code of Regulations.

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. 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 or more to meet the graduation requirements.

Generally, each class lecture hour represents one credit; a course that meets three hours a week will usually 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 satisfactorily meet 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.

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. A part-time student is one enrolled in less than 12 credits and at least 6 credits.

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 and enrolled full-time (12 credits).

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 *	
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. Prior approval from the registrar must be obtained before assigning a "W" grade.

**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.

ACCEPTANCE OF CREDIT FROM OTHER INSTITUTIONS

Porterville College grants credit for lower division work from accredited colleges or universities. Transferred courses may count towards completion of general education, majors, certificates, electives, and developmental or prerequisite requirements. Before an evaluation of courses from other colleges and universities can be completed, students must submit official copies of transcripts showing all attempted work from each college or university attended. Unofficial copies of transcripts cannot be used to officially evaluate courses for transfer.

When a degree evaluation application has been submitted, the campus evaluator will complete an official evaluation of the transferred courses. Students wishing to have transcripts evaluated prior to the formal degree evaluation process may do so by special request to the Admissions and Records office. For courses taken from out-of-state or private colleges where a catalog and course description are not on file at the college, the student will be responsible for providing a copy of the course description to the campus evaluator.

Failure to provide official transcripts will delay and possibly prevent graduation. Transcripts should be sent directly from the college or university to the Porterville College Admissions and Records office. All transcripts become the property of the college and will not be returned or released to other institutions.

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 Office of Admissions and Records 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 file an application for course credit by examination in the Office of Admissions and Records prior to enrollment in the course. 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. If the petition is approved, Admissions and Records will enter the appropriate data into the student's permanent record.

If the application is approved, the application must be turned in to the Office of Admissions and Records for final processing and collection of appropriate fees. 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

from other institutions. Such questions will be decided by the Vice President of Learning. 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. Credit is 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: 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. 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.

DEGREE EVALUATION

In order to graduate, students are required to file a Degree Evaluation form in the academic year they wish to receive the degree. Students who have completed a minimum of 41 credits (including work in progress) are eligible to file for their evaluation. Evaluation periods are in fall, spring and summer session.

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.

REMEDIAL COURSE WORK LIMITATION

Beginning fall 1990, no student shall receive more than thirty (30) semester credits for remedial course work within the Kern Community College District. The following students are exempted from the limitation on remedial coursework:

- Students currently enrolled in one (1) or more courses of English as a Foreign Language (EFL).
- Students identified by the college Disability Resource Center (DRC) as having a learning disability.

The college president or designee may waive the 30 credit limitation for any student who shows significant, measurable progress toward the development of the college-level skills. The waiver of limitation may be granted for a maximum of ten (10) semester credits.

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.	Title	Credits	# of Rep	Total Credits
ACCT P030	Introduction to Federal Income Tax for Individuals	1	1	2
AGRI P055	Agriculture Leadership Training	3	3	12
APDS P103	Weaving	2	3	8
APDS P107	Advanced Weaving	2	3	8
ART P050	Art Studio	1	3	4
ART P055	Gallery Tours	1/2	3	2
ART P109	Studio Folk Arts	2	1	4
ART P135	Art and the Environment	1	3	4
ART P149	Art Topics	1	3	4
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
BLTR P051	Home Maintenance Repair/Beg.	2	1	4
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/Criminology/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
EFL P079	Beginning English for Non-Native Speakers	3	1	6
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
HUM P114	Topics in Humanities	1	3	4
HMSV P134	Human Services Internship	1	7	8
HMSV P135	Human Services Internship	2	3	8
INFS P002	How to Build a Personal Computer	1	1	2
INFS P056	Web Page Design Practicum	2	3	8
JRNL P102	Newspaper Production	3	1	6
MATH P101L	Trigonometry Lab	1/2	3	2
MUSC P051	Valley Chamber Chorale	1/2	3	2
MUSC P055	Beginning/Intermediate Guitar	2	1	4
MUSC P115	Singing Techniques	1	3	4
MUSC P116	Handbell Choir	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 P127	Concert Band	2	3	8
MUSC P128	Pirate Band (Pep Band)	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
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	Beg. Weight Training	1	3	4
PHED P105	Adv. Weight Training	1	3	4
PHED P106	Shape-Up	1	3	4
PHED P107	Aerobic Dance	1	3	4
PHED P108	Remodelers/Health Practicum	1	3	4
PHED P109	Advanced Basketball -- Women	1	3	4
PHED P110	Badminton	1	3	4
PHED P111A	Beginning 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 P121	Varsity Cross Country/Men & Women	2	1	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 P127	Varsity Track and Field/Men & Women	2	1	4
PHED P128	Varsity Tennis for Men/Women	2	1	4
PHED P132	Varsity Softball for Women	2	1	4
PHED P142	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
SOCI P106	Current Topics	1	2	3
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
WKEX P155	General Work Experience	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,” “F” or “NC” 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,” “F” or “NC” 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 “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 one academic year for admission to classes the following semester. A student who is disqualified may be conditionally readmitted upon submitting a petition to the registrar in the Admissions and Records Office.

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 28,000 books and other materials are housed in the Library Media Center (LMC), which is kept open for evening study on Monday through Thursday evenings until 9 p.m. The use of an on-line catalog system, 15 computers with internet access and five CD-ROM computer systems accelerate information searching. Media equipment such as e-mail specific computers, VHS players and tape recorders are available for student use. The LMC has over 40 computers for word processing and other computer programs, card-activated printers and two photocopy machines. 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 also houses a broad selection of books that focus on the natural and cultural elements of New Guinea.

The library is housed on the first floor of the Science and Mathematics Building in room 108 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 791-2236.

LANGUAGE ARTS MENTORS

The Language Arts mentors are students (selected and trained by Language Arts faculty) who assist other students with their writing. They work out of an office in the library where they have a computer, writing manuals, and other resources to help them with their work. Students are free to "drop in" on a first come, first serve basis whenever a mentor is in the office. Students talk to mentors about any writing assignment they are completing for any class at the college and receive specific suggestions for improving their work.

Student Services

STUDENT SERVICES

GENERAL

Special services for students outside of the academic program are coordinated in the Office of Learning. 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\$11* per credit
Non-resident/Foreign\$134 per credit
(to 15 credits maximum)	
Student/Health Fees\$ 24 per year
Parking\$ 30 per year
	\$15 per semester
	\$10 for summer term
Student ASB Card (optional)\$ 15 per year
Room and Board (average)\$ 4480 per year
Books and Supplies (average)\$ 650 per year
Personal Expenses (average)\$ 1400 per year
Transportation (average)\$700 per year
*\$11 per credit cost is set by the state and may change.	
(Per year is a nine month academic year.)	

DISABILITY RESOURCE CENTER

The Disability Resource Center provides services for students with disabilities. This may include physical, learning and other types of disabilities.

The Disability Resource Center is located in AC 115. Students may be interested in improving job skills, getting a vocational certificate, pursuing personal enrichment, or planning to transfer to a four-year college. Services will be based on the level of disability and the academic needs of each student.

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) mandate that students with learning, physical or other types of disabilities receive services to allow an equal experience in education. The Disability Resource Center is the central area for these free services.

Students with a print disability, a visual limitation or reading difficulty that limits access to traditional print material may request printed materials in alternate media. Examples of alternate media formats include electronic format (e.g., text on CD), Braille, audio tape, and large print. Students can make alternate media requests through the Disability Resource Center.

Anyone interested may contact the Center office at 791-2215, Diane Allen at 791-2326 or Carol Wilkins at 791-2324.

FEDERAL and STATE FINANCIAL AID

Federal and state financial aid is available to assist students enrolled in eligible programs (a four-year or two-year public or private educational institution, a career school or trade school) to cover the cost of their educational expenses, including tuition and fees, room and board, books and supplies, and transportation. Most aid is need-based and requires enrollment in 6 or more units.

WHAT type of financial aid is available?

- Grants ... financial aid that does not have to be repaid.
- Loans (PC does not participate in the Loan Programs)
- Workstudy...lets students earn money.
- Scholarship ... awarded to students for academic achievement

WHO gets federal student aid?

- be a U.S. citizen or eligible non-citizen with a valid Social Security Number;
- have a high school diploma or a General Education Development (GED) certificate or pass an approved ability-to-benefit (ATB) test;
- enroll in an eligible program as a regular student seeking a degree or certificate; and
- register (or have registered) with the Selective Service System if you are a male between the ages of 18 and 25.

WHAT is Student Eligibility?

- have financial need,
- have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the U.S. Department of Education. (see the financial aid administrator for more information).
- be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- be a U.S. citizen or eligible non-citizen
- have a valid Social Security Number.
- meet satisfactory academic progress standards set by the postsecondary school you are or will be attending.
- certify that you will use federal student aid only for educational purposes.
- certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
- register with the Selective Service System, if required.

In addition:

- Students who have received an Associate's or Bachelor's Degree must appeal for financial aid funds.
- Students CANNOT receive financial aid at two institutions in the same academic period.
- The law suspends aid eligibility to students convicted under federal or state law for sale or possession of illegal drugs.

HOW do you apply for federal student aid?

- Complete the Free Application for Federal Student Aid (FAFSA)
- Online at www.fafsa.ed.gov
- From the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243)
- FAFSA applications are available in the Financial Aid Office.

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 Grants

With the expansion of the Cal Grant Program, there are now several types of Cal Grant awards: Cal Grant A and B Entitlement, Cal Grant A and B Competitive, California Community College Transfer Entitlement, Cal Grant C, and Cal Grant T.

Starting with the 2000-2001 graduating class, every high school senior who meets the academic requirements (3.0 GPA for Cal Grant A; 2.0 GPA for Cal Grant B), falls within established income and asset ceilings, and applies on time will receive a Cal Grant A or B Entitlement award. Every community college student who meets the admissions requirements for California State University, is under 24 years old, meets other program requirements, and applies on time will receive a California Community College Transfer Entitlement award.

In addition, eligible students have an opportunity to compete for 22,500 Cal Grant A and B competitive awards. Of the awards set aside for competitive Cal Grants A and B, half are for community college students who apply by a second deadline of September 2.

All Cal Grants A, B and C are for students who are pursuing an undergraduate degree or occupational and career training and do not have to be paid back.

Students may accept only one Cal Grant at a time and should apply during their senior year in high school. To receive Cal Grant benefits, they must be attending school at least half time.

Cal Grants A and B can be extended for an additional year for those in teacher credential and other mandatory five-year programs.

Cal Grant T is only for students planning to attend a teaching credential program. There is now a teaching service requirement. Students who do not complete their service requirement must repay the funds received.

To be eligible for a Cal Grant, you must:

- be a U.S. citizen or eligible noncitizen
- be a California resident attending an eligible school or college in the state
- have financial need at your college
- maintain satisfactory academic progress
- be in a program leading to an undergraduate degree or certificate
- not have a bachelor's or higher degree before receiving a Cal Grant (except for the Cal Grant T, which requires a college degree to receive benefits)
- be attending school at least half time
- have registered with U.S. Selective Service if required to do so
- not owe a refund on any state or federal educational grant
- not have a delinquent or defaulted federal student loan
- not have family income and assets above the ceilings

EXTENDED OPPORTUNITY PROGRAMS and SERVICES (EOPS)

EOPS provides services to students who are educationally and economically disadvantaged. The program is funded through the State of California and the local community college district.

The eligibility requirements for the program:

- be a resident of California
- be a full time student (12 units) at Porterville College
- qualify for the Board of Governors Waiver A or B
- be educationally disadvantaged as determined by state regulations
- not have completed more than 70 units of college level course work
- be working towards a certificate or degree
- be making satisfactory academic progress with an Educational Study Plan on file

Services students may be eligible for:

- Grants
- Books Awards
- School supplies
- Academic Advising
- Transfer assistance
- Peer Advising
- Meal Cards

COOPERATIVE AGENCIES RESOURCES for EDUCATION (CARE)

CARE participants must meet EOPS eligibility, have a child under the age of fourteen at the time of admission, receive CalWorks (formally AFDC), and be a single head of household who is at least 18 years of age.

CARE eligible students may receive assistance through childcare grants, book awards, meal cards, supplies and special interest workshops.

For additional information on the EOPS or CARE Programs, contact the staff in AC-126.

BOARD OF GOVERNORS WAIVER (BOGW)

The BOGW is a FEE WAIVER for California residents only. If eligible, the BOGW will cover the cost of the California Enrollment and Health fee for the academic year. Applications are available in the Financial Aid Office, AC-126.

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 \$30.00 value in food purchases.

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 Learning 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 room AC-126, or the Job Development Technician for information at 791-2447, room TI-3.

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 inter-collegiate athletics for both men and women students. A stadium, playing fields, large gymnasium, and tennis courts are available.

MUSIC

Whether a music major or a music lover, a student may 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. 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!

ART GALLERY

Porterville College is fortunate to have one of the finest 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 with four-year institutions, assistance with submission of applications for admission, communication of transfer information, admission agreements and scheduling of field trips. Students wishing to meet a representative visiting Porterville College can schedule an appointment by calling the counseling department at (559) 791-2329. Students can check out catalogs for University of California (UC) and California State University (CSU). 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.

EDUCATIONAL STUDY PLAN FOR STUDENTS RECEIVING VETERANS BENEFITS

An educational plan is a form that is prepared by veterans and their academic advisors which outlines the veterans' program by semester. All veterans receiving benefits are required to have a completed educational plan on file before credits can be certified with the Veterans Administration. All educational plans must be complete and accurate as they are used to determine whether or not veterans receive educational benefits while attending Porterville College. Educational plans must be done in a timely manner; otherwise delays in payments will occur.

Veterans only receive benefits for courses that fulfill AA or AS degree requirements. Certificate programs are not covered by VA benefits with the following exceptions: LVN and psychiatric technician.

For an AA/AS degree with a stated major, VA will only pay for courses in the major and the general education areas indicated on the appropriate Porterville College graduation checklist. Example: AA Criminology/Law Enforcement.

For an AA/AS degree with a stated major following IGETC, VA will only pay for courses in the major and courses listed on the IGETC checklist. Additionally, VA will pay for ethnic studies and Education P101 since these are part of the AA/AS graduation requirements. Example: AA Criminology/Law Enforcement using IGETC checklist.

For an AA/AS degree with a stated major following general breadth, VA will only pay for courses in the major and courses listed on the general breadth checklist. Additionally, VA will pay for ethnic studies and Education P101. Example: AA Criminology/Law Enforcement using general breadth checklist.

For an AA in general education, VA will only pay for courses listed on the CSU General Education Breadth Checklist. Example: AA General Education.

For an AA in general education, VA will only pay for courses listed on the Intersegmental General Education Transfer Curriculum checklist. Example: AA General Education using IGETC.

Veterans may select AA/undecided for one semester only; therefore, the educational plan should only be completed for the current term. However, the courses must fulfill a degree requirement.

DECLARING MAJOR ON EDUCATION STUDY PLAN

The declared major must be clearly stated in the “comments” area. Additionally, the educational plan should note if the student is transferring from another institution.

CHANGE IN MAJOR

The VA will not pay for the following courses:

1. Physical education classes
2. Art classes, unless they are a part of the major
3. Classes previously taken for credit.
4. Once a checklist area has been met, VA will no longer pay for any other course in that area unless it is part of stated major.

VA will pay for prerequisite classes, if required.

Veterans who enroll in short-term classes will only be paid VA educational benefits during the period of the short-term class.

ELECTIVES

Due to military evaluations, elective credits must be included on the educational plan in the final semester.

Graduation and Transfer Requirements

GRADUATION, TRANSFER AND CERTIFICATE 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 the 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; being able 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; computer literacy; ability to be a wise consumer; acknowledgment of the value of diversity in other cultures and societies; good physical and mental health; awareness 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 to those who complete a minimum of sixty (60) credits of graded courses with at least a 2.0 grade point average.
2. Of the sixty (60) credits required for graduation, eighteen (18) or more credits of study must be completed in an approved major. Coursework from related disciplines as listed in the California Community College "Taxonomy of Programs" may be used to satisfy major requirements. Please contact an advisor for approved courses. Students should check the catalog for specific major requirements. This list is available in the Office of Learning 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" (major) 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 fall 2001, students may graduate under the major and general education requirements in effect:

- At the time of first enrollment as long as continuous enrollment is maintained, or
- The requirements in effect at the time of graduation.

Continuous enrollment is defined as enrollment in at least one semester during the academic year on a continuing basis including summer session. Any academic record symbol (A-F, CR, NC, I, IP, RD, W) shall constitute enrollment.

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 a Dean of Learning.

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. There is no charge for the first two transcripts requested. The unofficial transcript fee is \$1.00 and will be processed in 24 hours. A fee of \$2.00 is charged for each additional request. There is a \$5.00 fee for emergency or FAX transcripts, and these 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 formerly (1-49) are designed for transfer. Advisors should be consulted for exceptions.

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.

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:

Important note: All students must satisfy the ethnic studies requirement in order to receive an A.A. or A.S. degree from Porterville College.

A. Sixty credits with 18 credits or more from a "discipline" (or major) 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 12 credits)

Education (2 credits)
Education P101

Reading

English P101A with a grade of "C" or higher or English P050 or Business Administration 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 P115, English P052, History P117, History P118, Philosophy P106, Political Science P101, Psychology P101A.

Writing (3 credits)

English P101A
Business Administration P135
English P050
Philosophy P111

Communications (3 credits)

Agriculture P103
Speech P101
Speech P102

Mathematics (0-4 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)

Agriculture P131
Anatomy P110
Anthropology P101
Biology P105
Biology P106
Biology P110
Microbiology P106
Physiology P101
Completion of the Psych. Tech. or Voc. Nursing Program

Physical Science (3 - 4 credits)

Agriculture P106
Astronomy P101
Chemistry P101A
Chemistry P101B
Chemistry P106
Chemistry P108
Chemistry P202A
Chemistry P202B
Geography P114
Geology P110
Physical Science P112
Physics P102A
Physics P102B
Physics P104A
Physics P104B
Physics P204A
AP-Chemistry
AP-Physics B
AP-Physics C

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 P103
Political Science P105
Political Science P106
AP-American Government
AP-American History

List B

Agriculture P102
Anthropology P102
Anthropology P105
Criminology P111

Criminology P123
Economics P101 (1B)
Economics P102 (1A)
Geography P113
Geography P114
History P104
History P105
History P218
History P219
Human Services P120
Political Science P110
Psychology P101A
Psychology P110
Sociology P102
Sociology P120
Sociology P121
Sociology P127
AP-European History
AP-Macroeconomics
AP-Microeconomics

Analytical Thinking (1 - 3 credits)

Agriculture P104
Information Systems P100
Information Systems P001
Philosophy P107
Philosophy P110
Philosophy P111
Any three- or four- credit mathematics course numbered P101 through P122

Ethnic Studies (1 - 3 credits)

Anthropology P105
Child Development P117
English P112
English P113
English P117
English P120
History P108
History P119
History P120
History P121
History P123
Human Services P105
Social Science P134
Social Science P135
Social Science P136
Social Science P138
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 P115
 English P116
 English P118
 English P119
 English P130
 English P140
 English P141
 Humanities P114
 Music P110
 Music P111
 Music P112
 Philosophy P106
 Philosophy P108
 Philosophy P109
 Philosophy P110
 Philosophy P112
 Philosophy P113

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 P110, 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.

CSU 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)
 Philosophy P111 (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

Agriculture P131 (3)
 Anatomy P110 (4)
 Anthropology P101 (3)
 Biology P105 (5)
 Biology P106 (5)
 Biology P110 (4)
 Microbiology P106 (5)
 Physiology P101 (5)

B-3 Laboratory Activity

Astronomy P101 (4)
 Biology P105 (5)
 Biology P106 (5)
 Biology P110 (4)
 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)

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)
 Film P100 (3)

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 (4)
 American Sign Language P102 (4)
 American Sign Language P103 (3)
 American Sign Language P104 (3)
 Anthropology P102 (3)
 English P101B (3)
 English P102 (3)
 English P103 (3)
 English P104 (3)
 English P112 (3)
 English P113 (2)
 English P114 (3)
 English P115 (3)
 English P116 (3)
 English P117 (1-2)
 English P118 (3)
 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 P108 (3)
 Philosophy P109 (3)
 Philosophy P110 (3)
 Philosophy P112 (3)
 Philosophy P113 (3)
 Spanish P101 (4)
 Spanish P102 (4)
 Spanish P103 (4)
 Spanish P104 (4)
 Spanish P105 Bi (4)
 Spanish P106 Bi (4)
 AP - European History

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)
 Political Science P110 (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

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.

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 P104 Math P205
 Math P103 Math P122 Math P206
 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.

<u>Arts</u>	<u>Humanities</u>	
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	Philosophy P110
	English P115	Spanish P103
		Spanish P104

AREA 4—SOCIAL and BEHAVIORAL SCIENCES 3 courses/9 semester credits - minimum of two curricular areas.

Anthropology P103 History P117 Poli. Sci. P103
 Anthropology P105 History P118 Poli. Sci. P105
 Economics P101 History P119 Psychology P101A
 Economics P102 History P120 Psychology P120

Geography P113 History P121 Psychology P133
 Geography P114 History P123 Sociology P101
 Geography P115 History P218 Sociology P102
 History P104 History P219 Sociology P120
 History P105 Poli. Sci. P101 Sociology P121
 History P108 Poli. Sci. P102 Sociology P127

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 P105
 Biology P106
 Microbiology P106
 Physiology P101

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 P105
 Spanish P101 Spanish P106
 Spanish P102

ASSOCIATE DEGREE MAJORS

Administration of Justice 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 P051A - Arrest and Control 2 credits
 CRIM P051B - Firearms 1 credit
 CRIM P066A - Police Reserve Training, Level III 3 credits
 CRIM P066B - Police Reserve Training, Level II 10 credits

Agriculture Major - Production

Emphasis

AGRI P101 - Intro to Ag Business/Economics	3 credits
AGRI P102 - Agricultural Economics	3 credits
AGRI P103 - Agricultural Sales	3 credits
AGRI P104 - Computer Applications in Agriculture	3 credits
AGRI P106 - Introduction to Soil Science	3 credits
AGRI P107 - Agricultural Marketing	3 credits
AGRI P110 - Principles of Pesticide Use	3 credits
AGRI P117 - Plant Propagation/Production	3 credits
AGRI P131 - Introduction to Plant Science	3 credits
AGRI P132 - Agricultural Math	3 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
Commercial Art P103 - Illustration	2 credits
Computer Graphics P110 - Computer Graphics	3 credits
Computer Graphics P112 - Digital Imaging	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
Computer Graphics P110 - Computer Graphics	3 credits
Photography P101 - Basic Photography	3 credits

Recommended Courses

Art P110 - Ancient Art History	3 credits
Art P111 - Renaissance & Baroque Art History	3 credits
Applied Design P102 - Ceramics	2 credits
Applied Design P104 - Jewelry	2 credits
Commercial Art P105 - Air Brush	2 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
Students enrolled in Automotive (Power Technology) classes will be required to provide a basic hand tool set.	

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 ³ - Legal Environment of Business	3 credits
Business Admin. P101 ⁴ - 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).

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

Child Development Major

Required Courses

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

Choose Either Block

CHDV P142 - Prin./Early Childhood Education	2 credits
CHDV P144 - Creative Activities for Children	3 credits
or	
CHDV P143 - Prin./Early Childhood Education	2 credits
CHDV P145 - Creative Activities for Children	2 credits

And other Child Development elective courses totaling 18 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 P104 - Basic Painting	2 credits
Art P118 - Figure Drawing	2 credits
Computer Graphics P110 - Computer Graphics	3 credits
Photography P101 - Basic Photography	3 credits

Corrections 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	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 P051A - Arrest/Control	2 credits
CRIM P051B - Firearms	1 credit

Drafting Major

Required courses - 23 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)

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

Electives (7 credits)

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

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 fulfill 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)

Mathematics Major

The mathematics major is pending approval for fall 2003. Please contact your counselor regarding the status of this program.

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

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

Group II: Recommended

BSAD P101 - Introduction to Business	3 credits
BSAD P140 or P142-Business Law or The Legal Environment of Business	4-3 credits
OFFT P101A* and P101B* - Beginning Keyboarding	2 credits
OFFT P004 - Basic Machine Transcription	2 credits
OFFT 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.

Natural and Physical Sciences Major

The Associate in Science degree may be awarded to students who satisfy the Associate in Art 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 P110, Geology P110, and Physical Science P112.

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
Computer Graphics P112 - Digital Imaging	3 credits
Photography P105 - Adv. Color Photography	3 credits
Photography P124 - Landscape Photography	1 credit

Social Science Major

Required Courses (18 credits total)

List A (one course)

HIST P117 - Colonial Period to 1865 credits	3
HIST P118 - 1865 to the Present	3 credits
POLS P101 - American Government	3 credits

List B (one course)

ANTH P102 - Cultural Anthropology	3 credits
ECON P101 - Principles of Economics	3 credits
ECON P102 - Principles of Economics	3 credits
GEOG P114 - Physical Geography	3 credits
GEOG P115 - Economic Geography	3 credits
PHIL P106 - Introduction to Philosophy	3 credits
PSYC P101A - General Psychology	3 credits
SOCI P101 - Introduction to Sociology	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

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

Group II: suggested courses

ACCT P010 - Practical Accounting	3 credits
MATH 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.

Certificates and Skills Awards

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 later take 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, usually 18-23 credits. Specific requirements in a subject matter area will be developed by the division faculty and approved by the Curriculum Committee.

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.

Skills Awards are also offered in a few select disciplines and/or technical fields. These awards are for work of less than 18 credits. The division faculty will define the requirements.

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
BSAD P142 - 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 - Prin. of Economics (Microeconomics)	3 credits
ECON P102 - Prin. of Economics (Macroeconomics)	3 credits

Administration of Justice 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 P051A - Arrest and Control	2 credits
Crim P051B - Firearms	1 credit
Crim P066A - Police Reserve Training, Level III	3 credits
Crim P066B - Police Reserve Training, Level II	12 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
Computer Graphics P112 - Digital Imaging	3 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

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	3 credits
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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 P112 - Modern Art History	3 credits
Commercial Art P105 - Airbrush	2 credits
Computer Graphics P110 - Computer Graphics	3 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 Certificate 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:

MATH P065 - 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 P107 - Architectural Drawing	3 credits
Drafting P109 - Principles of Bidding & Estimating	4 credits

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

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.

Corrections 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	
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

Drafting Certificate

Fundamentals of drafting, use of instruments and scales. Lettering, sketching, geometric constructions, ortho-graphic 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

Due to recent changes in federal regulations, the Educational Aide Certificate program is currently undergoing revision. Please contact your counselor regarding the status of this program.

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	OFFT P105 - Administrative Office Procedures	3 credits
Choose one of the following:		OFFT P107 - Records Management	2 credits
Sociology P101 - Introduction to Sociology	3 credits	OFFT P109 * - Electronic Office Machines	1 credit
Psychology P126 - Lifespan Human Development	3 credits	OFFT P020 - Business Vocabulary and Spelling	3 credits
Psychology P110 - Abnormal Psychology	3 credits	OFFT P030 - Human Relations in Business	2 credits
Psychology P133 - Psychology of Personal and Social Adjustment	3 credits	Group II: Recommended	
Option A - Mental Health / Substance Abuse (16-19 credits required)		BSAD P101 - Intro. to Business	3 credits
Human Services P106 - Psychopharmacology	2 credits	BSAD P140 or P142- Business Law or The Legal Environment of Business	4-3 credits
Human Services P102 - Alcohol / Substance Abuse	3 credits	OFFT P101A and P101B* -Beginning Keyboarding	2 credits
Human Services P112, P134-P135 - Internship [5 credits for CAADAC]	2 - 5 credits	OFFT P004 - Basic Machine Transcription	2 credits
Human Services P107 - Psychopathology & Dual Diagnosis	3 credits	OFFT P061-P062-P063-P064 - Office Practice Lab	1 - 4 credits
Human Services P108 - Counseling	3 credits	¹ May be substituted with Accounting P110 (only 3 credits)	
Human Services P111 - Case Management	3 credits	*Proficiency may be demonstrated by exam.	
Option B - Geriatrics (3.5 credits required)		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.	
Human Services P134-P135 - Internship	0.5 credits	Accounting P010	3 credits
Human Services P114 - Geriatric Issues	3 credits	Business P012	3 credits
Option C - Developmental Disabilities (7 credits required)		Inf. Systems P001	3 credits
Human Services P134-P135 - Internship	1 credit	Office Technology P109*	1 credit
PSYT P020A - Developmental Disabilities	2.5 credits		
PSYT P020B - Promoting Development and Adjustment	2 credits		
PSYT P020C - Behavior Management	2 credits		

Information Systems Certificate

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

Required (13 credits)

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

Electives (7 credits)

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

ACCT P010 ¹ - Practical Accounting	3 credits
BSAD P135 - Letter & Report Writing	3 credits
BUS P011 - Business Mathematics	3 credits
BUS P012 - Business English	3 credits
INFS P001 - Introduction to Computers	3 credits
INFS P021 or P020- Introduction to Spreadsheet	2 credits
INFS P010 or P011A- Introduction to Word Processing	2 credits

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.

To be considered for the Psychiatric Technician program you must:

1. Return completed application.
2. Porterville College assessment tests (recommended).
3. English P050, Math P065 with a grade of "C" or higher or have equivalent scores on the assessment tests (recommended).
4. 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:
 - a. PTVN P009
 - b. Anatomy P052
5. Submit with application
 - 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 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 fields include a letter of verification of length of time.
6. It is the applicant's responsibility to see that all the above are on file in the Health Careers Office.

First Semester

PTVN P010A - Fundamentals of Nursing	3 credits
PTVN P010B - Intro. to Medical/ Surgical Nursing	5 credits
PTVN P010C - Life Span Development	2 credits
PTVN P010D - Clinical Practice	6 credits

Second Semester

PSYT P020A - Developmental Disabilities	2.5 credits
PSYT P020B - Understanding/Promoting Personal Development	2 credits
PSYT P020C - Principles/Practices of Behavioral Support	2 credits
PSYT P020D - Pharmacology: Concepts and Practices	1.5 credit
PSYT P020E - Therapeutics of Communication and Relationships	2 credits
PSYT P020F - Clinical Practice	6 credits

Third Semester

PSYT P030A -Psychiatric Nursing Practice: Responsibilities and Approaches	1.5 credits
PSYT P030B - Psychopathology I - Major Mental Illness	2 credits
PSYT P030C - Crisis Assessment and Intervention	1.5 credits
PSYT P030D - Psychopathology II - Disorder of Children, Elderly, Personality and Addiction	2.5 credits
PSYT P030E - Therapeutic Methods	2 credits
PSYT P030F - Clinical Practice	6 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.

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 (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.

Applied Design P113 - Commercial Design	2 credits
Art P103 - Basic Drawing	3 credits
Art P104 - Basic Painting	2 credits
Commercial Art P102 - Layout and Design	2 credits
Commercial Art P103 - Illustration	2 credits
Commercial Art P105 - Air Brush	2 credits
Computer Graphics P110 - Computer Graphics	3 credits
Computer Graphics P112 - Digital Imaging	3 credits
Drafting P103A - Engineering Drawing	3 credits
Photography P101 - Basic Photo	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)

Computer Graphics P110 - Computer Graphics	3 credits
Photography P101 - Basic Photography	3 credits
Photography P102 - Intermediate 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:

Computer Graphics P112 - Digital Imaging	3 credits
Photography P124 - Landscape Photography	4 credits

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, provides 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.

To be considered for the Vocational Nursing Program you must:

1. Return completed application.
2. Porterville College assessment tests. (recommended)
3. English P050, Math P065 with a grade of "C" or higher or have equivalent scores on the assessment tests. (recommended)
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. PTVN P009
 - b. Anatomy P052
 - c. Psychology P101A
5. Hold a CPR card which is good through the first year of the Vocational Nursing Program. (Furnish Health Careers Office with copy.) Provide this after being accepted into the program.
6. Submit with application
 - 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, submit a copy of it to Health Careers.
 - c. One copy of transcripts from any college attended 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, include a letter of verification of length of time.
7. It is the applicants' responsibility to see that all the above are on file in the Health Careers Office.

First Semester

PT/VN P010A – Fundamentals / Nursing	3 credits
PT/VN P010B – Intro. to Medical/ Surgical Nursing	5 credits

PT/VN P010C – Life Span Development	2 credits
PT/VN P010D – Clinical Practice	6 credits

Second Semester

VNRS P025A – Endocrine System	2 credits
VNRS P025B – Gastro Intestinal System	1.5 credits
VNRS P025C – Musculoskeletal System	1 credit
VNRS P025D – Genito-Urinary System	1 credit
VNRS P025E – Diseases and Disorders of the Eye and Ear	1 credit
VNRS P025F – Integumentary System	1 credit
VNRS P025G – Pediatrics	1.5 credits
VNRS P025H – Clinical Practice	6 credits

Third Semester

VNRS P035A - Leadership/ Communication	1 credit
VNRS P035B - Maternity Nursing	2 credits
VNRS P035C - Cardiovascular System	2 credits
VNRS P035D - Respiratory System	2 credits
VNRS P035E - Nervous System	2 credits
VNRS P035F - Clinical Practice	6 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
WELD P116 - Arc and Gas Welding	3 credits
WELD P117 - Advanced Arc and Gas Welding	3 credits
WELD P118 - Inert Gas Welding	3 credits
WELD P119 - Metal Fabrication	3 credits
WELD P120 - Advanced Metal Fabrication	3 credits
WELD P121 - Welder Cert: Shielded Metal-Arc	1 credit
WELD P123 - Welder Cert: Inert Gas (MIG)	1 credit
WELD P124 - Welder Cert: Inert Gas (TIG)	1 credit

SKILLS AWARDS

Entry Accounting Clerk

Completion of twelve (12) credits required to receive the skills award, 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 skills award, 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 P130 Income Tax for Individuals & Business	3 credits
BSAD P140	Business Law, or 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 P120 Managerial Accounting (1B)	3 credits
OFFT P101B	Beginning Keyboarding	1 credit

Computer Applications

Completion of twelve (12) credits required to receive the skills award, 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

Other INFS P050 and P060 series courses.

General Business

Completion of twelve (12) credits required to receive the skills award, 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 skills award, 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	3 credits
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 skills award, 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.



In Memory of Dr. K. Thomas (“Tom”) Sabo

1948-2003

Tom was born in Connecticut, attended high school in New Mexico, and later moved to California, where he earned a master’s degree in Psychology at Fresno State University and a Ph.D. in clinical psychology from the California School of Professional Psychology. He came to Porterville College in the early 1990’s and was instrumental in developing the Certificate Program in Human Services. Many graduates of that program have gone on to become successful practitioners in the field of substance abuse counseling. Tom worked extensively with the Tule River Indians and was awarded an eagle feather in honor of his dedication and service to tribal members. He was on the executive board of the California Association of Alcohol and Drug Educators, and served as its central California vice president.

Tom excelled most at being himself and for encouraging others to do likewise. As a result, he was an exceptional psychologist, teacher and the rarest of friends. He left an indelible mark on those he touched during his life and on Porterville College. To those who called him friend, Dr. Tom Sabo will never be forgotten. A coastal redwood tree has been planted on the west side of the campus in his honor and to represent his spirit.

Staff

DIVISIONAL ORGANIZATION

<i>Division</i>	<i>Chairperson</i>
Applied Technology Division Agriculture, Automotive (Power-Technology), Building Trades, Criminology, Drafting, Fire Technology, Reserve Officer Training, Welding (Metals)	Craig Britton
Business Education Accounting, Business Administration, Information Systems, General Business, Marketing, Office Technology, Real Estate, Secretarial Training	Young Kim
Education and Career Development Division Career Development, Child Development, Education, General Studies, Work Experience	Linda Denny
Fine and Applied Arts Applied Design, Commercial Art, Drama, Film, Fine Arts, Graphic Art, Humanities, Music, Oral Communication, Photography, Video	Phil Simons
Health Careers Division Associate Degree in Nursing; Emergency Medical Technician I and II; Psychiatric Technology; Vocational Nursing	Valerie Lombardi
Language Arts Division English, English as a Foreign Language, Spanish, American Sign Language	Susan Regier
Natural Science & Mathematics Anatomy, Biology, Chemistry, Engineering, Geology, Mathematics, Microbiology, Natural Science, Physics, Physiology	Teresa Minter-Procter
Physical Education & Athletics Activity Classes, Health Education, Intra-Mural Sports, Pre-Professional Courses	Ron Glahn Darryl Williams
Social Science Division Anthropology, Economics, Geography, History, Human Services, Philosophy, Political Science, Psychology, Sociology	Richard Osborne
Student Learning Services Division	Carol Wilkins

FACULTY/ADMINISTRATORS

Allen, Diane (<i>Associate Professor</i>) B.A., California State University, Fresno; M.A., California State University, Fresno. (1996)	Learning Disabilities Specialist
Andrews, William A.A. degree, Liberal Arts, Marshalltown Community College, Iowa; Bachelor's degree, English/Teaching, University of Northern Iowa, Cedar Falls, Iowa; Master's Degree, Library Science and Master's in Education Degree, Educational Media, University of Northern Iowa; Doctorate in Higher Education Administration and Management, New Mexico State University (2000)	President
Bailey, Mary Linda (<i>Professor</i>) 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)	Reference Librarian
Ball, Karen (<i>Pre-school Head-Teacher</i>) A.A., Porterville College. (1986)	Child Development Center
Barker, Lorie (<i>Associate Professor</i>) B.A., Willamete University; M.S., Montana State University; M.L.S., University of Arizona (1999)	Reference Librarian
Behrens, Kim (<i>Assistant Professor</i>) B.S., Humboldt State Univ. (2001)	Nursing
Benander, Kathryn (<i>Associate Professor</i>) B.A., California State University, Bakersfield; M.A., California State University, Bakersfield. (1991)	English
Bennett, Kathleen B.S., Oklahoma State University, Sillwater, OK; M.A., California State University, Bakersfield. (1997)	Dean of Learning
Bezayiff, David M.A., University of Washington; Ph.D., Oregon State University. (1996)	History
Bishop, Karen (<i>Associate Professor</i>) B.A., University of West Florida, Pensacola, FL; M.A., University of Connecticut, Storrs, CT. (1997)	Sociology
Black, Melissa (<i>Assistant Professor</i>) B.A. University of Redlands; M.A., San Francisco State University (2001)	English
Boudreaux, Portia (<i>Assistant Professor</i>) Porterville College: 1987-1995; completed 40 semester units; Porterville Developmental Center: Completed various seminars totaling 22.35 semester units. (2001)	Health Careers
Brannan, George (<i>Professor</i>) B.A., University of California, Berkeley; M.A., University of Illinois; R.N., Parkland College. (1993)	Health Careers
Britton, Craig (<i>Assistant Professor</i>) B.S., California State University, Fresno. (1998)	Agriculture
Buchholz, Laurie (<i>Assistant Professor</i>) B.A., Dakota Wesleyan University, SD; M.A., Mississippi State University, MS. (1997)	English
Burcham, Victoria (<i>Pre-School Head-Teacher</i>) B.S., California State University, Fresno. (1983)	Child Development
Carley, Michael (<i>Assistant Professor</i>) B.S., C.S.U. Fresno, A.M., Stanford University. (2000)	Institutional Researcher
Carson, James (<i>Associate Professor</i>) B.S., C.S.U. Fresno, M.B.A., C.S.U. Bakersfield. (2000)	Information Systems
Chan, Patrick (<i>Professor</i>) B.A., Soochow University; M.S., University of Missouri; M.B.A., University of North Texas. (1990)	Information Systems
Chavez, Donna (<i>Pre-School Teacher</i>) A.A., Porterville College (1997)	Child Development
Dale, Dan A.A., Santa Monica College; B.S., California State University Los Angeles; M.A., California State University, Fresno; Ed.D., Nova Southeastern University. (1991)	Criminology
Davis, Bret (<i>Assistant Professor</i>) B.S., San Jose State University; M.S., California State University, Hayward, CA. (1997)	Men's Baseball Coach
Denny, Linda (<i>Assistant Professor</i>) B.S., C.S.U. Fresno, M.S., Le Verne University. (1999)	Coordinator Workforce Development and Training (CalWORKS)
Drake, Beverly (<i>Assistant Professor</i>) B.S., C.S.U. Fresno. (2001)	Nursing
Dugan, Vickie (<i>Associate Professor</i>) 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)	Women's Softball Coach
Ecung, Antonia B. B.A., California State University, San Bernardino; M.S., State University of New York College at Cortland. (2002)	Dean of Learning
Eitelgeorge, Scott (<i>Assistant Professor</i>) B.A., Saint Mary's College; M.A., Saint Mary's College (2001)	Men's Basketball Coach
Engel, Dan A. (<i>Professor</i>) B.S. and M.S., University of California at Los Angeles. Graduate Study: University of California at Los Angeles, member American Chemical Society. (1973)	Chemistry
Etcheverry, John B.S., California State University, Stanislaus; M.B.A., California State University, Fresno. (2002)	Director, Business Services
French-Unser, Sara (<i>Assistant Professor</i>) B.A., California State University, Bakersfield; M.A., California State University, Bakersfield. (2002)	English
Gardea, Jacinto (<i>Professor</i>) 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)	English/EFL
Gervasi, Jeffrey (<i>Assistant Professor</i>) B.A., Rutgers University, mathematics; M.A., Villanova University, mathematics. (1995)	Mathematics
Glahn, Ron (<i>Professor</i>) A.A., Santa Ana Community College; B.A., California State University, Long Beach; M.S., Ed.D., Pepperdine; United States Sports Academy, Mobile, Alabama; A.T.C. National Athletic Trainer Association; Exercise Specialist; American College of Sports Medicine. (1979)	Physical Education
Goode, Richard (<i>Assistant Professor</i>) B.S., Physics, California State University, Bakersfield (2001)	Physical Science
Gurrola, Virginia (<i>Assistant Professor</i>) A.A., Porterville College; B.A., California State University, Bakersfield. (1977)	Director, EOPS/Financial Aid
Gutierrez, Marie "Connie" (<i>Assistant Professor</i>) A.A., College of the Sequoias, Visalia; B.A. and M.A., California State University, Fresno. (1999)	Spanish
Hathaway, Stewart (<i>Associate Professor</i>) B.A. and M.A., Northern Arizona University. (2000)	Mathematics
Henry, William (<i>Assistant Professor</i>) A.A., Bakersfield College; B.S., LaSalle University. Additional work at California State University, Bakersfield. (1998)	Administration of Justice
Hensley, David (<i>Professor</i>) B.A., Music, California State University, Fullerton; M.M., Conducting, Northern Arizona University. (1994)	Music
Herrera, Mercedes (<i>Professor</i>) A.A., College of the Sequoias; B.A., U.C. Santa Barbara; M.A., San Jose State. (1990)	Counselor, EOPS Matriculation

- 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 (*Associate Professor*) Health Careers
B.S.N., M.S., California State University, Bakersfield. (1985)
- Iniguez-Carrera, Frances (*Assistant Professor*) Counselor
B.A., California State University, Bakersfield; M.S., California State University. (1999)
- Jordan, Mary Jo (*Assistant Professor*) Child Development
M.A., Pacific Oaks College (2001)
- Josten, Muriel (*Assistant Professor*) Coop. Work Experience Coord.
B.A., California State University, Fresno (2001)
- Kavern, David (*Assistant Professor*) Women's Basketball Coach
A.A., Porterville College; B.A., California State University, Sacramento; M.S., Ohio University (2001)
- Keele, Jeffrey (*Associate Professor*) Political Science/Economics
B.A., Brigham Young University, M.A. and Ph.D., University of California, Berkeley. (2000)
- Kim, Young (*Professor*) Accounting/Business
B.S., Sungkyunkwan University, Korea; M.S., University of Wisconsin; additional graduate work at University of Oklahoma. (1991)
- Leslie, Kelly (*Assistant Professor*) Instrumental Music Instructor
B.A., California State University, Fresno; M.A., California State University, Fresno (2001)
- 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)
- Lozano, Elvira (*Assistant Professor*) Psychology
B.A. and M.A., California State University, Fresno. (2000)
- 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)
- 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; University of California, Davis. (1984)
- Moody, Joyce (*Professor*) Health Careers
A.S., Porterville College, Bakersfield College; B.S.N., P.H.N., M.S.N., California State College, Bakersfield. Additional study; University of California, Berkeley. (1984)
- 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)
- Mouanoutoua, Kongming (*Counselor/Instructor*) Counselor
A.A., Oakland City University; B.A., National University, Fresno; M.A., Fresno Pacific University. (1999)
- Neilson, Lynn-Marie Health Careers
B.S.N., California State University, Fresno. (2001)
- Nelson, Darryl (*Associate Professor*) Art
B.A., Fine Arts, California State University, Fresno; M.F.A., California State University, San Jose. (1987)
- Osborne, Richard (*Professor*) Sociology/Anthropology
A.A., Fullerton, Fine Arts; B.A., California State University, Fullerton, Sociology; M.A., California State University, Bakersfield, Anthropology. (1995)
- Pendleton, Donna (*Pre-school Teacher*) Child Development Center
Porterville College. (1993)
- Piersol, Christopher (*Associate Professor*) Natural Science/Math
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./Mathematics
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)
- Roche, Christopher Health Careers
A.A., Porterville College; B.A., Fresno Pacific University (2001)
- Rogers, Sharon (*Pre-school Teacher*) Child Development Center
Porterville College. (1993)
- Roman, Maria (*Assistant Professor*) EOPS/CARE Counselor
A.A., Porterville College; B.A., California State University, Bakersfield; M.A., California State University, Bakersfield (2001)
- Ruelas, Miguel (*Associate Professor*) Math
B.S., U.C.L.A.; M.A., U.C. Santa Cruz (2001)
- Satko, Jon (*Assistant Professor*) Physics
B.S., College of William and Mary, Virginia; M.S., Colorado University, Colorado Springs, Colorado. (2002)
- Schultz, Steven Vice President of Learning
A.A., Porterville College; B.S., California State University, Fresno; M.A., California State University, Fresno. (1989)
- Sciacqua, Danny (*Assistant Professor*) Health Careers
B.S., Chapman University (2000)
- Simons, Phil (*Professor*) Oral Communications
A.B. and M.A., Fresno State College. (1970)
- Spalsbury, Jeff (*Professor*) Director, Library Media Center
B.A., San Jose State University; M.L.S., University of Denver. (1992)
- Sporer, Gail (*Assistant Professor*) Mathematics
B.S., California State University, Bakersfield, M.A., University of California, Santa Barbara. (2000)
- Syrdahl, Rickelle (*Assistant Professor*) Biology
B.A., University of California, Santa Barbara; M.S., California State University, Chico. (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)
- Trueblood, Vicky (*Assistant Professor*) English
A.S., Mt. San Antonio College, Walnut, California; B.A., California State University, Bakersfield; M.A., California State University, Bakersfield. (2002)
- Vasquez, Yolanda (*Assistant Professor*) Trio Counselor
B.S., California State University, Fresno; M.A., California State University, Fresno (2001)
- Vega, Miles (*Associate Professor*) Counselor
B.A., The Masters College; M.S., California State University, Dominguez Hills. Secondary teaching credential, Loyola Marymount University. (1996)
- Waddle, Sherie (*Assistant Professor*) Math
B.S., Cal Poly, San Luis Obispo; M.S., California State University, Long Beach. (2002)
- Wagstaff, Ann Marie (*Professor*) Language Arts
B.A., University of North Carolina, Chapel Hill; M.A., University of California, Davis; Ph.D., University of California, Davis. (1996)
- Ward, Beverly (*Assistant Professor*) Nursing
A.S., Porterville College; B.S., California State University, Bakersfield. (1999)
- Wiens, Joel (*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)
- Zeboskey, Karen (*Assistant Professor*) Health Careers
A.S., Porterville College, B.S.N., M.P.H.A., and M.S.N., California State University, Bakersfield. (2000)

Instructional Programs

GENERAL INFORMATION

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
Engineering	.ENGR
English	.ENGL
English as a Second Lang.	.EFL
Film	.FILM
Fire Technology	.FIRE
Geography	.GEOG

Geology	.GEOL
Health Education	.HLED
Health Careers	.HCRS
History	.HIST
Human Services	.HMSV
Humanities	.HUM
Information Systems	.INFS
Journalism	.JRNL
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	.ZOOL

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 a counselor 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.

OCCUPATIONAL ADVISORY COMMITTEES

Agriculture Advisory Committee

Geary Austin - Leffingwell Ag.
Mike Bishop - Porterville Citrus, Inc.
Craig Britton - Instructor, Porterville College
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.

Building Trades Advisory Committee

Randy Gray, Air Conditioning Contractor, Porterville
Bill Horst, Tulare County Building Inspector, Porterville
Tom Moreno, Cabinet Maker, Porterville
Dan Morgan, Morgan Framing/Tule River Truss Co.
Johnny Spears, Copeland Lumber
Mike & Lynn Tyler, Owners - Springville Building Materials

Child Care Advisory Committee

Karen Ball, PC Federal Block Child Care Center Site Supervisor

Victoria Burcham, PC Child Development Site Supervisor
Linda Denny, Porterville College
Mona Gauger, Community Member
Holly Gilliland, Parent Advisory Committee Representative
SanDee Hodges, Faculty COS
Carol Johnson, Pediatric Nurse, Porterville
Mary Jo Jordan, Porterville College
Denise Marchant, Development Associate, City of Porterville
Lou Marchant, Director, Student Affairs/Orientation
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
Mary Wright, COS Child Development Director, Visalia

Cooperative Work Experience Education Advisory Committee

Linda Denny, Porterville College
Debbie Dodd, Porterville Adult School
Steve Gilstrap, Porterville College
Rick Gonzales, Tulare County Office of Education
Susan Hamlin, Wal-Mart Stores, Inc.
Richard Jameson, Porterville School District
Muriel Josten, Porterville College
Young Kim, Porterville College
Jim Raymond, R & L Enterprizes
Donette Silva, Porterville Chamber of Commerce
Sydney Sims, Wal-Mart Stores, Inc.

Criminology Advisory Committee

Chief Silver Rodriguez, Porterville Police Department
Chief Bert Garzelli, Lindsay Police Department
Chief John Kunkel, Exeter Police Department
Mr. Stan Kopmant, Chief Probation Officer
Mr. John Janzen, Lieutenant, California Highway Patrol
Sheriff Bill Wittman, Tulare County Sheriffs' Department

Drafting Advisory Committee

Glenn A. Burden, Instructor - Monache High School
Jim Hyatt, Drafting Instructor, Porterville High School
Stephen Smith, Professional Engineer - R. L. Schafer & Assoc.
Dennis Townsend, Hobbs Architectural Group, Porterville

Health Careers Advisory Committee

Linda Bailey, RN, PDC, Porterville
Bill Chung, RN, retired, Porterville
Clint Cook, Psychiatric Technician, PDC, Porterville
Dan Fiori, EMT II, Imperial Ambulance, Porterville
Yvonne Fiori, Psychiatric Technician, PDC, Porterville
Donna Gerdes, RN, PDC, Porterville
Sherri Higgins, LVN, Porterville
Keith Joyner, Psychiatric Technician, PDC, Porterville
Vicki Simpson, LVN, Sierra View District Hospital

Human Services Advisory Committee

Rick Campbell
Jim Chapin, Porterville Developmental Center
Joe Giannantonio, Cal State, Bakersfield
Bob Hulsey, PAAR
Bob Johnson, California School of Professional Psychology

Noreen Johnson, Tulare County Health/Human Services
 Shirley Kluver, Turning Point
 Ann Konda, Alternative Service
 Valerie Lombardi, Porterville College Health Careers
 Claude Meitzenheimer, SATF/Corcoran
 Don Nikkel, Kingsview
 Gordon Osmus, Porterville Sheltered Workshop
 Chet Phillipe, Porterville College
 Ramona Roberts, Tulare Co. Alcoholism Commission

Information Systems Advisory Committee

Gus Beatty, MIS Manager, City of Porterville
 John Burkey, IT Site Manager, Beckman Coulter, Inc.
 Jim Carson, Associate Professor, Porterville College
 Patrick Chan, Professor, Porterville College
 Tom Fiormonti, Co-Chair/Business Department, Monache High School
 Amanda Germaine, Granite Hills High School
 Larry Gray, Co-Chair/Business Department, Porterville High School
 Young Kim, Professor/Division Chair, Porterville College
 Lyle Martin, Network Manager, Porterville College
 Ted Olson, President/CEO, Olson Computer Services/OACYS Technology
 Kevin Shimamoto, Chief Information Officer, Sierra View District Hospital

Office Technology Advisory Committee

Tiffany Alkire, Spallina & Krase, Attorneys at Law
 Linda Gilpin, Medical Information Systems Manger, Sierra View District Hospital
 Charrie Lively, General Manager, Automated Temp. Services
 Ellen Medley, Professor/Advisor, Porterville College
 Orfa Salazar, Employment Program Representative, Employment Development Department
 Sheryl White, Personnel Technician, City of Porterville
 Susan Williams, Part-time Instructor, Porterville College

Paraprofessional Accounting Advisory Committee

Pamela A. Fitzpatrick, Fitzpatrick Professional Accounting Services
 David D. Hebebrand, CPA, DEH & Associates
 Young Kim, Professor, Porterville College
 Charles F. McAnnich, CED J-R-U, Incorporated

Supervision Advisory Committee

Pat Beck, Human Resources Officer, Sequoia National Forest Headquarters
 Susan Hamlin, Personnel Manager, Wal-Mart
 Teresa Jackson, Personnel Mgr., Beckman Instruments, Porterville
 Gary Johnson, Porterville Developmental Center, Porterville
 Ellen Medley, Professor/Advisor, Business, Porterville College
 Marilyn R. Pankey, Vice President for Performance Resources, Sierra View District Hospital
 Jan Price, Educational Specialist, Tulare County Office of Education
 Rudy Roman, Employment Program Supervisor, Employment Development Department

Welding Advisory Committee

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

PROGRAMS

Accounting

DIVISION

Business Education

DIVISION CHAIR

Young Kim

FACULTY

Full-Time
 Young Kim

Part-Time
 Don Bastady
 Eva Hebebrand
 Andres Hinojosa
 Claude York

- Certificate of Accomplishment
- Skills Award

Accounting Courses

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. 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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Aeronautics

DIVISION

Applied Technology Division

DIVISION CHAIR

Craig Britton

Aeronautics Course

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 126.

Special Studies, see page 110.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Agriculture

DIVISION

Applied Technology Division

DIVISION CHAIR

Craig Britton

FACULTY

Full-Time

Craig Britton

Part-Time

Kyle Hansen

•Associate in Arts Degree

Agriculture Courses

P055 – Agriculture Leadership Training 3 credits

Prerequisite: None

Lecture 2 hours, laboratory 3 hours. Supervised field work related to lecture instruction including agricultural competitions, judging contests, recruiting programs, youth activity planning, preparation and execution. Field trips required. Not open to students with 12 credits in Agriculture P055. (A)

P101 – Introduction to Agribusiness 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)

P102 – Agricultural 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/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

Perquisite: 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

Lecture 2 hours, laboratory 3 hours. 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)

P107 – Agricultural Marketing 3 credits*Prerequisite: None*

Lecture 3 hours. Survey of marketing aspects of the agricultural industry. An overview of the structure and institutional aspects of the marketing system including global agricultural markets. Industry studies of the marketing of selected locally grown commodities will be made. (A/CSU)

P110 – Principles of Pesticide Use 3 credits*Prerequisite: None*

Lecture 3 hours. 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)

P117 – Plant Propagation/Production 3 credits*Prerequisite: None*

Lecture 2 hours, laboratory 3 hours. Plant propagation and production practices with emphasis on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control, structures and site layout. Preparation and use of propagating and planting mediums. Use and maintenance of common tools and equipment. Regulations pertaining to plant production. Not open to students with credit in Agriculture 17. (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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

American Sign Language

DIVISION

Language Arts Division

DIVISION CHAIR

Susan Regier

FACULTY*Part-Time*

Kathryn Billiou
Jessica Estermann
Ann Jones

American Sign Language Courses

P101– Beginning American Sign Language 4 credits*Recommended Prerequisite: Eligible for level 2 English placement.*

Lecture 5 hours. 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 4 credits*Prerequisite: ASL P101 with a "C" or higher or demonstrated skill level.**Recommended: Eligible for level 2 English placement.*

Lecture 5 hours. 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)

P103– Intermediate American Sign Language 3 credits*Prerequisite: ASL P102 with a "C" or higher or demonstrated skill level.**Recommended: Eligible for level 2 English placement.*

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/UC)

P104– Intermediate American Sign Language 3 credits*Prerequisite: ASL P103 with a "C" or higher or demonstrated skill level.**Recommended: Eligible for level 2 English placement.*

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/UC)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Anatomy

DIVISION

Natural Science and Mathematics

DIVISION CHAIR

Teresa Minter-Procter

FACULTY*Full-Time*

Joel Wiens

Part-Time

Marlis Brownfield
Owen Kim

Anatomy Courses

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 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, and dissection of the cat. Designed for students majoring in nursing, physical education and the medical and paramedical professions. Approved for credit/no-credit grading option. Not open to students with credit in Anatomy 10. (A/CSU/UC) CAN BIOL 10

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Anthropology

DIVISION

Social Science Division

FACULTY

Full-Time

Richard Osborne

DIVISION CHAIR

Richard Osborne

Part-Time

Jill Gardner
Krista Moreland
Leif Syrdahl

Anthropology Courses

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 126.

Special Studies, see page 126.

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Occupational Work Experience, see page 124.

Applied Design

DIVISION

Fine and Applied Arts Division

FACULTY

•Associate in Arts Degree

•Certificate of Accomplishment

DIVISION CHAIR

Phil Simons

Part-Time

Robert Mills
John Temple
Judith Trimble

Applied Design Courses

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, claylab, 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 eight credits 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 eight credits 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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Art

DIVISION

Fine and Applied Arts Division

DIVISION CHAIR

Phil Simons

FACULTY*Full-Time*

Tom Howell

Darryl Nelson

- Associate of Arts Degree

- Certificate of Achievement

Art Courses

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. Approved for credit/no-credit grading system. However, students may apply for a letter grade. 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 3 hours, laboratory 1 hour. 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 I, 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.
Lecture 1 1/2 hours, laboratory 4 1/2 hours. 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 that 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 126.

Special Studies, see page 110.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Astronomy

DIVISION

Natural Science & Mathematics Division

DIVISION CHAIR

Teresa Minter-Procter

Astronomy Course

P101—Elementary Astronomy

4 credits

Recommended prerequisite: Eligible for level 2 English placement and Math P055.

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. Approved for credit/no-credit grading option. Not open to students with credit in Astronomy 1. (A/CSU/UC)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Automotive Technology

DIVISION

Applied Technology Division

DIVISION CHAIR

Craig Britton

FACULTY

Part-Time

Brad Collins

- Associate in Arts Degree
- Certificate of Achievement

Automotive Technology Courses

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. Approved for credit/no-credit grading option. 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. Approved for credit/no-credit grading option. Not open to students with credit in Power Technology or Automotive 23. (A/CSU)

P124—Auto Tune-Up, Emission Control 3 credits*Prerequisite: None*

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

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Biology**DIVISION**

Natural Science & Mathematics Division

DIVISION CHAIR

Teresa Minter-Procter

FACULTY*Full-Time*

Teresa Minter-Procter

Rickelle Syrdahl

•Associate in Science Degree

Part-Time

Houri Case

Biology Courses**P105—Introductory Biology 5 credits***Recommended prerequisite: High school chemistry and eligible for level 2 English placement.*

Lecture 3 hours, laboratory 6 hours. An introduction to the molecular basis of cells, cell structure and function, and energy metabolism. Investigation of chromosomal genetics and inheritance patterns and population genetics. A survey of the prokaryote, protist, and animal kingdoms, with reference to structure, physiology, evolutionary relationships, reproduction and development. Introduction to viruses. Intended for students majoring in any of the biological and related sciences, but open to all qualified students. Not open to students with credit in Zoology 2 or P102. (A/CSU/UC) CAN BIOL 4

P106—Introductory Biology 5 credits*Recommended prerequisite: Eligible for level 2 English placement; high school chemistry.*

Lecture 3 hours, laboratory 6 hours. An introduction to ecology and environmental biology. Investigation of molecular genetics, including an introduction to genetic technologies. Review of energy transfer reactions. Survey of the fungal and plant kingdoms with reference to structure, physiology, evolutionary relationships and reproduction, with special attention to angiosperms. Intended for students majoring in any of the biological and related sciences, but open to all qualified students. Not open to students with credit in Botany 1 or P101. (A/CSU/UC) CAN BIOL 6

P110—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, molecular genetics, heredity and reproduction, ecology, and evolution. Includes a survey of organismal structure and function, and the phylogenetic relationships of major groups. Special reference to the bearing of biology on human life. Primarily intended for students not planning to transfer in the sciences. Not open to students with credit in General Education 4, Natural Sciences, Biology 10 or P101. (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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Building Trades**DIVISION**

Applied Technology Division

DIVISION CHAIR

Craig Britton

FACULTY*Part-Time*

Les Baxter

Thomas Reed

•Certificate of Achievement

Building Trades Courses

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

P051—Home Maintenance and Repair for Beginners 2 credits*Prerequisite: None.*

Lecture 1 hour, laboratory 3 hours. This course provides the student with knowledge and skills used in construction and maintenance of residential buildings. Knowledge in the areas of blueprint reading, building codes and construction/maintenance for repairs and/or additions in plumbing, electrical, cabinet making, solar design installations. Skills in the safe and effective use of hand and power tools will be developed. This class is offered on a credit/no-credit grading system. Maximum of four credits. (A)

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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Business

DIVISION

Business Education Division

DIVISION CHAIR

Young Kim

FACULTY

Full-Time

Ellen Medley

- Associate in Arts Degree
- Skills Awards

Business Courses

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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Business Administration**DIVISION**

Business Education Division

DIVISION CHAIR

Young Kim

FACULTY*Part-Time*

John Sawyer

•Associate of Arts Degree

Business Administration Courses**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)

P102—Introduction to e-Commerce**3 credits**

Recommended Prerequisite: Information Systems P050 and Business Administration P101.

Lecture 3 hours. This course provides an overview of today's electronic commerce that has become an essential and integral part of the modern economy. Conducting business activities such as selling, buying, logistics, and other business support services over the Internet not only has enhanced the traditional business models, but also has created new challenges, risks and opportunities. Various issues pertaining to e-commerce such as planning, marketing, web presence, order/payment processing, security, careers, as well as international, legal, and ethical issues will be examined. Individual and team projects including the creation of online stores and relevant web pages will be assigned as a part of the course requirement. (A/CSU)

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. 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) CAN BUS 8

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 that 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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Business Supervision

DIVISION

Business Education Division

DIVISION CHAIR

Young Kim

FACULTY

Part-Time

Teresa Callahan

Teresa Jackson

Gary Johnson

Munir Khan

- Certificate of Achievement

Business Supervision Courses

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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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 "selves" 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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Chemistry

DIVISION

Natural Science & Mathematics Division

DIVISION CHAIR

Teresa Minter-Procter

FACULTY

Full-Time

Dan Engel
Chris Piersol

Chemistry Courses

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.

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) with a grade of "C" or higher. Recommended: Eligible for level 2 English placement.

Lecture 3 hours, laboratory 3 hours. A survey of organic compounds, including the fundamental organic functional groups, representative types of organic chemical reactions, with special applications to health and life sciences. For students interested in chemical industries, medicine, dentistry, pharmacy, biology and related biological fields, engineering, medical terminology, and chiropractic, or students requiring only one semester of organic chemistry to complete chemistry requirements. Not open to students with credit in Chemistry 9. (A/CSU/UC) CAN CHEM 8

P202A—Organic Chemistry 5 credits

Prerequisite: Chemistry P101B 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, 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 basic organic laboratory techniques, lab notebook preparation, with emphasis on spectroscopic methods of structure determination. Alkanes, alkyl halides, alkenes, alkynes, alcohols, and their reactions are studied. Structure determination methods of mass spectrometry and infrared spectroscopy are introduced. Not open to students with credit in Chemistry 2A. (A/CSU/UC)

P202B—Organic Chemistry 5 credits

Prerequisite: Chemistry P202A with a grade of "C" or higher.

Lecture 3 hours, laboratory 6 hours. The Chemistry P202B is a continuation of Chemistry P202A. Chemistry P202A-B series is designed to fulfill the requirements for chemistry, premedical, 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 basic organic laboratory techniques, lab notebook preparation, with emphasis on spectroscopic methods of structure determination. Aromatics, aldehydes, ketones, carboxylic acids and their derivatives, amines, phenols, and bioorganic compounds and their reactions are studied. Structure determination methods of Visible/Ultraviolet and Nuclear Magnetic spectroscopy are introduced. Not open to students with credit in Chemistry 2B. (A/CSU/UC)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Child Development

DIVISION

Education/Career Development Division

DIVISION CHAIR

Linda Denny

FACULTY

Full-Time

Mary Jo Jordan

Part-Time

Raul Angeles
Karen Ball
Karen Cardell
Rebecca Carman
Wanda Easter
Roberta Hunter
Tess Lira
Mary Mendoza
Donna Pendleton
Jannie Perry
Naomi Reyna-Juarez
Marivel Topete

•Associate of Arts Degree

•Certificate of Achievement

Child Development Courses

P011—Music Activities for Young Children 1 credit

Prerequisite: None.

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

P012—Movement Activities for Young Children 1 Credit

Prerequisite: None.

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

Prerequisite: None.

Total lecture 18 hours. Presentation of teaching materials emphasizing the use of dramatic play with young children. This topic will provide the student with methods to encourage dramatic play through demonstration and presentations. Not open to students with credit in Child Development 53. (A)

P014—Science for Young Children 1 credit

Prerequisite: None.

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 demonstrate effective teaching methods, demonstrate how science relates to other curriculum areas, and demonstrate sequential curriculum planning. Not open to students with credit in Child Development 54. (A)

**P015—Language Development for
Young Children**

1 credit

Prerequisite: None.

Total lecture 18 hours. The course will cover the development and assessment of a first and second language. Storytelling, flannelboard stories, finger plays, and games will be used to enhance language development in young children. Not open to students with credit in Child Development 55. (A)

P016—Creative Storytelling

1 credit

Prerequisite: None.

Total lecture 18 hours. Language development through the use of storytelling. Exploration of storytelling as an art form. Not open to students with credit in Child Development 58B or 55A. (A)

**P017—Arts and Crafts: Thematic Approach
and Holiday Ideas**

1 credit

Prerequisite: None.

Total lecture 18 hours. A thematic 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 Child Care Management
(Licensing and Business Aspects)**

1 credit

Prerequisite: None.

Total lecture 18 hours. This course provides basic family child care licensing requirements, business aspects of providing care including record keeping, developing policies for parents, recruiting children and child care support services for providers. Not open to students with credit in Child Development 63A. (A)

P034—Family Child Care

Principles and Practices

1 credit

Prerequisite: None.

Total lecture 18 hours. This one-credit course covers daily routines, parent/provider relationships, growth and development from infant to school age children guidance 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 day 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

Recommended 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 four credits in Child Development 60H or P069. (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 four credits in Child Development 60H/P069, 70H/P079.
- 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. Credits do not count toward the associate degree. Not open to students with credit in Child Development 15, 59B or 71A.
- P082—Parent Education: Preschoolers' Nutrition** 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.
- P111—School-Age Child Care Practicum** 3 credits
Prerequisite: None
 Lecture 2 hours, laboratory 3 hours. This course is designed to prepare the student for classroom teaching and curriculum development in a school-age care program. Laboratory experience will be direct contact with children in a functioning program. (A/CSU)
- P112—Early Steps to Reading** 3 credits
Prerequisite: None.
 Lecture 3 hours. This course presents research-based principles and practices for providing children (birth through age five) a strong foundation in early reading and writing within a developmentally appropriate approach. (A/CSU)
- 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)
- P114—Prekindergarten Learning and Development Guideline** 1 credit
Prerequisite: None
 Total lecture 18 hours. The Prekindergarten Learning and Development Guidelines represent the best educational practice appropriate for children aged three through five. The guidelines provide a foundation for educators to consider while planning and maintaining high quality programs in California's diverse early care and education settings. (A/CSU)
- P115—Introduction to Early Intervention** 3 credits
Prerequisite: None
 Lecture 3 hours. This course provides an overview of treatments, strategies and techniques used to serve high-risk and disabled infants, birth to age three. The course meets the training needs of educators, parents and care providers who will serve this special needs population. (A/CSU)
- P116—Parenting and Child Guidance** 3 credits
Prerequisite: None
 Lecture 3 hours. This course is designed to increase a parent's and teacher's understanding of children's behavior, exploring techniques for dealing with issues such as attachment, appropriate guidance techniques, conflict resolution, handling aggression, negotiating peer interactions, parenting children with special needs, and parent/child relationships and communication. (A/CSU)
- P117—Cultural Diversity in Early Childhood Education** 3 credits
Prerequisite: None
 Lecture 3 hours. This course explores the cultural and language acquisition issues related to the education of diverse populations of children, and acquaints students with non-bias multicultural teaching curriculum and strategies suitable for young children. (A/CSU)
- 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
Recommended 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
Recommended 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**

Recommended prerequisite: Eligible for level 2 English placement; *Child Development P142 (41A) or equivalent, 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 that 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 & Development Laboratory**2 credits**

Recommended prerequisite: Concurrent enrollment in *Child Development P161*.

Laboratory 6 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 — Supervision of Adults**2 credits**

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 2 hours. This course emphasizes the methods and principles needed to provide individual competence in personnel management skills, effective interpersonal communication and knowledge of how adults learn. It also covers topics to help child development professionals communicate, collaborate with, and evaluate their staff members in an effective manner. This course meets the requirements for the Adult Supervision course required by the California Commission on Teacher Credentialing for the Child Development Permits. Not open to students with credit in Child Development 44. (A/CSU)

P245 — Business Management for Schools with Young Children**3 credits**

Recommended prerequisite: Eligible for level 2 English placement, *previous experience or current involvement in a preschool program*.

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 — Administration of Schools for Young Children**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 126.
 Special Studies, see page 126.
 General Work Experience, see page 124.
 Occupational Work Experience, see page 124.

Commercial Art

DIVISION Fine and Applied Arts Division
DIVISION CHAIR Phil Simons

FACULTY

Full-Time
 Darryl Nelson

- Associate of Arts Degree
- Certificate of Achievement

Commercial Art Courses

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 126.
 Special Studies, see page 126.
 General Work Experience, see page 124.
 Vocational Work Experience, see page 105.

Computer Graphics

DIVISION Fine and Applied Arts Division
DIVISION CHAIR Phil Simons

FACULTY

Full-Time
 Thomas Howell

Part-Time
 Robert Bitner
 Judith Dreiger

Computer Graphics Courses

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 126.
 Special Studies, see page 110.
 General Work Experience, see page 124.
 Occupational Work Experience, see page 124.

Criminology

DIVISION Applied Technology Division
DIVISION CHAIR Craig Britton

FACULTY

Full-Time
 William Henry
 Dan Dale

Part-Time
 Jay Craddock
 Rick Davis
 John Kunkel
 Stan Moe
 Glade Roper
 Brian West
 Richard White
 Kevin Wright

- Associate of Arts Degree
- Certificate of Achievement

Criminology Courses

P050—Correctional Officer Core Training Course 8 credits

Prerequisite: None

Lecture 9.8 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. Approved for credit/no-credit grading option.(A)

P051A — PC 832 Arrest and Control 2 credits

Prerequisite: None.

Total lecture 40 hours. This course is a Peace Officer Standards and Training (P.O.S.T.) approved course which covers ethics and basic penal code laws. 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 make arrests. Examples of these occupations are: California Department of Corrections, County Probation Officers, Reserve Police Officers and other law enforcement related fields. Not open to students with credit in Criminology P051. (A)

P051B — PC 832 Firearms 1 credit

Prerequisite: Criminology P051A, concurrent enrollment, or a P.O.S.T. approved 40-hour Arrest and Control certified course. All students must be cleared through California Department of Justice for criminal history per Penal Code Section 13511.5 prior to enrolling in the class.

Total lecture 8 hours, total laboratory 16 hours. This course is a Peace Officer Standards and Training (P.O.S.T.) approved course. It is the follow-on course for Criminology P051A. This course covers firearms safety, care and cleaning of the firearm, firing positions, sight picture, and steady-hold factors. There are two eight-hour periods on the range in Exeter, California, in which the students apply the skills learned in class. The final eight-hour period is designated as a "qualification" day in which the students must attain a qualifying score. Not open to students with credit in Criminology P051. (A)

P066A—Police Reserve Training, Level III 3 credits

Prerequisite: Criminology P051A-B or P.O.S.T. PC832 64-hour Arrest Control/Firearms. This is a P.O.S.T. mandated prerequisite.

Total lecture 60 hours, total laboratory 46 hours. This course provides required training for Level III Police 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 67B or Criminology 67B/P067B. Approved for credit/no-credit grading option. (A)

P066B—Police Reserve Training, Level II 12 credits

Prerequisite: Criminology P066A.

Lecture 10.1 hours, laboratory 4.1 hours. This is a P.O.S.T. (Peace Officer Standards and Training) certified course designed to prepare the student to be a Level II Police Reserve Officer. Areas covered are community relations, victimology/crisis intervention, physical training, property crimes, crimes against children, laws of arrest, search and seizure, presentation of evidence, firearms, chemical weapons, weaponless defense and scenario training. Upon completion, the student will receive a certificate of completion which will allow him/her to apply for a position as a reserve officer. Completion of this course and Criminology P051A/B and Criminology P066A will give the student completion of 50 percent of the Basic P.O.S.T. Police Academy and allow the student to take the midterm exam to be admitted to level I at a community college offering the Basic P.O.S.T. Academy. Approved for credit/no-credit grading option. (A)

P073A - ZZ—Adv. Peace Officer Training .5 to 12 credits

Prerequisite: Criminology P051A-B and P066A, 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 P051A-B and P066A, 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. 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. Approved for credit/no-credit grading option. 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. Approved for credit/no-credit grading option. 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 in Law Enforcement 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. Approved for credit/no-credit grading option. 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.

Approved for credit/no-credit grading option. 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.
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. 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. Not open to students with three credits in Administration of Justice/Criminology 41. (A/CSU)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Drafting**DIVISION**

Applied Technology Division

FACULTY**DIVISION CHAIR**

Craig Britton

Part-Time

Glenn Burden

•Associate of Arts Degree

•Certificate of Achievement

Drafting Courses**P103A—Engineering Drawing 3 credits**

Prerequisite: None.

Lecture 2 hours, laboratory 3 hours. Study of sketching, layout, theory of orthographic projection, dimensioning, sectional auxiliary revolution threaded, fastenings, pictorial detail and assembly drawings, empirical equations, and graphical mathematics. Not open to students with credit in Drafting 3A. (A/CSU/UC)

P103B—Engineering Drawing 3 credits

Prerequisite: Drafting P103A.

Lecture 2 hours, laboratory 3 hours. Study of sketching, layout, theory of orthographic projection, dimensioning, sectional auxiliary revolution threaded, fastenings, pictorial detail and assembly drawings, empirical equations, and graphical mathematics. Not open to students with credit in Drafting 3B. (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 CAD drafting 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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Drama

DIVISION

Fine and Applied Arts

DIVISION CHAIR

Phil Simons

FACULTY

Full-Time

Phil Simons

Part-Time

William Jameson

Drama Courses

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 that 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 that 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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Economics**DIVISION**

Social Science Division

DIVISION CHAIR

Richard Osborne

FACULTY*Full-Time*

Jeffrey Keele

Economics Courses**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, government regulation, comparative economic systems, and international trade. Required of all business administration majors transferring to the University of California. Approved for credit/no-credit grading option. 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. Not open to students with credit in Economics 1A or 12. (A/CSU/UC) CAN ECON 2

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Education**DIVISION**

Education/Career Development Division

DIVISION CHAIR

Linda Denny

FACULTY*Full-Time*

Mercy Herrera

Carol Wilkins

Miles Vega

Maria Roman

Part-Time

Gina Rincon

Joseph Santos

•Certificate of Achievement

Education Courses**P076—Effective Learning Skills****1 credit***Prerequisite: None*

Lecture 1 hour. Develop effective learning skills in order to successfully complete the basic requirements of a first semester student at Porterville College. Skills to be presented: Goal setting, memory and recall, dynamic reading, stress reduction during exams, free-flow note taking. 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**1 credit***Recommended prerequisite: Eligible for level 2 English placement.*

Lecture 1 hour. 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. Approved for credit/no-credit grading option. 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.*

Lecture 1 hour. 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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Emergency Medical Technician

DIVISION

Health Careers Division

DIVISION CHAIR

Valerie Lombardi

FACULTY

Part-Time

Pete Arnet
Jon Knudsen
Rick Noel
Steve Ross
Tim Wright

EMT Courses

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.

Total lecture 112.5 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. Approved for credit/no-credit grading option. 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. 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. 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

DIVISION

Natural Science & Mathematics Division

DIVISION CHAIR

Teresa Minter-Procter

Engineering Courses

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/UC).

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/UC).

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/UC).

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

English

DIVISION

Language Arts Division

DIVISION CHAIR

Susan Regier

FACULTY

Full-Time

Kathryn Benander

Kathleen Bennett

Melissa Black

Laurie Buchholz

Jacinto Gardea

Susan Regier

Beverly Richardson

Vicky Trueblood

Ann Marie Wagstaff

Ted Wise

Part-Time

Lorie Barker

Michele Efseaff

Laura Gonzalez

Alfonso Hernandez

Rhonda Lombardi

Frances Mills

Robert Otto

Sherry Perry

Jonathan Regier

Peggy Shaffer

James Stanaway

•Associate of Arts Degree

English Courses

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

Prerequisite: Eligible for level 2 English placement, or completion of English P071 with a grade of "C" or higher.

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. This is an open-entry/open-exit course. 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. This is an open-entry/open-exit course. 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. This is an open-entry/open-exit course. 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. This is an open-entry/open-exit course. Credits do not count toward the associate degree. Not open to students with credit in English 68D.

P081—Basic Reading **3 credits**

Recommended prerequisite: Eligible for level 4 English placement and concurrent enrollment in English P086 lab.
Lecture 3 hours. This course covers basic reading and study skills. Is a diagnostic/prescriptive class that 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**

Recommended 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**

Recommended prerequisite: Eligible for level 4 English placement and concurrent enrollment in English P087, English P088 or English P089.
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**

Recommended prerequisite: Eligible for level 4 English placement and concurrent enrollment in English P087, English P088 or English P089.
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**

Recommended prerequisite: Enrollment by referral or recommendation and co-enrollment in English P086.
Lecture 3 hours. This course is designed to improve students' reading skills through direct instruction. Each student will develop a system for efficient reading that 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. This is an open-entry/open-exit course. 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. This is an open-entry/open-exit course. 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. This is an open-entry/open-exit course. 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. This is an open-entry/open-exit course. 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—Advanced 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: Beowulf to Pope
and the 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/UC)

P104—English Literature :**Romantics to the Present 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. (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

P134—Introduction to Research for Writing 1 credit

Recommended prerequisite: Concurrent enrollment in English P050 or P101A or eligible for level 2 English placement.

Lecture 1 hour. This course introduces methods of research, instructs in evaluation of print and online sources, and illustrates the research process to prepare students for academic, personal, and workplace research. (A/CSU)

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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

English As A Foreign Language

DIVISION

Language Arts Division

FACULTY

Full-Time

Jacinto Gardea

DIVISION CHAIR

Susan Regier

Part-Time

Lynette Cahill

EFL Courses

P079—Beginning English for Non-Native Speakers 3 credits

Recommended prerequisite: 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

Recommended prerequisite: EFL P102 (2) or appropriate score on an English proficiency examination.

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

Recommended prerequisite: EFL P103 (3) or appropriate score on an English proficiency examination.

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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Vocational Work Experience, see page 105.

Film

DIVISION

Fine and Applied Arts Division

DIVISION CHAIR

Phil Simons

FACULTY

Full-Time
Phil Simons

Film Courses

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/UC)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Vocational Work Experience, see page 105.

Fire Technology

DIVISION

Applied Technology Division

DIVISION CHAIR

Craig Britton

Part-Time
Al Miller

Fire Technology Courses

P050—Fire Fighter I Academy 12 credits

Prerequisite: Current first aid certification and current EMT certification. Must be completed by completion of Fire Fighter I Academy. EMT course may be taken concurrently with Fire Fighter I Academy but must be completed and a certificate issued by the completion of the Basic Fire Fighter I Academy. Limitation on enrollment: Current affiliation with a fire service agency and proof of completion of a breathing apparatus "fit test," and ability to provide protective clothing ("turn-out gear") and medical clearance by a licensed physician or physician's assistant to wear a self-contained breathing apparatus (SCBA).

Total lecture 160 hours, total laboratory 160 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, wild land 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.

P101—Fire Protection Organization 3 credits

Prerequisite: None.

Lecture 3 hours. Provides an introduction to fire protection, career opportunities in fire protection and related fields, philosophy and history of fire protection, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local government, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, introduction to fire protection systems, introduction to fire strategy and tactics. Not open to students with credit in Fire Technology 10 or 1. (A)

P102—Fire Prevention Technology 3 credits

Prerequisite: None.

Lecture 3 hours. Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. Not open to students with credit in Fire Technology 1, 4, or P104. (A)

P103—Fire Protection Equipment and Systems 3 credits

Prerequisite: None.

Lecture 3 hours. Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. Not open to students with credit in Fire Technology 4, Fire Apparatus and Equipment, 2 or P102. (A)

P104—Building Construction for Fire Protection 3 credits

Prerequisite: Fire Technology P101.

Lecture 3 hours. This course is the study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies. (A/CSU)

P105—Fire Behavior and Combustion 3 credits

Recommended prerequisite: Eligible for level 2 math placement.

Lecture 3 hours. Theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. Not open to students with credit in Fire Technology 11, 3, or P103. (A/CSU)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

General Studies

DIVISION

Education/Career Development

DIVISION CHAIR

Linda Denny

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 126.

Special Studies, see page 110.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Geography

DIVISION

Social Science Division

DIVISION CHAIR

Richard Osborne

Geography Courses

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. 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. Not open to students with credit in Geography 14. (A/CSU/UC) CAN GEOG 2

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. Not open to students with credit in Geography 15. (A/CSU/UC)

Directed Studies, see page 126.

Special Studies, see page 110.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Geology

DIVISION
Natural Science & Mathematics Division

DIVISION CHAIR
Teresa Minter-Procter

FACULTY
Full-Time
Richard Goode

Geology Courses

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 126.
Special Studies, see page 126.
General Work Experience, see page 124.
Occupational Work Experience, see page 124.

Graphic Arts

DIVISION
Fine and Applied Arts

DIVISION CHAIR
Phil Simons

•Certificate of Achievement

Graphic Arts Courses

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 126.
Special Studies, see page 110.
General Work Experience, see page 124.
Occupational Work Experience, see page 124.

Health

DIVISION
Physical Education and Athletics Division

DIVISION CHAIR
Ron Glahn/
Darryl Williams

Health Courses

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 126.
Special Studies, see page 126.
General Work Experience, see page 124.
Occupational Work Experience, see page 124.

Health Careers

DIVISION
Health Careers Division

DIVISION CHAIR
Valerie Lombardi

Health Careers Courses

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. (A)

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. Not open to students with credit in Health Careers 64 or 69. (A)

P101—Techniques of Teaching in Health Careers Programs 1 credit

Recommended prerequisite: Eligible for level 2 English placement.
Lecture 1 hour. A study of the variety of teaching techniques that 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 126.
Special Studies, see page 126.
General Work Experience, see page 124.
Occupational Work Experience, see page 124.

Health Education

DIVISION

Physical Education and
Athletics Division

DIVISION CHAIR

Ron Glahn/
Darryl Williams

FACULTY

Full-Time

Vickie Dugan
David Kavern
Scott Eitelgeorge

Part-Time

Sylvia Harral

Health Education Courses

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)

P114—Introduction to Athletic Training 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. Survey course in the recognition, management and recondition/prevention of injuries in physical-athletic activity. This course is an integral part of physical education programs in preparation for athletic training and coaching certificates. (A/CSU)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

History

DIVISION

Social Science Division

DIVISION CHAIR

Richard Osborne

FACULTY

Full-Time

David Bezayiff

Part-Time

Jay Hargis

History Courses

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. 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. 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. 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. Not open to students with credit in History 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. 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. 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. 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. 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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Human Services

DIVISION

Social Science Division

DIVISION CHAIR

Richard Osborne

FACULTY*Full-Time*

Tom Sabo

Part-Time

James Chapin
Linda DeLeon
Vitka Eisen
Cynthia Hebron
Robert Johnson
Chester Phillippe
Rodrick Rollins

•Certificate of Achievement

Human Services Courses

P070—Grief and Other Life Issues 1/2 credit

Prerequisite: None.
Total lecture 9 hours. 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. 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. 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. 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. 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. 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 that 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)

P120—Introduction to Social Welfare 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

Lecture 3 hours. This course offers students a general understanding of social welfare and social work. It presents an overview of the historical, philosophical, economic, political, and social dimensions of the social work profession. The course also studies the needs and the problems people bring to social welfare agencies and patterns of societal responses. (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 126.

Special Studies, see page 126.

General Cooperative Education, see page 105.

Occupational Work Experience, see page 124.

Humanities

DIVISION

Fine and Applied Arts Division

DIVISION CHAIR

Phil Simons

FACULTY

Full-Time

Darryl Nelson

Humanities Courses

P050—Explorations In The Arts 2 credits

Prerequisite: None

Lecture 2 hours. The arts are used as a way to understand our society and ourselves. 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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Information Systems

DIVISION

Business Education Division

DIVISION CHAIR

Young Kim

FACULTY

Full-Time

James Carson

Patrick Chan

Ellen Medley

Part-Time

Richard Boradori

Steve Dye

Norris Edwards

Richard Fiormenti

Amanda Germaine

Eva Hebebrand

Gilbert Hernandez

Andres Hinojosa

Thom Jacobs

Soheil Partoviamin

David Pendleton

- Associate of Arts Degree
- Certificate of Achievement
- Skills Awards

Information Systems Courses

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)

P002—How to Build a Personal Computer 1 credit

Prerequisite: None.

Lecture 1/2 hour, laboratory 1 1/2 hours. This course teaches students how to build a computer system. Each student will learn how to select and assemble essential components to build a low-cost computer system. The course includes demonstration, discussions and hands-on practice. Students will also learn how to install an operating system and test the completed computer system and appropriate diagnostic tools and software. Approved for credit/no-credit grading option. Not open to students with two credits in Information Systems P002. (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. (A)

P010—Introduction to Word

Processing - Word

2 credits

Recommended 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. (A)

P011A—Introduction to Word Processing -

WordPerfect

2 credits

Recommended 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. (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. 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. 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. (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. (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. (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. (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)

P052—Web Page Publishing Using FrontPage 2 credits

Recommended prerequisite: Information Systems P001 and P050.

Lecture 2 hours. This course provides hands-on learning in Web publishing using Microsoft FrontPage. Students will learn how to create web pages with various links, pictures, images, tables and frames. Integration of Microsoft Office applications and use of HTML codes will also be discussed. Students will be required to complete weekly homework assignments. As a part of the course, students will also demonstrate their ability in creating a properly designed and fully functional web site. Approved for credit/no-credit grading option. (A)

P053—Advanced Web Page Design Using HTML 2 credits

Prerequisite: Information Systems P051.

Lecture 2 hours. This course is designed for students who wish to incorporate the advanced features of Hypertext Markup Language when designing web pages. Students will learn how to create animated gifs, rollover links and images, and client side image maps. They will learn to use server side includes and cascading style sheets to streamline site management. Students will complete lessons, which will result in the development of their own personal home page. Students will be required to complete a client website and a team website project. The skills learned during these lessons are essential to advanced web development. Approved for credit/no-credit grading option. (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)

P056—Web Page Design Practicum 2 credits

Prerequisite: Information Systems P051.

Lecture 1 hour, laboratory 3 hours. This course is designed to give students supervised practical application of web design skills and site management techniques. Coursework will involve training in various wysiwyg applications, working with campus faculty to develop course and division websites. Approved for credit/no-credit grading option. Maximum eight credits. (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)

P102—Introduction to e-Commerce 3 credits

Recommended Prerequisite: Information Systems P050 and Business Administration P101.

Lecture 3 hours. This course provides an overview of today's electronic commerce that has become an essential and integral part of modern economy. Conducting business activities such as selling, buying, logistics, and other business support services over the Internet not only has enhanced the traditional business models, but also has created new challenges, risks and opportunities. Various issues pertaining to e-commerce such as planning, marketing, web presence, order/payment processing, security, careers, as well as international, legal, and ethical issues will be examined. Individual and team projects including the creation of online stores and relevant web pages will be assigned as a part of the course requirement. (A/CSU)

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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Journalism

DIVISION

Language Arts Division

DIVISION CHAIR

Susan Regier

FACULTY

Part-Time

Sara French-Unser

Journalism Courses

P101—Introduction to Mass Media 3 credits

Prerequisite: Eligible for level 2 English placement. Recommended: Information Systems P050.

Lecture 3 hours. Journalism P101 is a hybrid communications class that will meet in the classroom as well as online. Students will be active participants in and critical consumers of the media as they describe, analyze, interpret, and evaluate books, magazines, newspapers, radio, recorded music, film, home video, television, the Internet, public relations, and advertising. Students will be active participants in and critical consumers of the media as they describe, analyze, interpret, and evaluate books, magazines, newspapers, radio, recorded music, film, home video, television, the Internet, publish relations, and advertising. As they study and write about today's media issues including: social issues, media ownership, press performance, law and ethics, and globalization of communications, they will learn and practice the basic principles of journalistic writing—accuracy, balance, and fairness. Not open to students with credit in Journalism 14. (A/CSU)

P102— Newspaper Production 3 credits

Recommended prerequisite: Successful completion of Journalism P101 with a grade of "C" or better.

Lecture 3 hours. Journalism P102 is an advanced journalism class. The primary objective of this cooperative, collaborative class is to involve students in interactive, hands-on writing, design, and computer intensive curriculum tied to producing a campus news publication. Students are asked to analyze, synthesize, and evaluate written and visual documentation as they create articles, captions, headlines, sidebars, photographs, typographic elements, and full- and double-page spreads. Writing assignments incorporate news, opinion, feature and sports stories, as well as in-depth pieces. The photojournalism phase includes the introduction to both digital and 35mm cameras using computerized production techniques. Using state-of-the-art computers, software and peripherals, students will utilize individual creative talents as members of a production staff. Not open to students with six credits in Journalism P102. (A/CSU)

P103—Writing for Multimedia 3 credits

Recommended Prerequisite: Eligible for level 1 English placement and Journalism P101.

Lecture 2 hours, laboratory 3 hours. Journalism P103 is a hybrid communications class in nonfiction and creative nonfiction writing for newspapers, magazines, radio, television, advertising, digital media and the web. Students will work individually and in teams to design and complete writing projects suitable for today's multifaceted publications. They will work in the campus computer lab as well as online. (A/CSU)

P104—Design and Layout for Multimedia 3 credits

Recommended prerequisite: Eligible for level 2 English placement; Journalism P101.

Lecture 3 hours. Journalism P104 is a pragmatic, hybrid communications class in computer design and layout for newspapers, magazines, advertising, digital media and the web. Students will work individually and in teams to design and complete projects. In doing so they will learn and utilize QuarkXPress, Adobe Photoshop, and Adobe Go Live. (A/CSU)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Life Science

DIVISION

Natural Science & Mathematics Division

DIVISION CHAIR

Teresa Minter-Procter

FACULTY

Part-Time

Elizabeth Hathaway

Linda Gilpin

Life Science Courses

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. 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. Approved for credit/no-credit grading option. Not open to students with credit in Life Science 15. (A/CSU)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Marketing

DIVISION

Business Education Division

DIVISION CHAIR

Young Kim

Marketing Course

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 126.

Special Studies, see page 110.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Mathematics

DIVISION

Natural Science & Mathematics Division

DIVISION CHAIR

Teresa Minter-Procter

FACULTY

Full-Time

Dan Engel

Jeffery Gervasi

Stewart Hathaway

Chris Piersol

Cindy Pummill

Miguel Ruelas

Rene Sporer

Part-Time

Gurcharan Gill

Galen Mueller

Larry Williams

Mathematics Courses

P051—Intermediate Algebra 4 credits

Prerequisite: Math P053, equivalent, or a "C" or higher in second semester of high school geometry.

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. This course is offered on a credit/no-credit grading system. Not open to students with credit in Mathematics 51L. (A)

P053—Plane Geometry 4 credits,

Prerequisite: Math P055, equivalent, or a "C" or higher in second semester of high school elementary algebra.

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. This course is offered only on a credit/no-credit grading system. 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. This course is offered only on a credit/no-credit grading system. 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. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Mathematics 65L. (A)

P075—Basic Arithmetical Operations 2 credits

Prerequisite: Concurrent enrollment 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. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Mathematics 75L.

P101—Trigonometry 4 credits

Prerequisite: Math P051 or a "C" or higher in second semester of high school intermediate algebra.

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

P101L—Trigonometry Lab .5 credits

Prerequisite: None.

Laboratory 1 1/2 hours. This course is recommended for students who desire additional time and instruction in most of the main concepts of trigonometry. It is a self-paced laboratory program, designed to identify students' weaker areas and to give students the extra practice in those areas. The course will cover topics such as right-angle trigonometry, circular functions, graphing trigonometric functions, identities, trigonometric equations and several others. The objective of this course is to give students the time needed to establish mastery of the key concepts of trigonometry. This is an open-entry/open-exit course. Maximum two credits. This course is offered only on a credit/no-credit grading system. (A/CSU)

P102—Precalculus Functions and Graphs 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 with a grade of "C" or higher in second semester of high school trigonometry.

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. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Math 4L. (A/CSU/UC)

P120—Introduction to Problem Solving 4 credits

Prerequisite: Mathematics P051.

Lecture 5 hours. Introduction to problem solving in algebra and geometry. Requires substantial use of a scientific calculator. Recommended for liberal studies/liberal arts students who lack a previous college-level mathematics course that includes topics listed above and/or those having a weak or distant background in mathematics. Topics include: review of fundamental mathematical topics, working with geometric construction, creating lists, charts, tree diagrams, Venn diagrams, Logic charts, repeating patterns, pattern identification, matching conditions, using models, inverses, conversions, repeating and terminating decimal expansions as necessary for problem solving. (A/CSU)

P122—Introduction to Probability and Statistics 4 credits

Prerequisite: Math P051 or a grade of "C" or higher in second semester of high school intermediate algebra.

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 STAT 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. This course is offered only on a credit/no-credit grading system. 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. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Mathematics 6L. (A/CSU/UC)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Microbiology

DIVISION

Natural Science & Mathematics Division

DIVISION CHAIR

Teresa Minter-Procter

FACULTY

Full-Time

Joel Wiens

Microbiology Courses

P106—Microbiology

5 credits

Recommended prerequisite: Eligible for level 2 English placement, Biology P110, Chemistry P106 and P108 or equivalent.

Lecture 3 hours, laboratory 6 hours. An introduction to microbiology dealing with morphology, physiology, classification and importance of bacteria, viruses, and multicellular parasites and immunology. Recommended for students majoring in biology and allied health fields. Approved for credit/no-credit grading option. Not open to students with credit in Microbiology 6. (A/CSU/UC) CAN BIOL 14

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Music

DIVISION

Fine and Applied Arts Division

DIVISION CHAIR

Phil Simons

FACULTY

Full-Time

David Hensley

Ted Wise

Part-Time

Michael Allard

Dale Anderson

Jeff Brookey

Jim Kusserow

Paulette McFarlin

Dorothy Roberts

Richard Robinson

Music Courses

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 that 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)

P100—Fundamentals of Music

3 credits

Prerequisite: None.

Lecture 3 hours. Fundamentals of Music Theory will introduce students to concepts, nomenclature, and techniques that are considered prerequisite to a formal, college-level study of music

theory, and is also recommended as a transfer-level, foundational course in music for non-music majors. This course covers the basic elements of music, including pitch and rhythm notation, scales, major and minor keys and key signatures, transpositions, intervals, chords, and an introduction to the keyboard. No previous musical training is necessary. (A/CSU)

P101—Music Theory I

4 credits

Prerequisite: Completion of Music P100 with grade of "C" or higher 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) CAN MUS 2

P102—Music Theory II

4 credits

Prerequisite: Music P101 or instructor's permission.

Lecture 4 hours, laboratory 1 hour. A continuation in the study of the fundamentals of music, Music P102 is a study of compositional techniques regarding chord usage and melodic construction, harmonies, musical form analysis, sight singing, musical dictation, and keyboard harmony. This is the second course in sequence required for music majors and minors. Not open to students with credit in Music 2. (A/CSU/UC) CAN MUS 4

P103—Music Theory III

3 credits

Prerequisite: Music P101 and P102 or instructor's permission.

Lecture 3 hours. A continuation of the study of music theory, Music P103 includes analysis of two- and three-part Renaissance polyphony, introductory Eighteenth-Century Counterpoint, elements of chromatic harmony, and forms in common usage through the end of the classical period (c. 1825). Required of music majors. Not open to students with credit in Music 3. (A/CSU/UC)

P104—Music Theory IV

3 credits

Prerequisite: Music P103 or instructor's permission.

Lecture 3 hours. The final course in the lower-division music theory sequence, Music P104 continues to examine harmonic structures, including extended and chromatic harmony seen in music since the late 19th Century. Twelve-tone techniques, forms, and contemporary themes are also discussed. Required of 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 1 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)
- P127—Concert Band** **2 credits**
Prerequisite: None. Instrument assignment/chair placement to be made during first week of class.
 Lecture 1 hour, laboratory 4 hours. The Concert Band 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. Instrumental techniques interpretations are emphasized. Participation at public performances is required. Maximum of eight credits. (A/CSU)
- P128—Pirate Band (Pep Band)** **1 credit**
Prerequisite: Concurrent enrollment in Music P127 and placement by audition.
 Laboratory 2 hours, plus 2 hours arranged. This ensemble selected from the Concert Band performs at athletic and other school functions throughout the school year. Interested students should contact the band director for additional information. Participation at public performances is required. Maximum of four credits. (A/CSU)
- 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/UC)
- 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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Natural Sciences**DIVISION**

Natural Science & Mathematics Division

DIVISION CHAIR

Teresa Minter-Procter

Natural Sciences Courses**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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Nursing**DIVISION**

Health Careers Division

DIVISION CHAIR

Valerie Lombardi

Nursing Course**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 obstetric and newborn patient. A holistic, i.e., bio-psychosocial 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**DIVISION**

Business Education Division

DIVISION CHAIR

Young Kim

FACULTYFull-Time
Ellen MedleyPart-Time
Steve Dye
Susan Williams

- Associate of Arts Degree
- Certificate of Achievement
- Skills Awards

Office Technology Courses**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. 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. 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. 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. 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. 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. (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. (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. Not open to students with credit in Office Skills/Office Technology 9. (A/CSU)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Philosophy

DIVISION

Social Science Division

DIVISION CHAIR

Richard Osborne

FACULTY

Full-Time

Andrew Messchaert

Philosophy Courses

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. 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. 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. Approved for credit/no-credit grading option. 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. Not open to students with credit in Philosophy 6B. (A/CSU/UC)

P110—Introduction to Ethics 3 credits

Recommended prerequisite: Eligible for level 1 English placement.

Lecture 3 hours. Examination of the philosophical approach to morality. Study of the meaning of ethics and morality and methods used in ethical theorizing and reasoning. Emphasizes major ethical issues and theories. Instructs how to set up an ethical system. Approved for credit/no-credit grading option. Not open to students with credit in Philosophy 59 or P059. (A/CSU/UC)

P111—Critical Thinking and Composition 3 credits

Recommended prerequisite: A grade of "C" or higher in English P101A.

Lecture 3 hours. Instruction in critical thinking, including traditional logic and advanced composition. A series of writing assignments will focus on increasing the sophistication of argumentative essay skills. Essays shall be evaluated for their quality in both critical thinking and composition. Theoretical models of critical thinking and composition shall be applied to academic fields and textbooks, electronic and print media, advertisements, ethics, politics and multicultural issues. (A/CSU/UC)

P112—The Ethics of Living and Dying 3 credits

Recommended prerequisite: Eligible for level 1 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 relationships among human beings through a study of what morality is, consequentialist and non-consequentialist theories of morality, and how to set up an ethical system. Special emphasis will be placed on the relationship of professional and the well, to the sick, dying and bereaved. Approved for credit/no-credit grading option. Not open to students with credit in Philosophy 12. (A/CSU/UC)

P113—Introduction to the World's Religions 3 credits

Recommended prerequisite: Eligible for level 1 English placement.

Lecture 3 hours. A survey of three Western religions – Judaism, Christianity, and Islam, and two Eastern religions – Hinduism and Buddhism. Examines each religion's history, sacred scriptures, geographic dispersion, primary theological concepts and spiritual practices, and contemporary role. Emphasis on understanding the distinct belief and practice of an individual in each of these religious traditions. (A/CSU/UC)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Photography

DIVISION

Fine and Applied Arts Division

DIVISION CHAIR

Phil Simons

FACULTY*Full-Time*

Tom Howell

Part-Time

David Chamberlain

Katherine Cozad

Virginia Wilson

- Associate of Arts Degree
- Certificate of Achievement

Photography Courses

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) CAN ART 18

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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Physical Education

DIVISION

Physical Education and
Athletics Division

DIVISION CHAIR

Ron Glahn/
Darryl Williams

FACULTY

Full-Time

Bret Davis
Vickie Dugan
Ron Glahn
Miles Vega
Darryl Williams

Part-Time

Gary Carlson
Lisa Davis
Shad Fish
Mike Genovese
Brian Hoop
Laura Jameson
Diane Kavern
Kurt Nielsen
Scott Salsedo
Justin St. Clair

Physical Education Courses

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. Approved for credit/no-credit grading option. (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. Approved for credit/no-credit grading option. (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. Approved for credit/no-credit grading option. (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. Approved for credit/no-credit grading option. (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. 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. 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. This course is offered only on a credit/no-credit grading system. 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. This course is offered only on a credit/no-credit grading system. Not open to students with four credits in Physical Education 7. (A/CSU/UC)

P108—Remodelers/Health Practicum 1 credit

Prerequisite: None

Laboratory 2 hours. This course is designed to provide students with practical ways for controlling their wellness. Students explore strategies for losing body fat and gaining muscle mass while they improve their diets and energy levels. Approved for credit/no-credit grading option. Maximum four credits. (A/CSU)

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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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)

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)

P144—Basketball Officiating**2 credits**

Prerequisite: None
Lecture 2 hours. Survey course in officiating basketball. Understanding of mechanics, judgment, command skills, communication and the rules of collegiate/prep basketball. (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. 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. 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. 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. 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 Courses

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.

P121—Varsity Cross Country for Men and Women

2 credits*Prerequisite: None.*

Laboratory 10 hours. Instruction given to develop the necessary skills and knowledge to participate in cross country at the collegiate level. Approved for credit/no-credit grading option. Maximum of four credits. Not open to students with four credits in Physical Education 22-23, 21 or P121. (A/CSU)

P122—Varsity Basketball for Men**1 credit***Prerequisite: None*

Total laboratory 87.5 hours. Approved for credit/no-credit grading option. 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. 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. Approved for credit/no-credit grading option. 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. Maximum of four credits. Not open to students with four credits in Physical Education 26, 28 or 29. (A/CSU/UC)

P127—Varsity Track and Field for Men and Women

2 credits*Prerequisite: None.*

Laboratory 10 hours. Instruction given to develop the necessary skills and knowledge to participate in track and field at the collegiate level. Approved for credit/no-credit grading option. Maximum of four credits. Not open to students with four credits in Physical Education 27, 30, 31 or P127. (A/CSU)

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. 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. 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. Maximum of four credits. Not open to students with four credits in Physical Education 32. (A/CSU/UC)

Directed Studies, see page 126.

Special Studies, see page 110.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Physical Science

DIVISION**DIVISION CHAIR**

Natural Science & Mathematics Division Teresa Minter-Procter

FACULTY

Full-Time
Richard Goode

Part-Time

•Associate of Science Degree

Physical Science Courses

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 126.

Special Studies, see page 110.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Physics

DIVISION**DIVISION CHAIR**

Natural Science & Mathematics Division Teresa Minter-Procter

Physics Courses

P102A—General College Physics 4 credits

Prerequisite: Math P101 (1) or equivalent. Recommended: Eligible for level 2 English placement.

Lecture 3 hours, laboratory 3 hours. The study of the physics of mechanics, heat, and sound. Approved for credit/no-credit grading option. Not open to students with credit in Physics 2A. (A/CSU/UC) CAN PHYS 2

P102B—General College Physics 4 credits

Prerequisite: 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. Approved for credit/no-credit grading option. Not open to students with credit in Physics 2B. (A/CSU/UC) CAN PHYS 4

P104A—Physics for Scientists and Engineers 4 credits

Prerequisite: Math P103 and concurrent enrollment in Math P104. Recommended: High school physics or equivalent. Eligible for level 2 English placement.

Lecture 3 hours, laboratory 3 hours. Analysis of mechanics using methods in calculus, Newton's laws of motion, energy, momentum, rotation and gravity. The first of a three-semester course. Not open to students with credit in Physics 4A. (A/CSU/UC) CAN PHYS 8

P104B—Physics for Scientists and Engineers 4 credits

Prerequisite: Physics P104A, Math P104 and concurrent enrollment in Math P205.

Lecture 3 hours, laboratory 3 hours. A study of wave motion with applications to sound and light, and topics in modern physics. Not open to students with credit in Physics 4B. (A/CSU/UC)

P204A—Physics for Scientists and Engineers 4 credits

Prerequisite: Physics P104A and Math P205.

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

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Physiology

DIVISION

Natural Science & Mathematics Division

DIVISION CHAIR

Teresa Minter-Procter

FACULTY

Full-Time

Rickelle Syrdahl

Physiology Course

P101—Introductory Physiology 5 credits

Prerequisite: None. Recommended: Eligible for level 2 English placement, Chemistry P106, P108, Anatomy P110.

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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Political Science

DIVISION

Social Science Division

DIVISION CHAIR

Richard Osborne

FACULTY

Full-Time

Jeffrey Keele

Part-Time

Ben Meredith

John Nash

Political Science Courses

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. (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. 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. 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/UC)

Directed Studies, see page 126.
Special Studies, see page 126.
General Work Experience, see page 124.
Occupational Work Experience, see page 124.

Psychiatric Technology

DIVISION

Health Careers Division

DIVISION CHAIR

Valerie Lombardi

FACULTY

Full-Time

Kim Behrens	Chris Roche
Portia Boudreaux	Danny Sciacqua
George Brannan	Beverly Ward
Lyn-Marie Neilson	Karen Zeboskey
Beverly Ramsey	

•Certificate of Achievement

Psychiatric Technology Courses

SEMESTER I

This is the first semester of a three-semester program and is offered in modules. Students must achieve a grade of "C" or higher in each module to remain in the Psychiatric Technology Program. It is recommended that students take the assessment test and place level 2 in English, reading and math. In addition, it is recommended that students take English P050 and Math P065. Students are required to take Anatomy P052 and PTVN P009 and achieve a grade of "C" or higher prior to beginning the first semester. There is an application process required for admission into the program. A current CPR certification is required. Information is available in the Health Careers Office in AC 103.

PT/VN P009—Nursing Fundamental Concepts 2 credits

Prerequisite: None

Lecture 2 hours. Introduction to basic concepts that form the foundation of nursing practice. A brief history of the nursing profession is discussed. Concepts relating to professionalism and nursing ethics are outlined in relationship to health care providers. The nursing process is introduced and related to critical thinking. Math utilized when administering medications will be covered. Basic terminology relevant to the nursing field of practice is covered generally and by body systems. Student resources important to the health field are outlined. (A)

PT/VN P010A—Fundamentals of Nursing 4 credits

Prerequisite: Must be taken concurrently with clinical course PT/VN P010D unless student has already received credit for the clinical courses.
Lecture 72 hours per semester. A study of the basic nursing skills needed to provide total patient care for patients in all age groups. The basic skills include ethics, the nursing process as it applies to communication, body mechanics, medical and surgical asepsis, hygiene, safety, charting, basic physical assessment, nutritional requirements and pharmacology. (A)

PT/VN P010B—Introduction to Medical/Surgical Nursing 5 credits

Prerequisite: Must be taken concurrently with clinical course PT/VN P010D unless student has already received credit for the clinical courses.
Lecture 90 hours per semester. A study of health and illness using Maslow's Hierarchy of Basic Needs as a theoretical approach. The cause of disease and the many factors influencing

health/illness are reviewed. Major body systems are studied with emphasis on assessment, common disorders including etiology, symptoms, medical, nursing, pharmacological, nutritional and rehabilitation interventions. Education of the patient and family is emphasized with sensitivity to cultural needs. (A)

PT/VN P010C—Life Span Development 2 credits

Prerequisite: Must be taken concurrently with clinical course PT/VN P010D unless student has already received credit for the clinical courses.
Lecture 36 hours. Surveys the developmental process from conception to death. The emphasis is on mental and emotional development and developmental milestones of the normal individual. (A)

PT/VN P010D—Clinical Practice 6 credits

Prerequisite: Must be taken concurrently with theory courses PT/VN P010A and PT/VN P010B unless student has already received credit for the theory courses.

Laboratory 324 hours per semester. Clinical practice is done in affiliating hospitals. This course includes the demonstration and practice of basic nursing procedures using the nursing process. The student is functioning as a member of the health team in order to provide individual total patient care to patients in all age groups. This course includes the administration of medications. This course is offered only on a credit/no-credit grading system. (A)

SEMESTER II

This is a 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. They must also have completed modules PTVN P010A through P010D with a grade of "C" or higher in each module.

P020A—Developmental Disabilities 2.5 credits

Prerequisite: Course must be taken concurrently with clinical course Psychiatric Technology P025F unless student has already received credit for the clinical course.

Lecture 45 hours per semester. This course includes the study of the causes, classifications, diagnosis and prevention of developmental disabilities. Not open to students with credit in Psychiatric Technology P053B. (A)

P020B—Understanding and Promoting Personal Development and Adjustment of the Developmentally Disabled 2 credits

Prerequisite: Course must be taken concurrently with clinical course Psychiatric Technology P025F unless student has already received credit for the clinical course.

Lecture 36 hours per semester. This course includes a study of the role of the Psychiatric Technician in meeting the needs of the developmentally disabled in all age groups. (A)

P020C—Principles and Practices of Behavioral Support for the Developmentally Disabled 2 credits

Prerequisite: Course must be taken concurrently with clinical course Psychiatric Technology P025F unless student has already received credit for the clinical course.

Lecture 36 hours per semester. This course includes a study of the role of the psychiatric technician in behavior management of clients with developmental disabilities. The principles of behavior modification are studied from historical origins to present day concepts. (A)

P020D—Pharmacology: Concepts and Practices 1.5 credits

Prerequisite: Course must be taken concurrently with clinical course Psychiatric Technology P025F unless student has already received credit for the clinical course.

Lecture 27 hours per semester. This course includes a study of the action, usual dosage, side effects and special nursing measures of drugs commonly prescribed for the developmentally disabled. Calculation of medication dosage is included as a review. Not open to students with credit in Psychiatric Technology P053D. (A)

P020E—Therapeutics of Communication and Relationships 2 credits

Prerequisite: Course must be taken concurrently with clinical course Psychiatric Technology P025F unless student has already received credit for the clinical course.

Lecture 36 hours per semester. This course includes a study of the fundamentals of communication, therapeutic self, self-awareness, therapeutic communications, communication processes and communication barriers. Also included are effective communication practice, the development and progression of interpersonal relationships, communication strategies and the therapeutic environment. (A)

P020F—Clinical Practice 6 credits

Prerequisite: Must be taken concurrently with theory course Psychiatric Technology P020A-E unless student has already received credit for the theory courses.

Laboratory 324 hours per semester. Clinical practice is done in affiliating hospitals to aid the student in functioning as a member of the health team. An introduction to the application of skills utilized in changing the behavior of residents with health, socializing, behavioral and other problems. Clinical practice in administering medications is done by students. This course is offered only on a credit/no-credit grading system. (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. They must also have completed modules P020A through P020F with a grade of "C" or higher in each module.

P030A—Psychiatric Nursing Practice: Responsibilities and Approaches 1.5 credits

Prerequisite: Must be taken concurrently with clinical course PSYT P030F unless student has already received credit for the clinical course.

Lecture 27 hours per semester. A study of the legal aspects of psychiatric hospitalization, the Psychiatric Technician Law and mental health legislation. There is an emphasis on the nursing process as it applies to the therapeutic process and assessment of patients/clients. The psychiatric technician's role on the interdisciplinary team is discussed including documentation. (A)

P030B—Psychopathology I—Major Mental Illness 2 credits

Prerequisite: Must be taken concurrently with clinical course PSYT P030F unless student has already received credit for the clinical course.

Lecture 36 hours per semester. A study of schizophrenia and other psychotic disorders, mood disorders and anxiety and related disorders. Diagnostic criteria, symptoms associated with the disorders and management is explored. The therapeutic nurse-patient relationship, pharmacotherapy and milieu management are emphasized. (A)

P030C—Crisis Assessment and Intervention 1.5 credits

Prerequisite: Must be taken concurrently with clinical course PSYT P030F unless student has already received credit for the clinical course.

Lecture 27 hours per semester. A study of stress and the human response to stress both physiological and psychological. Identifies the stages, dynamics of a crisis and therapeutic intervention. Assessment tools are discussed including legal aspects and violence potential. (A)

P030D—Psychopathology II—Disorders of Children, Elderly, Personality and Addiction 2.5 credits

Prerequisite: Must be taken concurrently with clinical course PSYT P030F unless student has already received credit for the clinical course.

Lecture 45 hours per semester. A study of psychopathology occurring in children and the elderly including diagnostic criteria, symptoms and treatment. Examines personality disorders, common and distinguishing characteristics and treatment. Emphasis in the area of addiction, the characteristics and treatment approaches are explored. (A)

P030E—Therapeutic Methods 2 credits

Prerequisite: Must be taken concurrently with clinical course PSYT P030F unless student has already received credit for the clinical course.

Lecture 36 hours per semester. A study of psychoanalytic/psychodynamic, cognitive-behavioral and existential-humanistic forms of therapy. The elements of a therapeutic milieu are explained and explored. Special therapies are discussed including purpose, benefits and risks. Group therapy including the process, application and the psychiatric technician's role are explored. Pharmacological therapy is reviewed. (A)

P030F—Clinical Practice 6 credits

Prerequisite: Clinical experience to be taken concurrently with PSYT P030A-E unless student has already received credit in the theory courses.

Laboratory 324 hours per semester. Clinical practice in affiliating clinical settings to promote the demonstration 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. (A)

Psychology

DIVISION

Social Science Division

DIVISION CHAIR

Richard Osborne

FACULTY*Full-Time*

Elvira Lozano

Tom Sabo

Part-Time

Kristen Sanders

Robert Johnson

James Morrison

Psychology Courses

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. Approved for credit/no-credit grading option. Not open to students with credit in Psychology 1A. (A/CSU/UC) CAN PSY 2

P110—Abnormal Psychology 3 credits

Recommended prerequisite: Psychology P101A or equivalent college course with "C" or better and English P101A or equivalent college course with a "C" or better.

Lecture 3 hours. This course is designed to present a broad general survey of the field of abnormal psychology. It utilizes the many theoretical views of psychopathology in human behavior in order to explore the nature and development of these deviations, with primary consideration given to neurotic and psychotic behavior. (A/CSU)

P120—Social Psychology 3 credits

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

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

Recommended prerequisite: Eligible for level 2 English placement.

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.

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. Not open to students with credit in Psychology 26. (A/CSU/UC)

P133—Psychology of Personal and Social Adjustment 3 credits

Recommended prerequisite: Eligible for level 2 English placement.

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.

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/Psychology 23, or Child Development P223. (A/CSU/UC)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Real Estate

DIVISION

Business Education

DIVISION CHAIR

Young Kim

FACULTY*Full-Time*

Young Kim

Real Estate Courses

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

Recommended prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission; 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

Recommended prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission; 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

Recommended prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission; 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**

Recommended prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission; 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**

Recommended prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission; eligible for level 2 English placement.

Lecture 3 hours. Economic aspects of real estate and land use pointing up the dynamic factors that 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**

Recommended prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission; 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**

Recommended prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission; 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**

Recommended prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission; 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**

Recommended prerequisite: Real Estate P111 (Business Administration 40), real estate sales license, or instructor's permission; 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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Social Science**DIVISION**

Social Science

•Associate of Arts Degree

DIVISION CHAIR

Richard Osborne

Social Science Courses**P098E—Citizenship and Government****0 credits**

Prerequisite: None.

Lecture 4 hours. Designed to provide basic knowledge of local, state, and federal government in preparation for the United States citizenship examination. Provides beginning ESL students with conversation practice within the context of history and government.

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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Sociology**DIVISION**

Social Science Division

DIVISION CHAIR

Richard Osborne

FACULTY*Full-Time*

Karen Bishop

Part-Time

Adrian Zamora

Tony Tape

Sociology Courses**P101—Introduction to Sociology****3 credits**

Recommended prerequisite: Eligible for level 1 English placement.

Lecture 3 hours. A survey course that examines fundamental concepts related to the study of modern societies, including methods and theories, social groups, minorities, social class and social change. Approved for credit/no-credit grading option. Not open to students with credit in Sociology 1. (A/CSU/UC) CAN SOC 2

P102—Social Problems**3 credits**

Recommended prerequisite: Eligible for level 1 English placement.

Lecture 3 hours. An investigation of basic factors and conditions of society that have ongoing negative consequences for a significant portion of society. Issues addressed include social inequality, social policy, urban conflicts, environmental hazards, deviance, and problems of social action and control. 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 1 English placement.

Lecture 18 hours for each credit offered. Discussion, interpretation, and analysis of current topics in the field of sociology. Approved for credit/no-credit grading option. Maximum of three credits; no topic may be repeated for credit. Not open to students with three credits in Sociology 6. (A/CSU/*UC)

P120—African-American Experience**3 credits**

Recommended prerequisite: Eligible for level 1 English placement.

Lecture-Discussion 3 hours. A sociological investigation of the arrangements and conditions of society that have shaped the experiences of African Americans. Issues addressed include social inequality, social policy, urban conflicts, culture, and problems of social action and control. Approved for credit/no-credit grading option. Not open to students with credit in Sociology 20. (A/CSU/UC)

P121—Mexican-American Experience 3 credits

Recommended prerequisite: Eligible for level 1 English placement.

Lecture-Discussion 3 hours. A sociological investigation of the arrangements and conditions of society that have shaped the experiences of Mexican Americans. Issues addressed include social inequality, social policy, ethnic conflicts, culture, and problems of social action and control. Approved for credit/no-credit grading option. Not open to students with credit in Sociology 21. (A/CSU/UC)

P127—Women and Society 3 credits

Recommended prerequisite: Eligible for level 1 English placement, Sociology P101.

Lecture 3 hours. A sociological analysis of the changing role of women in contemporary society, including a brief survey of the women's movement and the stories of some of its earliest leaders. Issues addressed include the social construction of gender, social inequality, women and social institutions, and women and feminism. Approved for credit/no-credit grading option. Not open to students with credit in Sociology 27. (A/CSU/UC)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Spanish

DIVISION

Language Arts Division

DIVISION CHAIR

Susan Regier

FACULTY*Full-Time*

Connie Gutierrez

Part-Time

Maribel Cabrera

Jesus Martinez

Anna Moreno

Baldomero Perez

Spanish Courses

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) CAN SPAN 2

P102—Elementary Spanish 4 credits

Recommended 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) CAN SPAN 4

P103—Intermediate Spanish 4 credits

Recommended 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

Recommended 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 — Spanish for Bilingual Students 4 credits

Recommended prerequisite: Spanish P104 or instructor's permission. Students should have a strong bilingual background.

Lecture 5 hours. This course stresses both oral and written communication. This course takes a thematic approach to Mexican-American or Latino culture, introducing the students to various aspects of the traditions, customs, and values, applying equally to Mexico, Latin America, and Spain. In class the work is oral: reading the essays, sometimes historical, sometimes philosophical, discussion, and personalized questions. Not open to students with credit in Spanish 1-Bi. (A/CSU/UC)

P106 — Spanish for Bilingual Students 4 credits

Recommended prerequisite: Spanish P105 or two years of high school Spanish.

Lecture 5 hours. This course stresses both oral and written communication. It reviews the concepts and grammar learned in Spanish P105 as a starting point. The course stresses both oral and written communication. The course takes a thematic approach to Mexican-American or Latino culture. The students will be researching the various aspects of Latino traditions, customs and values. Not open to students with credit in Spanish 2-Bi. (A/CSU/UC)

Directed Studies, see page 126.

Special Studies, see page 110.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Speech

DIVISION

Fine and Applied Arts Division

DIVISION CHAIR

Phil Simons

FACULTY*Full-Time*

Phil Simons

Part-Time

William Jameson

Speech Courses

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. Not open to students with credit in Speech 21. (A/CSU)

Directed Studies, see page 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

Vocational Nursing

DIVISION

Health Careers Division

DIVISION CHAIR

Valerie Lombardi

FACULTY*Full-Time*

Beverly Drake
Ruby Imbert
Joyce Moody
Jeff Morris

Part-Time

Beverly Cline
Elizabeth Keele
Elizabeth Hathaway
Kathy Ingoldsby
Sally Weigand-Moore

- Certificate of Achievement

VOCATIONAL NURSING COURSES

First Semester

This is the first semester of a three-semester program and is offered in modules. Students must achieve a grade of “C” or higher in each module to remain in the Vocational Nursing Program. It is recommended that students take the assessment test and place level 2 in English, reading and math. In addition, it is recommended that students take English P050 and Math P065. Students are required to take Psychology P101A, Anatomy P052 and PTVN P009 and achieve a grade of “C” or higher prior to beginning the first semester. There is an application process required for admission into the program. A current CPR certification is required. Information is available in the Health Careers Office in AC 103.

PT/VN P010A—Fundamentals of Nursing 4 credits

Prerequisite: Must be taken concurrently with clinical course PTVN P010D unless student has already received credit for the clinical courses. Lecture 72 hours per semester. A study of the basic nursing skills needed to provide total patient care for patients in all age groups. The basic skills include ethics, the nursing process as it applies to communication, body mechanics, medical and surgical asepsis, hygiene, safety, charting, basic physical assessment, nutritional requirements and pharmacology. (A)

PT/VN P010B—Introduction to Medical/Surgical Nursing 5 credits

Prerequisite: Must be taken concurrently with clinical course PTVN

P010D unless student has already received credit for the clinical courses. Lecture 90 hours per semester. A study of health and illness using Maslow’s Hierarchy of Basic Needs as a theoretical approach. The cause of disease and the many factors influencing health/illness are reviewed. Major body systems are studied with emphasis on assessment, common disorders including etiology, symptoms, medical, nursing, pharmacological, nutritional and rehabilitation interventions. Education of the patient and family is emphasized with sensitivity to cultural needs. (A)

PT/VN P010C—Life Span Development 2 credits

Prerequisite: Must be taken concurrently with clinical course PTVN P010D unless student has already received credit for the clinical courses. Lecture 36 hours. Surveys the developmental process from conception to death. The emphasis is on mental and emotional development and developmental milestones of the normal individual. (A)

PT/VN P010D—Clinical Practice 6 credits

Prerequisite: Must be taken concurrently with theory courses PTVN P010A and PTVN P010B unless student has already received credit for the theory courses.

Laboratory 324 hours per semester. Clinical practice is done in affiliating hospitals. This course includes the demonstration and practice of basic nursing procedures using the nursing process. The student is functioning as a member of the health team in order to provide individual total patient care to patients in all age groups. This course includes the administration of medications. This course is offered only on a credit/no-credit grading system. (A)

Second Semester

This is the second semester of a three semester program and is offered in modules. Students must achieve a grade of “C” or higher in each module to remain in the Vocational Nursing Program. They must also achieve a grade of “C” or higher in PTVN P010A through P010D.

P025A—Endocrine System 2 credits

Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Lecture 36 hours per semester. This course includes the study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the endocrine system. (A)

P025B—Gastro Intestinal System 1.5 credits

Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Lecture 27 hours per semester. This course includes the 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 P053D. (A)

P025C—Musculoskeletal System 1 credit

Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Lecture 18 hours per semester. This course includes the 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 P053F.

P025D—Genito-Urinary System 1 credit

Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Lecture 18 hours per semester. This course includes the study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the genito-urinary system. Not open to students with credit in Vocational Nursing P053G. (A)

P025E—Diseases and Disorders of the Eye and Ear 1 credit

Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Lecture 18 hours per semester. This course includes the study of the diagnosis, treatment and nursing care of patients with diseases and

disorders of the eye and ear. Not open to students with credit in Vocational Nursing P053E. (A)

P025F—Integumentary System **1 credit**

Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Lecture 18 hours per semester. This course includes the 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 P055E. (A)

P025G—Pediatrics **1.5 credits**

Prerequisite: Must be taken concurrently with clinical course Vocational Nursing P025H unless student has already received credit for the clinical course.

Lecture 27 hours per semester. This course includes the study of the diagnosis, treatment and nursing care of diseases and disorders in the pediatric patient. Common issues pertinent to pediatric patients are covered including safety, common childhood illnesses, SIDS, abuse and health care relevant to growth and development. Not open to students with credit in Vocational Nursing P053B. (A)

P025H—Clinical Practice **6 credits**

Prerequisite: Must be taken concurrently with theory courses Vocational Nursing P025A-G unless student has already received credit for the theory courses.

Laboratory 324 hours per semester. Clinical practice is done in affiliating hospitals to aid the student in functioning as a member of the health team. The students provide individual total patient care to patients in all age groups. There is an emphasis on care of the pediatric patient during the second semester. The demonstration and practice of nursing skills is also directed toward patients with endocrine, gastro-intestinal, genito-urinary, musculoskeletal, integumentary, eye and ear disorders. Clinical practice in administering medications is done by students. This course is offered only on a credit/no-credit grading system. Not open to students with credit in Vocational Nursing P053H. (A)

Third Semester

This is the third semester of a three semester program and is offered in modules. Students must achieve a grade of "C" or higher in each module to remain in the Vocational Nursing Program. They must also achieve a grade of "C" or higher in Vocational Nursing P025A through P025H.

P035A—Leadership **2 credits**

Prerequisite: Must be taken concurrently with clinical course VNRS P035F unless student has already received credit for the clinical course.

Lecture 36 hours. This course includes description and assessment of leadership styles. Communication is emphasized including general theory concepts, conflict resolution and therapeutic/non-therapeutic approaches in the health care setting. Basic theories and concepts of mental health are discussed and resources available in the health care community. (A)

P035B—Maternity Nursing **2 credits**

Prerequisite: Must be taken concurrently with clinical course VNRS P035F unless student has already received credit for the clinical course.

Lecture 36 hours. A study of conception, gestation, labor, delivery, and the newborn. Also includes methods of birth control. (A)

P035C—Cardiovascular System **2 credits**

Prerequisite: Must be taken concurrently with clinical course VNRS P035F unless student has already received credit for the clinical course.

Lecture 36 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the cardiovascular system. (A)

P035D—Respiratory System **2 credits**

Prerequisite: Must be taken concurrently with clinical course VNRS P035F unless student has already received credit for the clinical course.

Lecture 36 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the respiratory system. (A)

P035E—Neurological System **2 credits**

Prerequisite: Must be taken concurrently with clinical course VNRS P035F unless student has already received credit for the clinical course.

Lecture 36 hours. A study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the neurological system. (A)

P035F—Clinical Practice **6 credits**

Prerequisite: Clinical experience to be taken concurrently with VNRS P035A-E unless student has already received credit in the theory course(s).

Laboratory 324 hours per semester. 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. Emphasis is on maternity patients, newborns, and patients with cardiovascular, respiratory and neurological diseases and disorders. The class includes care of the acutely ill patient requiring intensive care as well as emergency care. Functional assignments in administration of medication in those practice settings is emphasized. This course is offered only on a credit/no-credit grading system. Not open to students with credit in VNRS P055G. (A)

Welding

DIVISION

Applied Technology Division

DIVISION CHAIR

Craig Britton

FACULTY

Part-Time

Carl Hammer

Phillip Machado

•Associate of Arts Degree

•Certificate of Achievement

Welding Courses

P115A—Welder Certificate Training **5 credits**

Prerequisite: None.

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). Open-entry/open-exit courses. 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 126.

Special Studies, see page 126.

General Work Experience, see page 124.

Occupational Work Experience, see page 124.

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 four credits per semester of General Cooperative Work Experience Education may be earned. 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.

- 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.
- 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.
- 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. This is an open-entry/open-exit course. Not open to students with credit in Work Experience 50 or 20. (A/CSU)

PI49N – 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. This is an open-entry/open-exit course. (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. This is an open-entry/open-exit course. (A/CSU)

Work Experience

DIVISION Education/Career Development Division

DIVISION CHAIR Linda Denny

Education/Career Development Division Linda Denny

FACULTY

Full-Time

Muriel Josten

Work Experience Courses

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 world of work. This is an open-entry/open-exit course. 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. This is an open-entry/open-exit course. (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. This is an open-entry/open-exit course. (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. This is an open-entry/open-exit course. (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. This is an open-entry/open-exit course. (A/CSU)

Directed Studies

DIVISION

Non-divisional

Directed Studies Courses

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

DIVISION

Non-divisional

Special Studies Courses

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)



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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 a Dean of Learning.