

Porterville College

2007-2008
CATALOG

100 East College Avenue
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Porterville College Catalog
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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

With students as our focus, Porterville College provides our local and diverse communities an excellent educational experience that fosters intellectual curiosity and growth, lifelong learning, and prepares our students for personal and academic success.

In support of our values and philosophy, Porterville College will:

- Provide quality academic programs to all students who are capable of benefiting from community college instruction.
- Provide comprehensive support services to help students achieve their personal, vocational and academic potential.
- Prepare students for transfer and success at four-year institutions.
- Provide courses and training to prepare students for employment or to enhance skills within their current careers.
- Provide developmental education to students who need to enhance their knowledge and understanding of basic skills.
- Recognize student achievement through awarding degrees, certificates, grants, and scholarships.

OUR VALUES

Porterville College's core values define the character of the institution and are active ingredients in all that the College does. Through our commitment to these values the College can better serve and be more responsive to its students, staff, and community:

- Collaboration - working together to encourage input and dialogue in a collegial and cooperative manner.
- Respect - treating each other with respect, trust, and dignity.

- Innovation - nurturing and supporting exploration of new ideas, programs, and services to enhance our service to the community.
- Accountability - continuously assessing where we are as a College and to assume responsibility for all that we do.
- Participation - fostering and encouraging the involvement of staff and students in campus activities and the various aspects of the College decision-making process.

PHILOSOPHY

In support of our mission and values, Porterville College will base its decisions and actions upon the following beliefs:

- All students at Porterville College will be treated with respect and dignity regardless of who they are or the goals they have established for themselves.
- The College staff will provide the best service possible to its students in order for them to meet their individual academic or vocational goals.
- The College will encourage innovation, creativity, and new ideas and will support professional development opportunities for its staff.
- As an integral part of the community, the College will interact with and be responsive to local business and industry.
- As an integral part of the Kern Community College District, the College will participate in and be actively involved with all district-wide committees and governance structures.

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) 791-2319, or see our web page (www.portervillecollege.edu/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.

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.

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 at (559)-791-2220.

FACULTY OFFICE HOURS

Porterville College is noted for the close academic relationship between faculty and students. The educational benefit 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 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 recommendation 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.

Recommendation 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

Students may petition to challenge prerequisites based upon the following criteria:

1. The prerequisite has not been made reasonably available.
2. The prerequisite was established in violation of regulation or in violation of the district-approved processes (student documentation required).
3. The prerequisite was discriminatory or applied in a discriminatory manner (student documentation required).

4. The prerequisite has been met based upon 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 Learning Center, LMC-13. Students wishing to challenge the English or math placement prerequisites should contact the respective division chair.

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

OPEN ENROLLMENT

It is the policy of this college that, unless specifically exempted by statute or regulation, every 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 (FERPA) 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. It is the policy of Kern Community College District and 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, AC-101.

CONTROLLED SUBSTANCES

The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance is prohibited by law. Violation of this policy will result in disciplinary action as outlined in the Student Conduct and Discipline Handbook.

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, AC-101.

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 TRAFFIC AND PARKING REGULATIONS

General Regulations

Students must purchase a parking permit to park on the Porterville College campus. Parking permits may be purchased at the Office of Admissions and Records in the Academic Center. One-day parking permits can be purchased at the college bookstore for \$1.00.

Temporary Porterville College disabled parking permits may be obtained from the Disability Resource Center located in room AC-115.

Students possessing a valid State Disabled Person Placard and/or temporary campus disabled parking permit do not require a parking permit. Those students may park within any student or disabled parking stall on campus.

Parking permits are valid only when displayed in the proper manner in/on the vehicle. Proper posting of permits is as follows:

- Hanging from the rear view mirror, facing forward, in no way obscured from view.
- On the driver's side of the rear bumper.
- On the front wheel fork of a motor-driven cycle.

Parking on the Porterville College campus is in marked parking slots. Vehicles must be parked face forward, within the two painted lines and not over the front painted limit line.

Limited time (30 minutes) visitor parking is provided at the front of the college. Porterville College staff and/or students are NOT visitors or guests. Guests/visitors using limited-time parking do not require parking permits.

In case of extended visits, guest/ visitor parking permits may be obtained at the Information Desk in the Academic Center. The completed guest/visitor parking permit shall be placed in plain view atop the left side of the dash.

All parking permits are the responsibility of the holder and/or purchaser and will not be replaced if lost or stolen. Report lost/stolen permits to campus security and complete an incident report, available from campus security or the Information Desk.

No person shall drive, park or leave standing any motor vehicle, motorcycle, moped or motor-driven cycle upon any area not designated for motor vehicle use including any lawn, athletic field, practice area, or sidewalk.

Read and obey all traffic and parking signs and markings.

Anyone receiving a citation is allowed to file an appeal contesting the action. Appeal forms are available at the Information Desk in the Academic Center or at the Maintenance and Operations Office.

Minimum fine for citations issued is \$25.00.

Parking Defined: To park or leave standing any type vehicle, whether occupied or not, other than for the purpose of, or while actually engaged

in, loading or unloading passengers and/or equipment. Vehicles shall not be parked or left standing, even though occupied by driver and/or passenger in a loading zone, disabled zone, limited-time zone or any other limited or restricted parking zone, other than that time specified by sign and/or curb markings, or areas not designed for use.

Parking Zones

- Orange Curbed Zone: District parking zone for "E" (exempt) district vehicles only.
- Yellow Curbed Zone: Reserved for the exclusive use of public carriers and/or school buses.
- Yellow Posted Zone: Reserved for the exclusive use of district vehicles; loading/unloading passengers (3 minutes); loading/unloading of materials only (30 minutes maximum). May be used by employees, students, visitors and/or vendors.
- Green Zone: For the exclusive use of guests and visitors only, limited to 30 minutes. Other special parking permits may be requested at the Office of Admissions and Records.
- Red Zone: No parking any time—tow away zone.
- Blue Zone: Reserved for the exclusive use of disabled parking.

Facilities/Security Department

Emergency..... (559) 791-2200
and/or call911
Campus security..... (559) 791-2443
Traffic citations/appeals..... (559) 791-2405

Parking Permit Fees

Fall.....\$20.00
Spring..... 20.00
Summer 10.00

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." --34 C.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 for Civil Rights, U.S. Department of Health and Human Services, 50 United Nations Plaza, Room 322, San Francisco, CA 94102.

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 there under. More specifically, Porterville College does not discriminate in admission or access to, or treatment or employment in its programs and activities. The 504 Coordinator, Steve Schultz, 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 (559) 791-2218.

Language Skills

The lack of English Language skills will not be a barrier to admission, and participation in, vocational education programs and services.

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 or (661) 395-4036.

SEXUAL HARASSMENT POLICY and PROCEDURES

Policy 11D2A

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 11D4A 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, Dean, Vice President, or Title IX Coordinator.

POLIZA DE NO DISCRIMINACIÓN

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. Tales programas y actividades incluyen admisión de estudiantes y empleo. Preguntas relacionadas con la aplicación del 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 a la responsabilidad administrativa de revisar tales asuntos, o al Director Regional de la Oficina para los Derechos Civiles, Departamento de Salud y Derechos Humanos de los Estados Unidos, 50 United Nations Plaza, Room 322, San Francisco, CA 94102.

Incapacidad

El Colegio de Porterville no discrimina por base de incapacidad y está en concordancia con la Sección 504 del Acto de Rehabilitación de 1973, como enmendada, y las regulaciones adoptadas bajo esa enmienda. Más específicamente, el Colegio de Porterville no discrimina en admisión o acceso a, o tratamiento, o empleo en, sus programas y actividades. El 504 Coordinador/ Consejero de Incapacidad 504, el señor Steve Schultz ha sido designado para coordinar los esfuerzos del Colegio de Porterville para estar en cumplimiento del 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. Para preguntas relacionadas a esta ley pueden ser referidas al (559) 791-2218.

Habilidades en el lenguaje

La falta de habilidades en el idioma del inglés no será una barrera para ser admitidos y para participar en los programas vocacionales educativos.

Edad, Raza, Color, u 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 la orientación sexual de éstas personas. Para más informes por favor diríjase al señor Kenneth Robinson, Director Asociado de Recursos Humanos. Teléfono: (559) 791-2221 o (661) 395-4036.

ACOSO SEXUAL

Poliza 11D2A

El distrito de Kern de la Colegios de la Comunidad y el Colegio de Porterville no tolerarán ningún comportamiento que consituya presión o molestia sexual contra sus empleados o contra los estudiantes.

Es el plan del distrito y del colegio que los miembros de la comunidad colegial, incluyendo visitantes, clientes y contratistas, no puedan molestar o presionar a ninguna otra persona.

La presión o molestia sexual se define así:

Los avances sexuales molestos; el pedir favores sexuales; y/o la conducta verbal, física o comunicación escrita de una naturaleza sexual que sea intimidatoria, hostil u ofensiva tal y como:

El someterse a o el rechazar tal conducta que se use como la base de empleo o como la base académica o para otras decisiones que afecten a un estudiante; o

Si tal conducta tiene el propósito o el efecto de intervenir sustancialmente con la manera de hacer un trabajo o de un estudiante en su experiencia académica, o que crea un ambiente en el trabajo o en lo académico, o que crea un ambiente en el trabajo o en lo académico que sea intimidatorio, hostil u ofensivo.

El distrito de Kern de Colegios de la Comunidad y el Colegio de Porterville se comprometen a mantener un ambiente de trabajo y un ambiente académico libre de esta presión o molestia sexual.

Empleados o estudiantes serán disciplinados a causa de la violación de esta declaración.

Procedimientos

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 11D4A de la Mesa Directiva (Board) del Distrito Kern de Colegios de Comunidad.

Cualquier estudiante que cree que él o ella ha sido presionado o molestado sexualmente debe notificar a cualquier de los siguientes oficiales: Instructor; Consejero; Encargado de Departamento, o División; Decano, Visé Presidente o Coodinador del Título IX.

ADMISSION and REGISTRATION PROCEDURES

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 and other persons over 18 years of age who can benefit from instruction. Recommended high school juniors and seniors may enroll in part-time college programs in advanced education. (Ed. Code Sections 760000-760002 and 760006)

SPECIAL STATUS ADMISSION

In accordance with California Education Code regulations, K-12 students may enroll as special part-time students on a seats-available basis. Enrollment must be recommended by the high school principal, with parental consent and approval by the college Director of Admissions. Units earned may be used for high school or college credit or for both. Students enrolled under this program are exempted from paying enrollment fees.

High school students are restricted to a maximum of six (6) credits per semester. Students wishing to enroll in more than six (6) credits must appeal to the Director of Admissions. The college reserves the right to restrict the enrollment of students who have attained less than the 11 grade level. The community college education environment is geared toward adult students. Lecture/discussion courses are not always appropriate in their nature and/or language for younger students. The college allows enrollment of such students through the appeal process as allowed in Title V.

Special Admit Applications are available on the web at www.portervillecollege.edu.

ADMISSION FORMS and TRANSCRIPTS

Admission forms may be obtained in the Office of Admissions and Records or by accessing the website at www.portervillecollege.edu.

Since the admission form 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 deadlines.

An official high school transcript and an official transcript from each college previously attended should be on file in the Office of Admissions and Records before registration is completed. Credits earned at other accredited collegiate institutions will be evaluated for credit toward completion of work at Porterville College.

Students have the right to notify the college not to include their date of birth (DOB) on their transcripts. DOB is a very useful identifier, and students are encouraged to have it display on their transcripts. However, under the law students have a right to choose that this particular item not be display on the college transcripts.

NON-RESIDENT TUITION

The non-resident tuition fee for the academic year 2007-2008 is \$190 per credit up to and including 15 credits. 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.

A mandatory capital outlay fee of \$43 per credit, up to and including 15 credits, will be assessed to international students.

Non-resident students, out-of-state and international, 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.

EXEMPTION from PAYMENT of NON-RESIDENT TUITION

AB 540 was signed by the Governor on October 12, 2001, and took effect January 1, 2002. The bill was intended to enhance access to California's colleges and universities by providing a fair tuition policy for all high school students in California. This goal is accomplished by adding section 68130.5 to the Education Code. Section 68130.5 requires that students who meet four specified requirements be exempted from the payment of non-resident tuition. Those requirements are:

1. High school attendance in California for three or more years;
2. Graduation from a California high school or attainment of the equivalent thereof;
3. Registration as an entering student, or current enrollment at an accredited institution of higher education in California, not earlier than the fall semester or quarter of the 2001-02 academic year; and,
4. In the case of a person without lawful immigration status, the filing of an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Nonimmigrant alien students, as defined by federal law, are not eligible for the exemption. Students who are exempt from the payment of non-resident tuition under Education Code Section 68130.5 may be reported by community college districts for apportionment purposes. Student information that is obtained in connection with the exemption process is to be kept confidential.

The Board of Governors is required to establish regulations to implement Education Code Section 68130.5. The Board has previously adopted a regulation regarding the establishment of residency by alien students. (See Title 5, California Code of Regulations, Section 54045.) Section 54045 addresses residency classification, as contrasted with the non-resident tuition exemption created by Section 68130.5. Section 54045 is unaffected by the addition of Section 68130.5.

Exemption forms may be obtained in the Office of Admission and Records, AC-112.

SEVIS

The purpose of SEVIS is to facilitate timely reporting and monitoring of international students and exchange visitors in the United States. SEVIS is an Internet-based application for electronically tracking and reporting on international students and exchange visitors in the United States. SEVIS enables schools and program sponsors to transmit data electronically to the U.S. Department of Homeland Security and Department of State (DoS) throughout a student's or exchange visitor's program in the United States.

SEVIS' scope includes the range of activities associated with the capture of data surrounding student and exchange visitor pre-arrival activities, arrival, status while in the U.S., and program completion.

INTERNATIONAL 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 international 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) except in countries where English is the native language. 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, California enrollment, health, capital outlay, and Student Body Operating and Building (student center) fees are charged.

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

CALIFORNIA ENROLLMENT FEE

The State of California has imposed an enrollment fee of \$20.00 per credit to all students enrolling in credit courses at California Community Colleges. (Education Code, Section 72252, Title 5, Sections 58500-58508). Porterville College reserves the right to adjust fees to meet state mandates.

Other Fees

Student Body Operating and Building (Student Center) Fee: \$1.00 per credit (\$5.00 maximum).

Parking Permit Fee: \$20.00 per semester, per student enrolled in on-campus classes. Summer Parking fee: \$10.00.

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

Associated Study Body Card: \$15.00 per academic year. Spring only: \$7.50.

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.

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.

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 and telephone number listed. Fees are payable in the Office of Admissions and Records or on the web. All fees connected to enrollment are due at the time of registration. There is a \$25 charge for any check returned to Porterville College.

Holds that Prevent Registration

Holds may be placed on a student's record whenever that student is delinquent or has failed to pay any debt owed to the college or failed to return any library books or other college property or equipment. Students with holds will not be allowed to receive transcripts, certificates or diplomas; have transcripts forwarded; and/or receive other services related to student records. They may not be allowed to register. When the student has cleared the obligation with the college, the hold will be removed.

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.

AUDITING a COURSE

Students who have been admitted to the college may enroll in courses as auditors with the permission of the instructor and subject to the following provisions:

1. Priority shall be given to students who wish to take the course for credit.
2. A student in a course shall not be permitted to change from audit to credit status nor from credit to audit.
3. The cost to audit a class is \$15.00 per credit. (Students enrolled in 10 or more other credits will not be charged this fee.)

Course Audit Forms are available in the Office of Admissions and Records beginning on the first day of class.

THE 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.

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

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.

If a class is canceled or rescheduled, students shall be credited any excess enrollment fee computed based on credits of current enrollment.

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 Office of Admissions and Records.

ACADEMIC INFORMATION

ACADEMIC INFORMATION

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, students should consider (1) the general requirements prescribed by the college; (2) the special requirements in the major field of study; (3) the general requirements of any future college or university the student 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 students to require five semesters or more to meet the graduation requirements.

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

ATTENDANCE

Students are expected to attend all sessions of each class enrolled. Failure to do so may result in removal from the class. Students may be dropped from class when the 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 six credits.

STUDENT LOAD

"The general definition of a full-time student is 12 units during the fall and spring terms and 4 units during the summer. However, this definition may not be applicable to all programs to which you may be applying. Please check with your program regarding other unit requirements."

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

Eighteen hours of lecture or 54 hours of laboratory represent one credit. The number of credits a course yields follows the listing of the course title in the description of courses in this catalog.

In preparing a 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.

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 in classes where a letter grade is assigned:

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 the student 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	
MW - Military Withdrawal	

*Incomplete academic work for 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. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the

work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” may be made up no later than one (1) year following the end of the term in which it was assigned. Students may petition through the instructor for an extension of time as a result of extenuating circumstances. In the absence of the instructor for an extended period of time, the student may petition the Vice President, Learning, for an extension. The “I” symbol shall not be used in calculating credits attempted nor for grade points. (Board Policy 4C3A revised 1995)

**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.

***Prerequisites or graduation requirements may require a grade of “C” or higher (see course descriptions).

ACCEPTANCE of CREDIT from OTHER INSTITUTIONS

Porterville College grants credit for lower division work from accredited colleges or universities. Transferred courses may count toward 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 Office of Admissions and Records. For courses taken from out-of-state or private colleges where a catalog and course descriptions are not on file at the college, the student will be responsible for providing a copy of the course descriptions 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 Office of Admissions and Records. All transcripts become the property of the college and will not be returned or released to other institutions.

NON-TRADITIONAL COLLEGE CREDIT

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

1. 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:

- a. Physical education activity courses or sports.
- b. Performing courses in music, art, journalism and drama.
- c. 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.
- d. 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 and test must be administered during the first nine weeks of the semester in which the examination is requested. If the petition is approved, Office of 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 demonstrate 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 the exam. 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.

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

2. ADVANCED PLACEMENT EXAMINATIONS (General Examination)

Porterville College recognizes high achievement by students who have successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board.

Students who have successfully completed courses in the Advanced Placement Program with a score of 3, 4 or 5 may be granted credit for purposes of general education certification, graduation, advanced placement in the college’s sequence courses, and for curriculum requirements. A petition may be obtained in the Office of Admissions and Records.

Students may receive credit for Advanced Placement Examinations if scores are sent to the college. The college will confirm the credit granted. If students choose not to receive credit for AP exams, they should inform the Office of Admissions and Records prior to registration or as soon as possible during the first semester of attendance. Please be aware that other institutions, particularly four-year colleges/universities, may evaluate your advanced placement scores and credits differently.

3. 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.

Credits may be awarded for each examination that a student completes up to the credit value in the catalog. 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 the 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.

Students wishing to receive credit for exams must petition the Office of Admissions and Records.

2+2 ARTICULATION PROGRAMS

No articulation agreements are in place at this time.

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 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 semester prior to 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 prior to the 60 percent of a term/course. 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 60 percent point in the semester. Instructors using the grade of "F" for withdrawals after 30 percent but prior to 60 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 disqualification procedures.

Extenuating circumstances necessitating a "W" after the 60 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 by petitioning the Office of Admissions and Records.

MILITARY WITHDRAWAL

In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, the college shall permit withdrawal at any time during the term with no adverse impact on the student's academic records or enrollment status. (Effective January 1, 1990)

REMEDIAL COURSE WORK LIMITATION

As of fall 1990, no student shall receive more than thirty (30) semester credits for remedial course work within the Kern Community College District.

Students identified by the college Disability Resource Center (DRC) as having a learning disability are exempted from the limitation on remedial coursework.

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.

The state allows 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	Maximum Credits Allowed
ACCT P030	Introduction to Federal Income Tax for Individuals.....	2
ADMJ P140	Field Work/Admin of Justice/Police Cadet	12
ADMJP141	Current Topics in Administration of Justice	3
AGRI P055	Agriculture Leadership Training.....	8
APDS P103	Weaving.....	} max. 8 credits
APDS P107	Advanced Weaving	
ART P050	Art Studio.....	4
ART P055	Gallery Tours	2
ART P109	Studio Folk Arts.....	4
ART P135	Art and the Environment.....	4
ART P149	Art Topics.....	4
DRMA P127L	Acting Laboratory	8
DRMA P128L	Music Production Laboratory	4
DRMA P129L	Theater Laboratory.....	4
EDUC P106	Parental Involvement of Culturally Diverse Families in U.S.....	8
EFL P079	Beginning English for Non-Native Speakers	6
EMTC P050	Emergency Medical Technician I.....	26
ENGL P079	Learning Skills/Developmental Reading.....	3

ENGL P080	Learning Skills/Basic Writing.....	3
ENGL P086	Learning Skills Laboratory: Developmental Reading.....	1 1/2
ENGL P087	Learning Skills Laboratory: Grammar and Usage	1
ENGL P088	Learning Skills Laboratory: Spelling.....	1
ENGL P089	Learning Skills Laboratory: Vocabulary Development	1
HUM P114	Topics in Humanities.....	4
HMSV P134	Human Services Internship	8
HMSV P135	Human Services Internship	8
INFS P002	How to Build a Personal Computer	2
INFS P056	Web Page Design Practicum.....	8
JRNL P102	Newspaper Production.....	6
MATH P101L	Trigonometry Lab	2
MUSC P051	Valley Chamber Chorale.....	2
MUSC P055	Beginning/Intermediate Guitar	4
MUSC P115	Singing Techniques	4
MUSC P116	Handbell Choir.....	4
MUSC P117	College Chorale.....	8
MUSC P118	Chamber Singers.....	4
MUSC P119	Women's Chorus.....	4
MUSC P120	Applied Music	4
MUSC P121	Chamber Music Ensemble.....	4
MUSC P127	Concert Band	8
MUSC P128	Pirate Band (Pep Band).....	4
MUSC P130	Studio Band	8
MUSC P131	Theater Band.....	4
MUSC P140-P141-P142	Music Lab	2-6
MUSC P155A	Beginning Guitar	6
MUSC P155B	Intermediate Guitar	6
MUSC P155C	Advanced Guitar	6
PHED P101A	Beginning Volleyball.....	} max. 4 credits
PHED P101B	Intermediate Volleyball.....	
PHED P102A	Beginning Basketball.....	} max. 4 credits
PHED P102B	Intermediate Basketball.....	
PHED P103	Beg. Weight Training.....	} max. 4 credits
PHED P105	Adv.Weight Training	
PHED P106	Shape-Up.....	8
PHED P107	Aerobic Dance.....	8
PHED P108	Remodelers/Health Practicum.....	4
PHED P109	Advanced Basketball -- Women.....	4
PHED P110	Badminton	4
PHED P111A	Beginning Golf.....	} max. 4 credits
PHED P111B	Intermediate Golf	
PHED P112A	Beginning Tennis.....	} max. 4 credits
PHED P112B	Intermediate Tennis	
PHED P112C	Advanced Tennis	4
PHED P114	Advanced Volleyball--Women	4
PHED P115	Advanced Softball -- Women	4

PHED P116	Advanced Baseball -- Men	4
PHED P117	Advanced Basketball -- Men.....	4
PHED P121	Varsity Cross Country/Men & Women	4
PHED P122	Varsity Basketball for Men.....	4
PHED P123	Varsity Basketball for Women.....	4
PHED P124	Varsity Soccer for Men	4
PHED P125	Varsity Soccer for Women	4
PHED P126	Varsity Baseball	4
PHED P127	Varsity Track and Field/Men & Women	4
PHED P128	Varsity Tennis for Men/Women.....	4
PHED P130	Varsity Volleyball for Women	4
PHED P132	Varsity Softball for Women	4
PHED P142	Advanced Soccer - Men.....	4
PHED P143	Sports Conditioning.....	4
PHED P149	Advanced Soccer for Women.....	4
PHED P150	Beg. Swimming.....	4
PHED P151	Inter. Swimming.....	4
PHED P154	Aqua Exercise.....	4
PHED P157	Independent Studies	4
PHED P159	Lap Swimming.....	4
PHED P160A	Body Movement: Country Western Line Dancing	4
PHOT P124	Landscape Photography	4
PHOT P140	Photograph Digital Retouching and Restoration	8
PHSC P121-P122	Physical Science Assistant.....	4-8
PTVN P001	Vocational Nursing and Psychiatric Technology Program Orientation	2
SOCI P106	Current Topics	3
WKEX P120	Career Information	4
WKEX P149	Occupational Work Experience	2
WKEX P150	Occupational Work Experience	4
WKEX P151	Occupational Work Experience	8
WKEX P152	Occupational Work Experience	12
WKEX P153	Occupational Work Experience	16
WKEX P160	On Campus Entrepreneurial Work Exp	4
WKEX P161	On Campus Entrepreneurial Work Exp	8
WKEX P155	General Work Experience.....	4
WKEX P156	General Work Experience.....	8
WKEX P157	General Work Experience	12

} max. 16 credits

} max. 6 credits

REPETITION of Ws and SUBSTANDARD GRADES

Students with two (2) or more Ws and/or two (2) or more substandard grades in a single course will be prevented from registering for that course until the first day of classes with the instructor's signature on the Prerequisite and Repetition of Course Approval Form. The form may be obtained from the Office of Admissions and Records.

A recommendation will be indicated on the Prerequisite and Repetition of Course Approval Form to meet with a counselor to develop a plan for success in the course.

ACADEMIC REGULATIONS

ACADEMIC REGULATIONS

GRADE FORGIVENESS/ACADEMIC RENEWAL POLICY

Grade Forgiveness (Repeating Courses):

A student who has received a “D,” “F” or “NC” grade in a course at Porterville College may petition the Office of Admissions and Records 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 that 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, the following condition must be met:

- Five 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.

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 Office of Admissions and Records. 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.

ACADEMIC STANDING

A student who is not in good standing will have a hold placed on his/ her record until he/she meets with a counselor to make plans to improve his/her grades. These holds will prevent registration.

PROBATION

Academic Probation – A student who has attempted at least 12 cumulative semester units shall be placed on academic probation when he/she has earned a cumulative semester grade point average below 2.0.

Progress Probation – A student who has attempted at least 12 cumulative semester units shall be placed on progress probation when the percentage of all units for which entries of “W”, “I” and “NC” reaches or exceeds 50 percent.

Students transferring from other collegiate institutions will be placed on probation according to these same standards.

Students on probation may be limited to specific courses and to the number of units for which they may register.

The academic status of each student is printed on the student transcript which is updated at the conclusion of each academic term.

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 shall be removed from probation when the percentage of “W”, “I”, and “NC” units falls below 50 percent.

DISQUALIFICATION

Any student who is placed on academic probation for three consecutive semesters of enrollment shall be disqualified for admission to classes the following semester unless, during the last semester of enrollment, the student earned a grade point average of 2.0 or higher, in which case the student shall be placed on continued probation.

Any student who is placed on progress probation for three consecutive semesters of enrollment shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment, the percentage of units with entries of ‘W’, ‘I’, and ‘NC’ was less than 50 percent, in which case the student shall be placed on continued probation.

Reinstatement

A student who is disqualified is ineligible to attend Porterville College. He/she may be conditionally readmitted the following semester upon petition to the Readmission Committee. A readmitted student may be restricted to specific courses or programs and a limitation may be placed on the number of units attempted. Reinstatement application forms may be obtained in the Counseling Center.

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 as plagiarism as defined are 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

The library houses over 25,000 books and other printed materials for reference and circulation use. Over 100 print periodicals (magazines, journals, and newspapers) are available for in-library use. For viewing in the library, there are over 700 videos and over 25 DVDs. PC students have online access to thousands of periodical articles in the library's seven databases and over 12,000 books in NetLibrary.

Students can use over 50 computers for information research, classroom software, word processing, the Internet, etc. Copiers, printers, VHS/DVD viewing stations, scanner, cassette players, and earphones are available for library use.

There are two satellite libraries on campus: The Anthropology Library and the Health Careers Library. The main library has a special collection called Valley Writers. The authors (200+) selected for this growing collection have lived in the Great Central Valley of California. The 500+ titles in this preservation and research collection are to be used in the library.

Call 791-2318 for further library information.

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 copying anthropology materials. For further information, call 791-2298 or 791-2318.

TUTORIAL SERVICES

Free tutoring services are available to students who feel a need for assistance in a variety of subjects. Appointments with tutors may be made in the Learning Center. Further information can be obtained by calling 791-2227.

LEARNING CENTER

The Learning Center offers individualized programs including English, math, reading, vocabulary, and spelling. Flexible scheduling allows students to use the center almost any time their schedules permit. For more information about the Learning Center, call 791-2240 or 791-2227.

WRITING MENTORS

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

STUDENT SERVICES

STUDENT SERVICES

ADVISING and COUNSELING

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

CAREER SERVICES

Computerized career assistance and current information concerning occupations are available in AC-126. 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.

COST of ATTENDANCE

Enrollment Fee	\$20 per credit*
Nonresident/International	\$190 per credit (to 15 credits maximum)
Student Body Operating and Building (Student Center) Fee	\$1 per credit (\$5 maximum)
Health Fees.....	\$12 per semester \$9 for summer
Parking for on-campus classes	\$20 per semester \$10 for summer
Student ASB Card (optional)	\$15 per year and \$7.50 for spring only

In addition to college fees, students could expect average additional costs. (This budget is based on a student living away from home.)

Room and Board (average)	\$5,400 per year
Books and Supplies (average)	\$1,314 per year
Personal Expenses (average).....	\$1,656 per year
Transportation (average)	\$1,000 per year

*\$20 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 physical, learning and other types of disabilities.

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

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 can make alternate media requests through the Disability Resource Center.

Students with a verifiable disability who are not participants in the Disability Resource Center program, but who still wish to utilize special accommodations should contact the Vice President of Learning, Steve Schultz in AC-101.

Anyone interested may contact the Center office at 791-2215.

CalWORKs PROGRAM

CalWORKs Program provides services to students who receive TANF (Temporary Aid for Needy Families, formally known as AFDC) and who have been referred by their Tulare Works worker at the welfare office. Available services include CalWorks work study (on- and off-campus), job placement, job search skills, resume writing, interviewing techniques, academic advising, books, school supplies, child care, mileage reimbursement, and job readiness workshops.

For further information call 791-2303 or stop by the office in AC-126.

WELLNESS CENTER

The Wellness Center, located in back of the Gymnasium, next to the pool, provides health services to currently enrolled full- and part-time students. The purpose of the Wellness Center is to further the equality of educational opportunity and success for all Porterville College students by providing access to health services which promote the physical, emotional and social well being of students. The Wellness Center maintains high quality health care services by establishing procedures treatments, activities and referral systems designed to meet student needs.

The student health fee gives the students full access to a full-time Registered Public Health Nurse available Monday through Friday and during evening hours as well.

Services included, but are not limited to, campus emergency care, first aid, nursing assessment and treatment of common acute illnesses and infections, TB tests, vision and hearing screening, blood pressure screening, selected immunizations and pregnancy tests. If further off-campus medical evaluation or treatment is needed for injuries or ailments, students will be referred. Referral for individual counseling is available for students expressing the need for personal counseling. A rest area and some over-the-counter medications are available. First aid supplies are also located in strategic areas throughout the campus.

Appointments are available but not necessary.

Students with chronic health problems of a serious nature (diabetes, seizure disorder, cardiac problems) are advised to inform the Wellness Center so that the best possible help can be rendered in case of an emergency.

Throughout the year the Wellness Center coordinates campaigns for better health, such as, Red Ribbon Week, Great American Smoke Out, HIV/AIDS Awareness, Cancer Awareness and an Annual Health and Career Faire. Health education information and materials are also available on many topics.

When you visit the Wellness Center, you have the right to privacy, confidentiality, and to be treated with dignity. All records are confidential and cannot be released to anyone without written authorization. The only exception is when subpoenaed by court or when information is required by public health law.

Information on the Wellness Center may be obtained by calling 791-2212 or the information desk.

FEDERAL and STATE FINANCIAL AID

Federal and state financial aid are 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 six or more credits.

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

In order to qualify for federal student aid, you must:

- 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.

In order to be eligible, you must:

- 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) available in the Financial Aid Office.
- Apply online at www.fafsa.ed.gov.
- Call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

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, 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.

To be eligible for a Cal Grant, you must:

- be a U.S. citizen or eligible noncitizen
- be a high school graduate
- 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
- 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.

To be eligible for the program, a student must:

- be a resident of California
- be a full time student (12 credits) 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 credits of college level course work
- be working toward a certificate or degree
- be making satisfactory academic progress with an Educational Study Plan on file

Services students may be eligible for:

- Grants
- Book 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.

LISTO Program

The LISTO (Liberal and Integral Studies for Transfer Opportunity) Program is dedicated to academic achievement to facilitate transferring successfully to a four-year university. LISTO is a word that can be translated as “ready” or “smart” in Spanish—a fitting acronym to represent the goals of the program.

The program targets students who may need assistance transitioning to post-secondary education. LISTO requires participation in various activities designed to engage students in learning communities and to facilitate the transfer process to a four-year university.

LISTO students are part of a powerful peer network, a team, working together towards the completion of their educational goals. The grant focuses on creating Learning Communities. These communities provide students with a peer support group who share interests, goals, and receive additional support from the LISTO staff. LISTO assists students in developing the motivation to learn by making a commitment to academic success and provides a supportive atmosphere designed to make them feel at home on our campus.

Activities begin with an orientation which gives students a chance to interact with fellow students, faculty, and staff before school begins. Students also participate in various on-campus activities, cultural field trips and university visits. The LISTO Program provides numerous services to help students succeed. Services include unlimited tutoring, a computer lab with free printing, a lending library, Peer Mentors, an Educational Advisor, and much more!

LISTO eligibility requirements are:

Meet any of the following:

- Parent/guardian/student receiving AFDC or other public assistance; need-based financial aid recipient; or otherwise demonstrate low-income or at-risk status.
- First Generation College Student
- Placement in Remedial English and/or Math courses based on Assessment Scores
- Single Parent
- Out of State Student
- Desire to continue studies toward a Bachelor's Degree at a four-year university.

For more information, contact the LISTO office at (791-2219).

LISTO ADVISED COURSES

These are courses that have been identified as part of a linked set, meant to aid students in their comprehension of the course material as well as in successfully completing the course. Linked Courses are open to all Porterville College students.

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 fees for the academic year. Applications are available in the Financial Aid Office, AC-103.

FOOD SERVICES

Breakfast and lunch are available Monday through Friday, and evening meal services are available Monday through Thursday. Students with ASB cards may purchase meal tickets in the bookstore for \$25.00 giving them a \$30.00 value in food purchases.

STUDENT ACTIVITIES

Student Services are supported largely by the sale of Associated Student Body Cards, and students are encouraged to support the program. A game room, dances, recreational activities, 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. All clubs are coordinated through ASPC.

The PC student clubs and organizations are:

Alpha Chi Mu Chapter of Phi Theta Kappa
Anthropology Club
BroCha
Child Development Center Parents Club
Creative Alternatives Fine Arts Club
LISTO Club
Multicultural Club
Native American Club
One in Christ Club
PC Voters' League
Photo Club
Rotaract
Student Outreach Resource Club
Student Senate (Associated Students of Porterville College)
Voters' League

SWAT TEAM

The SWAT Team (Students with Anthropology Training) is a subgroup of the PC Anthropology Club and was organized in 2003. SWAT Team members visit local elementary schools and provide programs to fourth graders featuring the culture and practices of the Yokuts Indians who occupied the San Joaquin Valley and foothill area from prehistoric times up to the present day. The Team brings an array of traditional artifacts into the classroom and each team member gets the

opportunity to present a brief presentation on some aspect of Yokuts culture.

This program allows PC students who are pursuing a teaching career to actually stand in front of a "live audience" and gain some valuable experience. Aside from benefiting our students, the program has been embraced by the elementary school students and teachers.

In today's world, with tight budgets and other restrictions, it is difficult for teachers to arrange field trips. The SWAT Team, essentially, brings the field trip to the classroom. Since its inception, the program has proven to be one that costs nothing and benefits many.

The SWAT Team Program is open to any PC student with an interest in teaching and/or Native American culture.

ATHLETICS

Porterville College provides 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) provide vocal students with many opportunities for group performance. Voice, piano, and guitar instruction are available to the beginning, intermediate, or advanced student. Instrumental music offerings are being developed, so see the current class schedule for available opportunities. Academic classes in music prepare students for transfer-level coursework.

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. 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 Psychiatric Technician Certificate) will be shortened. The Veterans Administration will be notified. 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, TRANSFER and CERTIFICATE 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 intellectual potential and personal worth of all students. Each student is assisted in developing the skills necessary to achieve personal goals and acquire the knowledge and attitudes essential for a self-fulfilling, satisfying life. It reflects the conviction that those individuals who qualify for an associate degree must have an awareness of certain basic principles and concepts shared by various disciplines.

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

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

Finally, there is the need for the student to integrate this core of knowledge to improve self-understand, 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. A minimum of twelve (12) credits must be earned in residence at this institution.
3. 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 of California Systems. See catalog section on General Education Breadth Requirements for further details.

4. 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.

Requirements for the Associate in Arts (AA) Degree

Degree requirements include the following: courses in your major, one of the three general education patterns, and the additional campus graduation requirements as follows.

Combining these areas and, if necessary, elective courses must equal 60 total credits with a minimum total grade point average of 2.0 in order to graduate. Credits earned in courses numbered P070-P089 do not count toward graduation.

• Major Requirements

The courses required for your major are listed in the college catalog. You are encouraged to purchase a catalog the first term you enroll and keep this throughout your education at Porterville College. The catalog can also be accessed via the college website.

• General Education Patterns

There are three general education patterns you may select from to complete your requirements. Your specific academic goal will determine which one of these checklists to follow. The table below will help you decide which checklist is more appropriate for you:

Goal: Not planning to transfer after completing the degree.

Checklist: Follow the PC General Education Checklist.

Goal: Transfer to a California State University (CSU) after completing the degree.

Checklist: Follow either the CSU General Education Breadth or the Intersegmental General Education Transfer Curriculum (IGETC) checklist.

Goal: Transfer to a University of California (UC), California State College (CSU) or independent college after completing the degree.

Checklist: Follow the IGETC checklist.

• Additional Campus Graduation Requirements

In addition to the major and general education requirements indicated above, you must also complete the following campus graduation requirements: Education, Multicultural Studies (see listing of Multicultural Studies courses on the PC general education checklist); and two credits of physical education (required for graduation for students under 21 years of age).

Requirements for the Associate in Science (AS) Degree

The Associate in Science (AS) degree may be awarded to students who satisfy the general education and additional campus graduation requirements listed above, and complete 18 credits in the biological and physical sciences. Students must select these 18 required credits from the following courses: ASTR P101; BIOL P105, P106; CHEM P101A, P101B, P106, P108, P202A, P202B; MICR P106; PHYL P101, PHYS P102A, P102B, P104A, P104B, P204A.

Dual Degrees/Majors:

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

GENERAL EDUCATION CHECKLIST

Select ONE COURSE from each of the following areas:

A. EDUCATION (1 credit)

Education P101/1 (suggested to be taken during the first year of enrollment)

Education P102

Education P107

Interdisciplinary Studies P055A

Interdisciplinary Studies P100A

All courses in Areas B, C, D and E must be completed with a grade of "C" or higher.

B. WRITING (3 credits)

Business Administration P132

English P050

English P101A

Philosophy P111

AP – English Composition

AP – English Language and Composition

C. READING PROFICIENCY (3 credits)

Reading proficiency is demonstrated by either completing English P101A/1A with a grade of "C" or higher; or English P050 or Business Administration P132 with a grade of "C" or higher and one of the following with a "C" or higher: Anthropology P101/1, English P102/2A, English P104/2B, English P114/14, English P115/15, English P052/52, History P117, P118; Philosophy P106/6A, Political Science P101/1, Psychology P101A/1A, Sociology P102, P120.

D. COMMUNICATIONS (3 credits)

Agriculture P103

Marketing P124

Speech P101

Speech P102

E. MATHEMATICS (4 credits)

- high school intermediate algebra or higher
- any college-level mathematics course numbered from P051-P055 and P101-P299
- Physics P102A/2A, P102B/2B, P104A/4A, P104B/4B, P204A/4C, P204B/4D, Chemistry P101A/1A, P101B/1B or P106/7
- AP-Calculus BC

F. BIOLOGICAL SCIENCE (3 credits)

Agriculture P131

Anatomy P110

Anthropology P101

Biology P105

Biology P106

Biology P110

Microbiology P106

Physiology P101

Completion of the Psychiatric Technology or Vocational Nursing Program

G. PHYSICAL SCIENCE (3 credits)

Agriculture P106

Astronomy P101

Chemistry P101A

Chemistry P101B

Chemistry P106

Chemistry P108

Chemistry P202A

Chemistry P202B

Earth Science P110

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

H. HISTORY/POLITICAL SCIENCE (3 credits)

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

I. SOCIAL/BEHAVIORAL SCIENCE (3 credits)

Administration of Justice/Criminology P111

Administration of Justice/Criminology P123

Agriculture P102

Anthropology P102

Anthropology P105

Anthropology P107

Child Development P223

Economics P101

Economics P102

Geography P113

Geography P114

History P104

History P105

History P218

History P219

Human Services P120

Political Science P110

Psychology P101A

Psychology P110

Psychology P223
Sociology P101
Sociology P102
Sociology P120
Sociology P121
Sociology P127
AP-European History
AP-Macroeconomics
AP-Microeconomics

J. ANALYTICAL THINKING (3-5 credits)

Agriculture P104
Information Systems P001
Information Systems P100
Philosophy P107
Philosophy P110
Philosophy P111
Any mathematics course numbered P101 through P299
AP – Calculus BC

K. MULTICULTURAL STUDIES (1-3 credits)

Anthropology P105
Anthropology P107
Child Development P117
Education P105
English P112
English P113
English P117
English P120
History P108
History P119
History P120
History P121
History P123
Human Services P105
Philosophy P113
Sociology P120
Sociology P121

L. HEALTH EDUCATION (0-3 credits)

Health Education P112
Health education waived if Psychiatric Technology or Vocational Nursing Program completed.

M. PHYSICAL EDUCATION (0 – 2 credits)

PE activity class (2 credits required)
PE courses waived (if over 21 years of age at graduation)

N. HUMANITIES (1 – 4 credits)

Art P101
Art P102
Art P110
Art P111
Art P112
Drama P101
Drama P102
English P101B
English P102
English P103
English P104
English P113
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
AP – Spanish Language

TESTING PROGRAMS

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

Students should contact the institution they may be transferring to for information regarding the administration of the SAT and ACT.

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 official transcripts requested. Thereafter, a \$4.00 fee is assessed. The unofficial transcript fee is \$4.00. There is a \$12.00 fee for emergency or FAX transcripts, and these are only processed as time and personnel allow. Transcripts and other college documents may be delayed if there are outstanding financial obligations due the college.

PASS ALONG CERTIFICATION

Students who transfer credits from another California community college often want to “pass along” the general education certifications that they have earned. Any California community college may certify such coursework from another California community college, from an independent institution that participates in certifying general education coursework to the California State Universities, and from a CSU campus. This can be done only if the courses are on the approved certification list at the college where they were completed. Such courses will be certified in the General Education Breadth areas that are shown on the official certification list for the institution at which the courses were taken. All official transcripts from those colleges attended need to be submitted to Porterville College before certification. In addition, pass along certifications require the completion of 24 credits at Porterville College. No certification will be completed for out-of-state or foreign institutions.

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 from a counselor, advisor or the Transfer Center. 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.

LOWER DIVISION TRANSFER PATTERNS (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. The LDTP project provides a set of "road maps" for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable credits. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

"Highest priority for admission" is defined as a written guarantee of admission to a particular CSU campus and major, and it goes into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus's ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the systemwide and campus-specific LDTP pattern will total at least 60 credits, the number needed to transfer to CSU as an upper-division student. Through CSU Mentor and ASSIST, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major.

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, Merced, 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.

CSU GENERAL EDUCATION BREADTH REQUIREMENTS

- A. WRITTEN AND ORAL COMMUNICATION AND CRITICAL THINKING
(Minimum of nine 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 P101/01 (3)
Speech P102/02 (3)
A-2 Written Communication
English P101A/1A (4)
A-3 Critical Thinking
English P101B/1B (3)
Philosophy P107/7 (3)
Philosophy P111 (3)

All courses in Area A must be completed with grades of "C" or higher.

- B. NATURAL SCIENCE AND MATHEMATICS
(Minimum of nine semester credits)--Select one course in the Physical Sciences, one course in Biological Sciences and one course in Mathematics. At least one course must be a laboratory course. These are indicated by an asterisks (*). (A course may meet only one area/subdivision requirement.)

- B-1 Physical Science
Agriculture P106 (3)*
Astronomy P101/1A (4)*
Chemistry P101A/11A (5)*
Chemistry P106/7 (4)*
Earth Science P110 (4)*
Geology P110/10 (4)*
Physical Science P112/12 (4)*
Physics P102A/2A (4)*
Physics P104A/4A (4)*

- B-2 Biological Sciences
Agriculture P131 (3)
Anatomy P110/110 (4)*
Anthropology P101/1 (3)
Biology P105 (5)*
Biology P106 (5)*
Biology P110/101/10 (4)*
Microbiology P106 (5)*
Physiology P101 (5)*

- B-3 Laboratory Activity
Chemistry P101B
Chemistry P202A
Chemistry P202B

- B-4 Mathematical Concepts, Quantitative Reasoning and Applications.

- Business Administration P150/24 (3)
Mathematics P101/1 (5)
Mathematics P102/2 (5)
Mathematics P103/3 (4)
Mathematics P104/4 (4)
Mathematics P122/22 (5)
Mathematics P205/5 (4)
Mathematics P206/6 (4)

All courses in Area B-4 must be completed with grades of "C" or higher.

- C. ARTS AND HUMANITIES
(Three courses/nine semester credits, at least one course in the Arts and one course in the Humanities)--(A course may meet only one area/subdivision requirement)

- C-1 Arts (Art, Drama, Music, Theater)
Art P101/1 (3)
Art P110/10 (3)
Art P111/11 (3)
Art P112/12 (3)
Drama P101/1 (3)
Drama P102/2 (3)

- Drama P127L/27AL (maximum two credits)
- Film P100 (3)
- Music P101 (4)
- Music P110/10 (3)
- Music P111/11A (3)
- Music P112/11B (3)
- Music P117/17 (maximum two 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 P102/2 (3)
 - English P101B/1B (3)
 - English P102/2A (3)
 - English P103/3 (3)
 - English P104/2B (3)
 - English P112/12 (3)**
 - English P113/13 (3)**
 - English P114/14 (3)
 - English P115/15
 - English P116/116 (3)
 - English P117/17 (3)**
 - English P118 (3)
 - English P119/19 (3)
 - English P120/20 (3)**
 - English P130/30 (3)
 - English P140/40 (3)
 - French P102 (4)
 - History P104/4A (3)
 - History P105/4B (3)
 - History P108/8 (3)**
 - History P120/22A (3)**
 - History P121/22B (3)**
 - Philosophy P106/6A (3)
 - Philosophy P108/8 (3)
 - Philosophy P109/6B (3)
 - Philosophy P110 (3)
 - Philosophy P112/12 (3)
 - Philosophy P113 (3)**
 - Spanish P101/1 (4)
 - Spanish P102/2 (4)
 - Spanish P103/3 (5)
 - Spanish P104/4 (4)
 - Spanish P105/1 Bi (4)
 - Spanish P106/2 Bi (4)

**Course meets Multicultural Studies requirement

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

(Minimum of nine semester credits)--Select three courses in at least two subdivisions. (A course may meet only one area/subdivision requirement.) Graduation from a CSU requires completion of History P117/17A or P118/17B and Political Science P101/1.

D-1 Anthropology and Archaeology

- Anthropology P101/1 (3)
- Anthropology P102/2 (3)
- Anthropology P103/3 (3)
- Anthropology P105 (3)**
- Anthropology P107 (3)

D-2 Economics

- Agriculture P102 (3)
- Economics P101/11 (3)
- Economics P102/12 (3)

D-3 Ethnic Studies

- History P108/8 (3)**
- History P119/21 (3)**
- History P120/22A (3)**
- History P121/22B (3)**
- History P123/23 (3)**

D-4 Gender Studies

- Sociology P127 (3)

D-5 Geography

- Geography P113/13 (3)
- Geography P114/14 (3)
- Geography P115/15 (3)

D-6 History

- Anthropology P103 (3)
- History P104/4A (3)
- History P105/4B (3)
- History P108/8 (3)**
- History P117/17A (3)
- History P118/17B (3)
- History P119 (3)**
- History P120 (3)
- History P121/22B (3)**
- History P123/23 (3)**

D-7 Interdisciplinary Social or Behavioral Science

- Human Services P120 (3)

D-8 Political Science, Government, and Legal Institutions

- Political Science P101/1 (3)
- Political Science P102/2 (3)
- Political Science P103/3 (3)
- Political Science P105/5 (3)
- Political Science P110 (3)

D-9 Psychology

- Child Development P223 (3)
- Psychology P101A/1A (3)
- Psychology P120/20 (3)
- Psychology P126/26 (3)
- Psychology P133/33 (3)
- Psychology P223 (3)

D-0 Sociology and Criminology

- Administration of Justice/Criminology P102/2 (3)
- Administration of Justice/Criminology P107 (3)
- Administration of Justice/Criminology P121/21 (3)
- Administration of Justice/Criminology P123/23 (3)
- Sociology P101/1 (3)
- Sociology P102/2 (3)
- Sociology P120/20 (3)**
- Sociology P121/21 (3)**

**Course meets Multicultural Studies requirement

E. UNDERSTANDING AND SELF-DEVELOPMENT

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

E-1 Integrated Organism

- Anthropology P101/1 (3)
- Anthropology P102/2 (3)
- Health Education P112/12 (3)
- Health Education P115 (1)
- Philosophy P112 (3)
- Physiology P101 (5)
- Psychology P101A/1A (3)
- Psychology P126/26 (3)
- Speech P102/2 (3)

- F. ADDITIONAL PORTERVILLE COLLEGE GRADUATION REQUIREMENTS (not part of CSU Breadth Requirement)
 Education P101/P102/P107
 Multicultural Studies (Formerly Ethnic Studies)
 Physical Education (two credits required for graduation for students under 21 years of age)

- History P120/22A**
 History P121/22B**
 Philosophy P106/6A
 Philosophy P108/8
 Philosophy P109/6B
 Philosophy P110/59
 Philosophy P113**
 Spanish P103/3
 Spanish P104/4

**Course meets Multicultural Studies requirement.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

The IGETC is a general education program which community college transfer students may use to fulfill lower-division general education requirements in either the UC or CSU system. Students pursuing majors that require extensive lower-division preparation may not find completing the IGETC option advantageous. Biology, Engineering and Liberal Studies are examples of these majors. Please consult with an academic advisor. All courses must be completed with a grade of "C" or higher. A course may meet only one area of IGETC.

Area 1 ENGLISH COMMUNICATION Three courses/nine semester credits (two courses/six credits for UC).

English P101A/1A

English P101B/1B

Speech P101/1 (Speech not required for UC)

Area 2 MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING One course/three semester credits.

Business Administration P150/24

Mathematics P102/2

Mathematics P103/3

Mathematics P104/4

Mathematics P122/22

Mathematics P205/5

Mathematics P206/6

Area 3 - ARTS AND HUMANITIES Three courses/nine semester credits. Select at least one course in the Arts and one course in the Humanities.

Arts

Art P101/1

Art P110/10

Art P111/11

Art P112/12

Drama P101/1

Drama P102/2

Music P111/11A

Music P112/11B

Humanities

Anthropology P102/2

English P102/2A

English P103/3

English P104/2B

English P112/12**

English P114/14

English P115/15

English P116/16

English P118/18

English P119/19

English P120/20**

English P130/30

French P102

History P104/4A

History P105/4B

Area 4 - SOCIAL AND BEHAVIORAL SCIENCES Three courses/nine semester credits. Select courses from at least two disciplines.

Administration of Justice P107

Agriculture P102

Anthropology P103/3

Anthropology P107

Economics P101/11

Economics P102/12

Geography P113/13

Geography P114/14

Geography P115/15

History P104/4A

History P105/4B

History P108/8**

History P117/17A

History P118/17B

History P119/21**

History P120/22A**

History P121 **

History P123/23**

History P218

History P219

Political Science P101/1

Political Science P102/2

Political Science P103/3

Political Science P105/5

Psychology P101A/1A

Psychology P120/20

Psychology P133/33

Sociology P101/1

Sociology P102/2

Sociology P120/20**

Sociology P121/21**

Sociology P127/27

**Course meets Ethnic Studies requirement.

Area 5 - PHYSICAL AND BIOLOGICAL SCIENCES Two courses/seven-nine semester credits. Select one Physical Science course, one Biological Science course; one course must include a laboratory.

Physical Sciences

Astronomy P101/1

Chemistry P101A/1A

Chemistry P101B/1B

Chemistry P106/7

Chemistry P108/9

Chemistry P202A/2A

Chemistry P202B/2B

Earth Science P110

Geology P110/10

Physical Science P112/12

Physics P102A/2A

Physics P102B/2B

Physics P104A/4A

Physics P104B/4B

Biological Sciences

Anatomy P110/10
Anthropology P101/1
Biology P105
Biology P106
Biology P110/P101/10
Microbiology P106/6
Physiology P101/1

Area 6 - LANGUAGE OTHER THAN ENGLISH (UC
REQUIREMENT ONLY)

Proficiency equivalent to two years of high school in the same
language or one semester of college study.

ASL P101
ASL P102
ASL P103
ASL P104
French P101
French P102
Spanish P101
Spanish P102
Spanish P103
Spanish P104
Spanish P105
Spanish P106

CSU GRADUATION REQUIREMENT IN U.S. HISTORY,
CONSTITUTION AND AMERICAN IDEALS. (Not part of
IGETC; may be completed prior to transfer.) Six credits, one course
from Group 1 and one course from Group 2.

Group 1: Political Science P101/1

Group 2: History P117/17A

History P118/17B

ADDITIONAL PORTERVILLE COLLEGE GRADUATION
REQUIREMENTS (Not part of IGETC.)

Education P101/P102/P107

Multicultural Studies (Formerly Ethnic Studies)

Physical Education (two credits required for graduation for students
under 21 years of age)

ASSIST

ASSIST is a web-based articulation and transfer planning system
that can be accessed at www.assist.org. It describes how course credits
earned at one California college or university can be applied when
transferred to another. ASSIST is the official repository of articulation
for California's colleges and universities and, therefore, provides the
most accurate and up-to-date information available about student
transfer in California. For further information, see a counselor.

ASSOCIATE DEGREE MAJORS

Administration of Justice Major

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

Core Classes - 15 credits required

ADMJ P101 – Public Safety Report Writing	3 credits
ADMJ P102 - Intro. to Administration of Justice	3 credits
ADMJ P103 - Introduction to Law	3 credits
ADMJ P104 - Criminal Law	3 credits
ADMJ P107 - Expl. Contemp. Multicultural Issues	3 credits
ADMJ P109 - Criminal Justice Communications	3 credits
ADMJ P111 – Introduction to Behavioral and Correctional Science	3 credits
ADMJ P121 – Juvenile Delinquency	3 credits
ADMJ P122 – Probation/Parole	3 credits

Electives - 9 credits required

ADMJ P050 – Correctional Officer Core Tr. Academy	10 credits
ADMJ P051A - Arrest and Control	2 credits
ADMJ P051B - Firearms	1 credit
ADMJ P066A - Police Reserve Training, Level III	3 credits
ADMJ P066B - Police Reserve Training, Level II	12 credits
ADMJ P105 - Principles/Procedures of the Justice System	3 credits
ADMJ P106 - Legal Aspects of Evidence	3 credits
ADMJ P108 - Principles of Investigation	3 credits
ADMJ P113 – Interviewing/Counseling in Corrections	3 credits
ADMJ P114 – Control and Supervision in Corrections	3 credits
ADMJ P115 – Legal Aspects of Corrections	3 credits
ADMJ P117 - Police Operations	3 credits
ADMJ P118 - Introduction to Criminology	3 credits
ADMJ P123 - Constitutional Rights of the Accused	3 credits
ADMJ P125 - Police Supervision	3 credits
ADMJ P126 - Traffic Control/Accident Investigation	3 credits
ADMJ P140 - Campus Police Cadet	3 credits

Agriculture Major - Production Emphasis

Twenty-four (24) credits required

Core Courses--12 credits required

AGRI P101 - Introduction to Agribusiness	3 credits
AGRI P102 - Agricultural Economics	3 credits
AGRI P103 - Agricultural Sales	3 credits
AGRI P104 - Computer Applications in Agriculture	3 credits

Optional Courses--12 credits

AGRIP105 - Farm Accounting	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
AGRI P133 - Orchard Production and Management	3 credits
AGRI P134 - Vineyard Production and Management	3 credits
AGRI P135 - Irrigation Fundamentals	3 credits

Applied Design Major

Twenty (20) credits required.

Required Courses

APDS P102 - Ceramics	2 credits
APDS P104 - Jewelry	2 credits
ART P101 - Art Studio Fundamentals	3 credits
ART P105 - Mixed Media Sculpture	2 credits
ART P106 - Color and Design	3 credits
CGRP P110 - Computer Graphics	3 credits
CGRP P112 - Digital Imaging	3 credits
CMRT P103 - Illustration	2 credits

Art Studio Major

Twenty-six (26) credits required.

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
CGRP P110 - Computer Graphics	3 credits
PHOT P101 - Basic Photography	3 credits

Recommended Courses

APDS P102 - Ceramics	2 credits
APDS P104 - Jewelry	2 credits
ART P110 - Ancient Art History	3 credits
ART P111 - Renaissance/Baroque Art History	3 credits
CMRT P105 - Air Brush	2 credits
PSYC P101A - General Psychology	3 credits

Business Major

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

Group I: Minimum of 15 credits are required from this group

ACCT P010*- Practical Accounting	3 credits
BSAD - P101** - Intro. to Business	3 credits
BSAD P132 - Business Communication	4 credits
BSAD P142# - Legal Environment of Business	3 credits
BUS P011 - Business Mathematics	3 credits
INFS P001## - Intro. to Computers	3 credits

Group II: Minimum of 6 credits are required from this group

ACCT P130 - Income Tax for Individuals and Business	3 credits
INFS P010 or P011A - Introduction to Word Processing	2 credits
INFS P021 or P020 - Intro. to Spreadsheet	2 credits
OFFT P030 - Human Relations in Business	2 credits

Group III: Minimum of 6 credits are required from this group

ECON P101 or P102 - Principles of Economics	3 credits
PSYC P101A - General Psychology	3 credits
SPCH P101 - Introduction to Public Speaking	3 credits
WEXP - Work Experience	3 credits

*May be substituted with ACCT P110 (only 3 credits).

#May be substituted with BSAD P140 (only 3 credits).

**May be substituted with BSAD P120.

##May be substituted with INFS 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.

ACCT P110 - Financial Accounting	4 credits
ACCT P120 - Managerial Accounting	4 credits
BSAD P140 - Business Law	4 credits
BSAD P150 - Quantitative Methods for Business Decision Making	3 credits
ECON P101 - Principles of Economics	3 credits
ECON P102 - Principles of Economics	3 credits
INFS P100 - Intro. to Information Systems	4 credits
MATH P122 - Intro. to Probability and Statistics	5 credits

Child Development Major

Eighteen (18) credits required.

Required Courses

CHDV P223 - Child Development	3 credits
CHDV P122 - Child, Family and Community	3 credits
Choose Either Block	
CHDV P142 - Prin./Early Childhood Education	3 credits
CHDV P144 - Creative Activities for Children or	3 credits
CHDV P143 - Prin./Early Childhood Education	3 credits
CHDV P145 - Creative Activities for Children	2 credits
And other child development elective courses totaling 18 credits.	

Commercial Art Major

Eighteen (18) credits required.

Required Courses

ART P103 - Basic Drawing	3 credits
ART P106 - Color and Design	3 credits
ART P112 - Modern Art History	3 credits
CGRP P110 - Computer Graphics	3 credits
CMRT P102 - Commercial Layout and Design	2 credits
CMRT P103 - Illustration	2 credits
CMRT P105 - Air Brush	2 credits

Recommended Courses

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

English Major

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

Required:

ENGL P101A - Expository Composition	4 credits
ENGL P101B - Composition and Literature	3 credits
ENGL P102 - English Literature: Beowulf to Pope OR	
ENGL P104 - English Literature: Romantics	3 credits
ENGL P130 - Survey of American Literature	3 credits

Highly Recommended:

ENGL P103 - Shakespeare Survey	3 credits
ENGL P112 - Forms of Literature: Chicano Literature	3 credits
ENGL P114 - Greek and Roman Mythology	3 credits
ENGL P115 - Forms of Literature: Women Writers	3 credits

ENGL P116 - Forms of Lit.: Short Story	3 credits
ENGL P118 - The Bible as Literature	3 credits
ENGL P119 - Forms of Literature: Poetry	3 credits
ENGL P120 - Readings of the American Indian in Contemporary Society	3 credits

Recommended:

ENGL P140 - Creative Writing	3 credits
ENGL 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)

BSAD P101 - Introduction to Business	3 credits
INFS P005 - Introduction to Windows	1 credit
INFS P010 or P011A - Intro. to Word Processing	2 credits
INFS P011B - Advanced 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
INFS P052 - Web Page Publishing Using FrontPage	2 credits
INFS P053 - Advanced Web Page Design Using HTML	2 credits
INFS P055 - Internet Research	2 credits
INFS P056 - Web Page Design Practicum	2 credits
INFS P102 or BSAD P102 - Intro. to e-Commerce	3 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 fulfills graduation requirements for the associate degree.

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

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

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

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

Social, political and economic institutions (3 credits)

Mathematics Major

Twenty (20) credits required.

Required Courses

MATH P103-Analytic Geometry and Calculus	4 credits
MATH P104-Analytic Geometry and Calculus	4 credits

MATH P205-Analytic Geometry and Calculus	4 credits
MATH P206-Advanced Engineering Mathematics	4 credits

One course from the following:

MATH P122-Introduction to Statistics	5 credits
PHYS P102A-General College Physics	4 credits
PHYS P102B-General College Physics	4 credits
PHYS P104A-Physics for Scientists and Engineers	4 credits
PHYS P104B-Physics for Scientists and Engineers	4 credits

Office Technology Major

Designed for students who wish to pursue a career in the field of office/administrative support, including emphasis on computer applications, in the business environment. Twenty-four (24) credits in the major are required. Eighteen credits in residency are required for the awarding of the degree.

Group I: Eighteen credits are required from this group

***ACCT P010-Practical Accounting	3 credits
*BSAD P132-Business Communications	4 credits
BUS P011-Business Mathematics	3 credits
INFS P001-Introduction to Computers	3 credits
INFS P010-Introduction to Microsoft Word	2 credits
OFFT P105-Administrative Office Procedures	3 credits
OFFT P107-Records Management	2 credits
OFFT P109-Electronic Office Machines	1 credit

Group II: Six credits are required from this group

BSAD P101 - Introduction to Business	3 credits
BSAD P140 or P142-Business Law or The Legal Environment of Business	4-3 credits
INFS P020-Introduction to Spreadsheet	2 credits
OFFT P030-Human Relations in Business	2 credits
**OFFT P101A and P101B - Beginning/Intermediate Keyboarding and Ten-Key	4 credits

* New class replacing BSAD P135, OFFT P020, and BUS P012.

** Demonstrated proficiency by high school or equivalent institution grade of "B" or higher will be accepted in lieu of completing these classes.

***May be substituted with ACCT P110 (only 3 credits)

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

Eighteen (18) credits required.

Required Courses

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

PHOT P125 - Studio Photography	3 credits
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Recommended Courses

ART P101 Art Studio Fundamentals	3 credits
CGRP P112 - Digital Imaging	3 credits
PHOT P105 - Adv. Color Photography	3 credits
PHOT P124 - Landscape Photography	1 credit

Social Science Major

Required Courses (18 credits total)

List A (one course)

HIST P117 - Colonial Period to 1865	3 credits
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.)

- Administration of Justice
- Anthropology
- Child Development
- Economics
- Education
- Geography
- History
- Human Services
- Philosophy
- Political Science
- Psychology
- Social Science
- Sociology

Transfer Studies Major

The Transfer Studies Major guarantees admission to any of the following universities: CSU, Bakersfield; CSU, Fresno; CSU Stanislaus; Fresno Pacific University; University of the Pacific; and UC, Merced. This guarantee applies to admission to the university, rather than a specific program or major. This associate degree is not recommended for majors that require extensive lower division preparation. You are encouraged to consult with your counselor, advisor, or visit the Transfer Center. Students should select one of the following options:

Option One:

Guarantees admission to CSU Bakersfield, Fresno, Stanislaus; Fresno Pacific University; University of the Pacific; and UC, Merced:

1. Complete sixty (60) UC transferable credits which must include:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) with a "C" grade or better in each course.

- b. The remaining credits may be selected from recommended lower division major preparation at the university of your choice.
 - c. UC transferable elective credits, if needed, total 60 credits for the Transfer Studies Major.
2. Achieve a minimum 2.4 grade point average (for CSU, Bakersfield; CSU, Fresno; and CSU, Stanislaus) or 2.8 grade point average (for Fresno Pacific University; University of the Pacific; or UC, Merced) and be in good academic standing at the last institution attended.
 3. Complete the community college residency requirements for the associate degree.

Option Two:

Guarantees admission to CSU, Bakersfield, Fresno, and Stanislaus:

1. Sixty (60) CSU transferable credits which must include:
 - a. The CSU General Education Breadth Requirements with a “C” grade or better in each course.
 - b. The remaining credits must be selected from the lower division preparation courses for the major at the university of your choice.
 - c. CSU transferable elective credits, if needed, to total 60 credits for the Transfer Studies Major.
2. Achieve a minimum 2.4 overall grade point average and be in good standing at the last institution attended.
3. Complete the community college residency requirements for the associate degree.

Important Notes:

1. File an application to the university of your choice during the initial filing period for the semester you wish to transfer. The website lists the filing periods for each campus: www.CollegeNext.org.
2. All community college campus specific graduation requirements are waived for this transfer associate degree. Demonstrated competency in reading, written expression, and mathematics is required if not met through general education course work.
3. Students who follow Option One or Two and achieve a 2.0-2.39 grade point average will earn the Transfer Studies Degree but will not be guaranteed admission to a university. Students who follow Option One will qualify for guaranteed admission to CSU, Bakersfield, Fresno, and Stanislaus with a minimum 2.4 GPA. A minimum grade point average of 2.8 GPA is required for guaranteed admission to UC, Merced, University of the Pacific, Fresno Pacific University.
4. Please consult with a community college counselor or an outreach counselor at the university where you plan to transfer to inquire about requirements for your major and/or impacted programs.

Certificate Programs

Divisions offering career education courses are developing certificate programs whereby students who complete a required pattern of courses in the development of an occupational skill may have their competency certified to prospective employers. The certificate programs are designed so that the student 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 24 or 26 credits.

Required Courses:

ACCT P020 - Computerized Accounting	1 credit
ACCT P110 - Financial Accounting	4 credits
ACCT P120 - Managerial Accounting	4 credits
ACCT P122 - Cost Accounting	3 credits
ACCT P130 - Income Tax for Individuals and Business	3 credits
BSAD P101 - Introduction to Business	3 credits
BSAD P140 - Business Law or	
BSAD P142 - The Legal Environment of Business	4 - 3 credits
INFS P001 - Introduction to Computers or	
INFS P100 - Introduction to Information Systems	3-4 credits

The following courses are recommended:

BSAD P132 - Business Communications	4 credits
BUS P011 - Business Mathematics	3 credits
ECON P101 - Prin. of Economics (Microeconomics)	3 credits
ECON P102 - Prin. of Economics (Macroeconomics)	3 credits
INFS P020 - Introduction to Excel	2 credits
OFFT P030 - Human Relations in Business	2 credits

Administration of Justice Certificate

A certificate may be earned in Administration of Justice upon satisfactory completion of 24 credits. Courses must be selected from the following groups as indicated:

Group I - 15 credits required

ADMJ P101 - Public Safety Report Writing	3 credits
ADMJ P102 - Intro. to Administration of Justice	3 credits
ADMJ P103 - Introduction to Law	3 credits
ADMJ P104 - Criminal Law	3 credits
ADMJ P107 - Expl. Contemp. Multicultural Issues	3 credits
ADMJ P109 - Criminal Justice Communications	3 credits
ADMJ P111 - Intro. to Behavioral/Correctional Science	3 credits
ADMJ P121 - Juvenile Delinquency	3 credits
ADMJ P122 - Probation and Parole	3 credits

Group II - 9 credits required

ADMJ P050 - Correctional Officer Core Tr. Academy	10 credits
ADMJ P051A - Arrest and Control	2 credits
ADMJ P051B - Firearms	1 credit
ADMJ P066A - Police Reserve Training, Level III	7 credits
ADMJ P066B - Police Reserve Training, Level II	12 credits
ADMJ P105 - Principles/Procedures/ Justice System	3 credits
ADMJ P106 - Legal Aspects of Evidence	3 credits
ADMJ P108 - Principles of Investigations	3 credits
ADMJ P113 - Interviewing and Counseling in Corrections	3 credits
ADMJ P114 - Control and Supervision in Corrections	3 credits
ADMJ P115 - Legal Aspects of Corrections	3 credits
ADMJ P117 - Police Operations	3 credits
ADMJ P118 - Introduction to Criminology	3 credits
ADMJ P123 - Constitutional Rights of the Accused	3 credits
ADMJ P125 - Police Supervision	3 credits
ADMJ P126 - Traffic Control/Accident Investigation	3 credits
ADMJ P140 - Campus Police Cadet	3 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. Twenty (20) credits required.

Group I (8 credits required)

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

Group II (8 credits required)

APDS P102 - Ceramics	2 credits
APDS P104 - Jewelry	2 credits
APDS P105 - Stained Glass	2 credits
CGRA P112 - Digital Imaging	3 credits

Group III (4 credits required)

APDS P103 - Weaving	2 credits
APDS P106 - Advanced Ceramics	2 credits
APDS P108 - Advanced Jewelry	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. Eighteen (18) credits required.

Group I (9 credits required)

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

Group II (5 credits required)

ART P112 - Modern Art History	3 credits
CGRA P110 - Computer Graphics	3 credits
CMRT P105 - Airbrush	2 credits

Group III (4 credits required)

ART P104 - Basic Painting	2 credits
ART P118 - Figure Drawing	2 credits
PHOT 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. Eighteen (18) credits required.

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 (7 credits required)

APDS P102 – Ceramics	2 credits
ART P055 – Gallery Tours	1/2 credit
ART P105 – Mixed Media Sculpture	2 credits
ART P106 - Color and Design	3 credits
ART P120 – Head Sculpture	2 credits
ART P147 - Directed Studies	1 credit

Recommended:

APDS P104 - Jewelry	2 credits
ART P110 – Ancient Art History	3 credits
ART P111 – Renaissance and Baroque Art History	3 credits

Child Development Associate Teacher Certificate

Twelve (12) credits required in core courses. Six additional credits required in child development courses. Eighteen (18) total credits required.

Experience.

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 –Child, Growth and Development (three credits)	
CHDV P223 Child Development	3 credits
PSYC P223 Child Development	3 credits

DSS2 Child, Family and Community (three credits)	
CHDV P122*Child, Family and Community	3 credits
DSS3 Program and Curriculum (six credits)	
CHDV P142* Principles/Early Childhood Education and	3 credits
CHDV P144 Creative Activities for Children	3 credits
or	
CHDV P143*Principles/Practices/Early Childhood Education, Curriculum Development	3 credits
and	
CHDV P145 Creative Activities for Children	2 credits
CHDV P011 Music Activities for Young Children (DSS1)	1 credit
CHDV P014 Science for Young Children	1 credit

*Includes laboratory

Support Courses (select six additional credits)

CHDV P110 School-Age Child Dev. Programs	3 credits
CHDV P111 School-Age Child Care Practicum	3 credits
CHDV P112 Early Steps to Reading	3 credits
CHDV P114 Prekindergarten Learning and Development Guidelines	1 credit
CHDV P115 Introduction to Early Intervention	3 credits
CHDV P116 Parenting and Child Guidance	3 credits
CHDV P117 Cultural Diversity in Early Childhood Education	3 credits
CHDV P118 Young Child with Special Needs	3 credits
CHDV P119 Child Health and Safety (DSS7)	3 credits
CHDV P120 Child Abuse	3 credits
CHDV P121 Infant/Toddler Care and Development	3 credits
CHDV P123 Children's Nutrition	3 credits
CHDV P144* Creative Activities for Children (DSS5)	3 credits
CHDV P145* Creative Activities for Children (DSS5)	2 credits
CHDV P160L Infant Care/Development Lab	2 credits
CHDV P161 Principles/Practices Infant Care and Development (DSS4)	2 credits
CHDV P163 Creative Activities for Infants and Toddlers (DSS4)	2 credits
CHDV P231 Children's Literature (DSS3)	3 credits
CHDV P239 Observing/Recording Behavior of Young Children	2 credits
CHDV P245 Child Care Center Business Management (DSS6)	3 credits
CHDV P246 Child Care Center Administration (DSS6)	3 credits

Experience: 3 credits. Three hours per day for a minimum 50 days within a two-year period.

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

For the Child Development Associate Teacher Permit, the student must apply through the State of California Commission on Teacher Credentialing. You can receive evaluation assistance on your permit application to make sure application is complete at Tulare County Office of Education in Visalia, and they will also submit application to the State Commission on Teacher credentialing. For information on California's requirements, call the Commission on Teacher Credentialing at (888) 921-2682 or visit their website.

Child Development Teacher Certificate

Twenty-four (24) credits in child development courses required.

Twelve (12) credits must be from the core courses.

Sixteen (16) credits in general education.

Experience.

Child Development Permit: Teacher as required for employment in funded child care programs. State Department of Education, Title V, DSS (Department of Social Services).

Core Courses (twelve credits required)

DSS1 Child, Growth and Development (three credits)

CHDV P223 Child Development	3 credits
PSYC P223 Child Development	3 credits

DSS2 Child, Family and Community (three credits)

CHDV P122 Child, Family and Community	3 credits
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DSS3 Program and Curriculum (six credits)

CHDV P142* Principles/Early Childhood Education and	3 credits
CHDV P144 Creative Activities for Children or	3 credits
CHDV P143* Principles/Practices/Early Childhood Education, Curriculum Development and	3 credits
CHDV P145 Creative Activities for Children	2 credits
CHDV P011 Music Activities for Young Children (DSS1)	1 credit
CHDV P014 Science for Young Children	1 credit

*Includes laboratory

Support Courses (select 12 additional credits)

CHDV P110 School-Age Child Dev. Programs	3 credits
CHDV P111 School-Age Child Care Practicum	3 credits
CHDV P112 Early Steps to Reading	3 credits
CHDV P114 Prekindergarten Learning and Development Guidelines	1 credit
CHDV P115 Introduction to Early Intervention	3 credits
CHDV P116 Parenting and Child Guidance	3 credits
CHDV P117 Cultural Diversity in Early Childhood Education	3 credits
CHDV P118 Young Child with Special Needs	3 credits
CHDV P119 Child Health and Safety (DSS7)	3 credits
CHDV P120 Child Abuse	3 credits
CHDV P121 Infant/Toddler Care and Development	3 credits
CHDV P123 Children's Nutrition	3 credits
CHDV P144 Creative Activities for Children (DSS5)	3 credits
CHDV P145 Creative Activities for Children (DSS5)	2 credits
CHDV P160L Infant Care/Development Lab	2 credits
CHDV P161 Principles/Practices Infant Care and Development (DSS4)	2 credits
CHDV P163 Creative Activities for Infants and Toddlers (DSS4)	2 credits
CHDV P231 Children's Literature (DSS3)	3 credits
CHDV P239 Observing/Recording Behavior of Young Children	2 credits
CHDV P245 Child Care Center Business Management (DSS6)	3 credits
CHDV P246 Child Care Center Administration (DSS6)	3 credits

Experience:

At least three hours per day for a minimum 175 days in a four-year period.

Plus:

A total of 16 general education credits that must apply toward the associate arts degree. One course is required from each of the four general education categories:

(English, social science, humanities/fine arts, math or science).

For the Child Development Teacher Permit the student must apply through the State of California Commission on Teacher Credentialing. You can receive evaluation assistance on your permit application to make sure application is complete at Tulare County Office of Education in Visalia, and they will also submit application to the State Commission on Teacher Credentialing. For information on California's requirements, call the Commission on Teacher Credentialing at (888) 921-2682 or visit their website.

Human Services Certificate

Core Classes (19 credits required)

HMSV P101 - Introduction to Human Services	3 credits
HMSV P103 - Ethics and Human Services Workers	3 credits
HMSV P104 - Basic Interviewing and Counseling	3 credits
HMSV P105 - Introduction to Counseling with Multicultural Populations	3 credits
HMSV P109 - Group Counseling Strategies	1 1/2 credits
HMSV P110 - Group Counseling Process	1 1/2 credits
PSYC P101A - General Psychology	3 credits

Choose one of the following:

PSYC P110 - Abnormal Psychology	3 credit
PSYC P126 - Lifespan Human Development	3 credits
PSYC P133 - Psychology of Personal and Social Adjustment	3 credits
SOCI P101 - Introduction to Sociology	3 credits

Option A - Mental Health/Substance Abuse

(16-19 credits required)

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

Option B - Geriatrics (3 1/2 credits required)

HMSV P134-P135 - Internship	1/2 credits
HMSV P114 - Geriatric Issues	3 credits

Option C - Developmental Disabilities (7 credits required)

HMSV P134-P135 - Internship	1 credit
PSYT P020A - Developmental Disabilities	2 1/2 credits
PSYT P020B - Promoting Development and Adjustment	2 credits
PSYT P020C - Behavior Support	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)

BSAD P101 - Introduction to Business	3 credits
INFS P005 - Introduction to Windows	1 credit
INFS P010 or P011A - Intro. to Word Processing	2 credits
INFS P011B - Advanced 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
INFS P052 - Web Page Publishing Using FrontPage	2 credits
INFS P053 - Advanced Web Page Design Using HTML	2 credits
INFS P055 - Internet Research	2 credits
INFS P056 - Web Page Design Practicum	2 credits
INFS P102 or BSAD P102 - Intro. to e-Commerce	3 credits

Instructional Aide K-12 Certificate

Federal policies require individuals working as Instructional Aides in the K-12 system to hold an associate degree or an Instructional Aide Certificate. To earn the certificate, students need a total of 48 semester credits, which must include at least one offering from each of the categories "I" through "XI" listed below (this will total approximately 35-37 credits). The balance of courses may be selected from the fields of child development or social science. Please see Porterville College Catalog and consult with an academic advisor in the Counseling Center for appropriate course selections in those fields. All courses must be completed with a grade of "C" or higher.

Group I-Education (choose one course)

EDUC P101-College Planning and Success Strategies	3 credits
EDUC P102-Personal and Career Exploration	2 credits
EDUC P103-Introduction to Teaching	3 credits
EDUC P107-Strategies for Academic Success	2 credits
INST P055A-Introduction to College and Career Planning	1 1/2 credits
INST P100A-Preparation for Professional Health Careers	1 credit

Group II-Writing (choose one course)

BSAD P132-Business Communications	4 credits
ENGL P050-College Writing	3 credits
ENGL P101A-Advanced Composition and Literature	3 credits
PHIL P111-Critical Thinking and Composition	3 credits

Group III-Communications (choose one course)

AGRI P103-Agricultural Sales	3 credits
MRKT P124-Principles of Marketing	3 credits
SPCH P101-Introduction to Public Speaking	3 credits
SPCH P102-Interpersonal Communication	3 credits

Group IV-Mathematics (choose one course)

Any college-level mathematics course numbered from P051-P055 and P101-P299	4 credits
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Group V-Biological and Physical Sciences

(choose one course)

AGRI P106-Introduction to Soil Science	3 credits
AGRI P131-Introduction to Plant Science	3 credits
ANAT P110-Human Anatomy	4 credits
ANTH P101-Intro. to Physical Anthropology	3 credits
ASTR P101-Elementary Astronomy	4 credits
BIOL P105-Introductory Biology	5 credits
BIOL P106-Introductory Biology	5 credits
BIOL P110-Principles of Biology	4 credits
CHEM P101A-General Inorganic Chemistry	5 credits
CHEM P101B-General Inorganic Chemistry	5 credits
CHEM P106-Introduction to Chemical Principles	4 credits
CHEM P108-Basic Principles of Organic Chemistry	4 credits
CHEM P202A-Organic Chemistry	5 credits
CHEM P202B-Organic Chemistry	5 credits
ERSC P110-Introduction to Earth Science	4 credits
GEOG P114-Physical Geography	3 credits
GEOL P110-Introduction to Geology	4 credits
MICR P106-Microbiology	5 credits
PHYS P102A-General College Physics	4 credits
PHYS P102B-General College Physics	4 credits
PHYS P104A-Physics for Scientists and Engineers	4 credits
PHYS P104B-Physics for Scientists and Engineers	4 credits
PHYS P204A-Physics for Scientists and Engineers	4 credits
PHSC P112-Physical Science	4 credits
PHYL P101-Introductory Physiology	5 credits

Group VI-History/Political Science

(choose one course)

HIST P117-History of U.S. from Colonial Period to 1865	3 credits
HIST P118-History of U.S. from 1865 to the Present	3 credits
POLS P101-American Government	3 credits
POLS P102-Introduction to Comparative Politics	3 credits
POLS P103-Introduction to International Politics	3 credits
POLS P105-Modern Politics	3 credits
POLS P106-State and Local Government	3 credits

Group VII-Social/Behavioral Science

(choose one course)

ADMJ P111-Introduction to Behavioral/Correctional Science	3 credits
ADMJ P123-Constitutional Rights of the Accused	3 credits
AGRI P102-Agricultural Economics	3 credits
ANTH P102-Cultural Anthropology	3 credits
ANTH P105-North American Indians	3 credits
ANTH P107-Magic, Witchcraft, and Religion	3 credits
CHDV P223 - Child Development	3 credits
ECON P101-Principles of Economics	3 credits
ECON P102-Principles of Economics	3 credits
GEOG P113-Cultural Geography	3 credits
GEOG P114-Physical Geography	3 credits
HIST P104-History of Western Civilization I	3 credits
HIST P105-History of Western Civilization II	3 credits
HIST P218-American West I (Pre-colonization to 1790)	3 credits
HIST P219-American West II (1790-1900)	3 credits
HMSV P120-Introduction to Social Welfare	3 credits

POLS P110-Modern Political Ideology	3 credits
PSYC P101A-General Psychology	3 credits
PSYC P110-Abnormal Psychology	3 credits
PSYC P223 - Child Development	3 credits
SOCI P101-Introduction to Sociology	3 credits
SOCI P102-Critical Sociology/Social Problems	3 credits
SOCI P120-African American Experience	3 credits
SOCI P121-Mexican-American Experience	3 credits
SOCI P127-Women and Society	3 credits

Group VIII-Analytical Thinking

(choose one course)

AGRI P104-Computer Applications in Agriculture	3 credits
INFS P001-Introduction to Computers	3 credits
INFS P100-Introduction to Information Systems	4 credits
Mathematics course numbered P101 through P299	4 credits
PHIL P107-Introduction to Logic	3 credits
PHIL P110-Introduction to Ethics	3 credits
PHIL P111-Critical Thinking and Composition	3 credits

Group IX-Multicultural Studies (choose one course)

ANTH P105-North American Indians	3 credits
ANTH P107-Magic, Witchcraft, and Religion	3 credits
CHDV P117-Cultural Diversity/ Early Childhood Education	3 credits
EDUC P105-Understanding Cultural Diversity in U.S. Schools	2 credits
ENGL P112-Forms of Literature: Chicano Literature	3 credits
ENGL P113-Forms of Literature: Chicano Drama	3 credits
ENGL P117-Forms of Literature: American Indian Literature	3 credits
ENGL P120-Readings of American Indian in Contemporary Society	3 credits
HIST P108-History of Latin America	3 credits
HIST P119-Mexican American History	3 credits
HIST P120-History of the Middle East	3 credits
HIST P121-World Beyond Europe (East Asia)	3 credits
HIST P123-History of Mexico	3 credits
HMSV P105-Intro Counseling with Multicultural Populations	3 credits

PHIL P113-Introduction to the World's Religions	3 credits
SOCI P120-African American Experience	3 credits
SOCI P121-Mexican-American Experience	3 credits

Group X-Health Education

HLED-P112-Health Education	3 credits
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Group XI-Humanities (choose one course)

ART P101-Art Studio Fundamentals	3 credits
ART P102-Art Appreciation	3 credits
ART P110-Ancient Art History	3 credits
ART P111-Renaissance and Baroque Art History	3 credits
ART P112-Modern Art History	3 credits
DRMA P101-Introduction to Theater	3 credits
DRMA P102-Introduction to Contemporary Drama	3 credits
ENGL P101B-Composition and Literature	3 credits
ENGL P102-English Literature: Arthurian Legions through The Age of Reason	3 credits
ENGL P103-Shakespeare Survey	3 credits

ENGL P104-English Literature: Romanticism to the present	3 credits
ENGL P113-Forms of Literature: Chicano Drama	3 credits
ENGL P114-Greek and Roman Mythology	3 credits
ENGL P115-Forms of Literature: Women Writers	3 credits
ENGL P116-Forms of Literature: The Short Story	3 credits
ENGL P118-The Bible as Literature	3 credits
ENGL P119-Forms of Literature: Poetry	3 credits
ENGL P130-Survey of American Literature	3 credits
ENGL P140-Creative Writing	3 credits
ENGL P141-Magazine Article Writing	3 credits
FREN P101-Elementary French	4 credits
HUM P114-Topics in Humanities	1-3 credits
MUSC P110-Exploring the World through Music	3 credits
MUSC P111-Introduction to Music	3 credits
MUSC P112-Introduction to Music	3 credits
PHIL P106-Introduction to Philosophy	3 credits
PHIL P108-Introduction to Philosophy of Religion	3 credits
PHIL P109-Problems in Philosophy	3 credits
PHIL P110-Introduction to Ethics	3 credits
PHIL P112-The Ethics of Living and Dying	3 credits
PHIL P113-Introduction to the World's Religions	3 credits
SPAN P101-Elementary Spanish	4 credits
SPAN P102-Elementary Spanish	4 credits
SPAN P103-Intermediate Spanish	5 credits
SPAN P104-Intermediate Spanish	5 credits
SPAN P105-Spanish for Bilingual Students	4 credits
SPAN P106-Spanish for Bilingual Students	4 credits

Total 35-37 credits

Additional Credits

Select as additional credits any transfer-level child development or social science course. Courses selected from any of the above groups may not be used to satisfy this requirement. 11-13 credits

Total 48 credits

Office Technology Certificate Program

Designed for students who wish to pursue a career in the field of office/administrative support, including emphasis on computer applications, in the business environment. Twenty-four (24) credits in the certificate are required. Eighteen credits in residency are required for the awarding of the degree.

Group I: Eighteen credits are required from this group

ACCT P010***-Practical Accounting	3 credits
BSAD P132*-Business Communications	4 credits
BUS P011-Business Mathematics	3 credits
INFS P001-Introduction to Computers	3 credits
INFS P010 Introduction to Microsoft Word	2 credits
OFFT P105-Administrative Office Procedures	3 credits
OFFT P107-Records Management	2 credits
OFFT P109-Electronic Office Machines	1 credit

Group II: Six credits are required from this group

BSAD P101 - Introduction to Business	3 credits
BSAD P140 or P142-Business Law or The Legal	

Environment of Business	4-3 credits
INFS P020-Introduction to Spreadsheet	2 credits
OFFT P030-Human Relations in Business	2 credits
OFFT P101A and P101B** - Beginning Keyboarding	2 credits

* New class replacing BSAD P135, OFFT P020, and BUS P012.

** Demonstrated proficiency by high school or equivalent institution grade of "B" or higher will be accepted in lieu of completing these classes.

*** May be substituted with Accounting P110 (only 3 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:

- Return completed application.
- Porterville College assessment tests (recommended).
- English P050, Math P065 with a grade of "C" or higher or have equivalent scores on the assessment tests (recommended).
- 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:
 - PTVN P009, Nursing Fundamental Concepts
 - Anatomy P052
- Submit with application
 - One copy of high school transcript to Health Careers.
 - If you have not completed the 12th grade in high school but have a high school proficiency or GED instead, send a copy of it to Health Careers.
 - One copy of transcripts from any college attended to Health Careers.
 - One copy of transcripts from any other college attended to the Registrar.
 - If you have any paid or volunteer experience in the health fields include a letter of verification of length of time.
- 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	4 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 1/2 credits
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PSYT P020B - Understanding/Promoting Personal Development	2 credits
PSYT P020C - Principles/Practices of Behavioral Support	2 credits
PSYT P020D - Pharmacology: Concepts and Practices	1 1/2 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 1/2 credits
PSYT P030B - Psychopathology I - Major Mental Illness	2 credits
PSYT P030C - Crisis Assessment and Intervention	1 1/2 credits
PSYT P030D - Psychopathology II - Disorders of Children, Elderly, Personality and Addiction	2 1/2 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:

BSAD P101 or P120 - Intro. to Business/Principles of Management and Organization	3 credits
BSAD P127 - Personnel Management	3 credits
BSAD P128 - TQM	3 credits
BSAD P132 - Business Communications	4 credits
BSSP P101-P113 - Supervision	8 credits
BSSP P126 - Application/Supervisory Function	3 credits
BSSP P129 - Case Studies in Supervision	3 credits
INFS P001 - Intro to Computers	3 credits

Suggested additional classes:

INFS P021 - Introduction to Spreadsheet	2 credits
SPCH P101 or P051 - Intro. to Public Speaking/General Oral Communications	3 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. Twenty-five (25) credits required.

APDS P113 - Commercial Design	2 credits
ART P103 - Basic Drawing	3 credits
ART P104 - Basic Painting	2 credits
CGRA P110 - Computer Graphics	3 credits
CGRA P112 - Digital Imaging	3 credits

CMRT P102 - Layout and Design	2 credits
CMRT P103 - Illustration	2 credits
CMRT P105 - Air Brush	2 credits
PHOT 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. Eighteen (18) credits required.

Group I (12 credits required)

CGRA P110 - Computer Graphics	3 credits
PHOT P101 - Basic Photography	3 credits
PHOT P102 - Intermediate Photography	3 credits
PHOT P104 - Color Photography	3 credits

Group II (6 credits required)

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

Recommended:

CGRA P112 - Digital Imaging	3 credits
PHOT P124 - Landscape Photography	1 credit

Vocational Nurse Certificate

Vocational nursing includes an introduction to the basic principles and theories of nursing, personal and community health; normal growth and development; normal aging processes and geriatric nursing; ethics and interpersonal relationships. Integration of these principles, including anatomy and physiology, 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:

- Return completed application.
- Porterville College assessment tests. (recommended)
- English P050, Math P065 with a grade of "C" or higher or have equivalent scores on the assessment tests. (recommended)
- 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:
 - PTVN P009, Nursing Fundamental Concepts
 - Anatomy P052
 - Psychology P101A
 - Plus four to six general education courses are required.
- 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.

- Submit with application
 - One copy of high school transcript to Health Careers.
 - If you have not completed the 12th grade in high school but have a high school proficiency or GED instead, submit a copy of it to Health Careers.
 - One copy of transcripts from any college attended to Health Careers.
 - One copy of transcripts from any other college attended to the Registrar.
 - If you have any paid or volunteer experience in the health field, include a letter of verification of length of time.
- It is the applicants' responsibility to see that all the above are on file in the Health Careers Office.

First Semester

PTVN P010A – Fundamentals / Nursing	4 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

VNRS P025A – Endocrine System	2 credits
VNRS P025B – Gastro Intestinal System	1½ 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	1½ credits
VNRS P025H – Clinical Practice	6 credits

Third Semester

VNRS P035A - Leadership	2 credit
VNRS P035B - Maternity Nursing	2 credits
VNRS P035C - Cardiovascular System	2 credits
VNRS P035D - Respiratory System	2 credits
VNRS P035E - Neurological 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.

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	4 credits
ACCT P120 or P130 - Managerial Accounting/ Income Tax for Individuals & Business	4 - 3 credits
BSAD P140 or P142 - Business Law/Legal Environment of Business	4 - 3 credits

*Upon completion of the Accounting Clerk I award, by completing the following additional courses, student will receive the Paraprofessional Accounting Certificate:

ACCT P122 - Cost Accounting	3 credits
ACCT P130 or P120 - Income Tax for Individuals and Business/ Managerial Accounting	3 - 4 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 P132 - Business Communications	4 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	3 credits
OR	
INFS P010 or P011A - Intro. to Word Processing	2 credits

Electives (5-6 credits)

BSAD P132 - Business Communications	4 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):

BSAD P132* - Business Communications	4 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

STAFF

FACULTY/ADMINISTRATORS

Amaro, Kristine (Associate Professor) - Health Careers
A.D.N., Barton Community College

Bailey, Mary Linda (Professor) - Librarian
B.A., California State University, Fresno; M.L.S., San Jose State University; additional work at Humboldt State College, California State University, Fullerton and Pepperdine College.

Barker, Lorie (Professor) - Librarian
B.A., Willamete University; M.S., Montana State University; M.L.S., University of Arizona.

Behrens, Kim (Professor) - Nursing
B.S., Humboldt State University, M.B.A., University of Phoenix

Benander, Kathryn (Professor) - English
B.A., California State University, Bakersfield; M.A., California State University, Bakersfield.

Bezayiff, David (Professor) - History
M.A., University of Washington; Ph.D., Oregon State University.

Bishop, Karen (Professor) - Sociology
B.A., University of West Florida, Pensacola, FL; M.A., University of Connecticut, Storrs, CT.

Black, Melissa (Associate Professor) - English
B.A, University of Redlands; M.A., San Francisco State University.

Boriack, Karen (Professor) - Health Careers
A.S., Porterville College, B.S.N., M.P.H.A., and M.S.N., California State University, Bakersfield.

Boudreaux, Portia (Assistant Professor) - Health Careers
Porterville College: completed 40 semester units; Porterville Developmental Center: Completed various seminars totaling 22.35 semester units.

Brannan, George (Professor) - Health Careers
B.A., University of California, Berkeley; M.A., University of Illinois; R.N., Parkland College.

Britton, Craig (Professor) - Agriculture
B.S., California State University, Fresno.

Burgess, Sherie (Assistant Professor) - Mathematics
A.S., Porterville College; B.S., Cal Poly, San Luis Obispo; M.S., California State University, Long Beach.

Callison, Shauna (Associate Professor) – Biological Science
A.S., Porterville College; B.A., California State University, Fresno; M.A., California State University, Fresno.

Carley, Michael (Associate Professor) - Institutional Researcher
B.S., California State University, Fresno, A.M., Stanford University.

Carlson, Rosa Flores - President
B.A., California State University, Fresno; M.A., California State University, Fresno; Ed.D., University of California, Davis/California State University, Fresno.

Carrera, Frances (Professor) - Counselor
B.A., California State University, Bakersfield; M.S., California State University.

Carson, James (Professor) - Information Systems
B.S, California State University, Fresno, M.B.A., California State University, Bakersfield.

Chan, Patrick (Professor) - Information Systems
B.A., Soochow University; M.S., University of Missouri; M.B.A., University of North Texas.

Crewse, Terry (Associate Professor) - Mathematics
B.S., University of California, Riverside; M.S., University of California, Riverside.

Dale, Dan (Professor) - Criminology
A.A., Santa Monica College; B.S., California State University Los Angeles; M.A., California State University, Fresno; Ed.D., Nova Southeastern University.

Davis, Bret (Professor) – Physical Education
B.S., San Jose State University; M.S., California State University, Hayward.

Drake, Beverly (Associate Professor) - Nursing
B.S., California State University, Fresno.

Dugan, Vickie (Professor) - Women's Softball Coach
B.A., Fort Hays Kansas State University, Hays, KS; B.S., Fort Hays Kansas State University, Hays, KS; M.Ed., Utah State University, Logan, UT.

Ecung, Antonia B. - Dean of Learning
B.A., California State University, San Bernardino; M.S., State University of New York College at Cortland; PhD, Capella University

Entz, James (Associate Professor) - Art
A.A. Cuesta College; B.A., University of California, Irvine; M.F.A., Otis College of Art and Design, Los Angeles, CA.

French-Unser, Sara (Professor) - English
B.A., California State University, Bakersfield; M.A., California State University, Bakersfield.

Gardea, Jacinto (Professor) - English/EFL
A.A., Hartnell College; B.A., University of California, Santa Cruz; M.A., California State University, Bakersfield; additional graduate work at University of California, Irvine; California Sate University, Fresno.

Gervasi, Jeffrey (Professor) - Mathematics
B.A., Rutgers University, Camden, NJ; M.A., Villanova University, Villanova, PA; Ed.D., University of Southern California, Los Angeles.

Glahn, Ron (Professor) - Physical Education
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.

Goode, Richard (Professor) - Physical Science
B.S., Physics, California State University, Bakersfield; M.S., Geoscience, Mississippi State University.

Gurrola, Virginia (Professor) - Director, A&R/Financial Aid
A.A., Porterville College; B.A., California State University, Bakersfield.

Gutierrez, Marie “Connie” (Associate Professor) - Spanish
A.A., College of the Sequoias, Visalia; B.A. and M.A., California State University, Fresno.

Hargis, Jay (Associate Professor) - History
B.A., University of California, Los Angeles; M.A., History, California State University, Chico.

- Hathaway, Stewart** (Professor) - Mathematics
B.A. and M.A., Northern Arizona University.
- Henry, William** (Associate Professor) – Interim Dean of Learning
A.A., Bakersfield College; B.S., Thomas A. Edison State College, New Jersey.
- Hensley, David** (Professor) - Music
B.A., Music, California State University, Fullerton; M.M., Conducting, Northern Arizona University.
- Herrera, Mercedes** (Professor) - Counselor, Matriculation
B.A., Sociology, University of California, Santa Barbara; M.A., Education, San Jose State.
- Hodges, Catherine** (Associate Professor) - English
B.A., English, University of Redlands; M.A., English, Central Washington University; M.A., Intercultural Studies, Wheaton Graduate School.
- Imbert, Ruby** (Professor) - Health Careers
B.S.N., M.S., California State University, Bakersfield.
- Johnson, Robert** (Associate Professor) - Human Services
A.A., Porterville College; B.S., California State University, Fullerton; M.A., CSPP, California State University, Fresno.
- Jordan, Mary Jo** (Associate Professor) - Child Development
M.A., Pacific Oaks College.
- Josten, Muriel** (Associate Professor) - Coord., Coop. Work Experience
B.A., California State University, Fresno.
- Kavern, David** (Associate Professor) - Women's Basketball Coach
A.A., Porterville College; B.A., California State University, Sacramento; M.S., Ohio University
- Keele, Jeffrey** (Professor) - Political Science/Economics
B.A., Brigham Young University, M.A. and Ph.D., University of California, Berkeley.
- Kim, Young** (Professor) - Accounting/Business
B.S., Sungkyunkwan University, Korea; M.S., University of Wisconsin; additional graduate work at University of Oklahoma.
- Lanthier, Greg** (Assistant Professor) - Men's Basketball Coach
B.A., Point Loma Nazarene University; M.S., National University.
- 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.
- Lozano, Elvira** (Associate Professor) - Psychology
B.A. and M.A., California State University, Fresno.
- Martin, Carmen** (Professor) - Counselor/EOPS/CARE
B.A., University of California, Irvine; M.A., Truman State University.
- Messaert, Andrew** (Professor) - Philosophy
A.A., Modesto Junior College; B.A., California State University Sacramento; M.A., San Jose State University.
- 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.
- 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.
- Mouanoutoua, Kongming** (Professor) - Counselor/EOPS
A.A., Oakland City University; B.A., National University, Fresno; M.A., Fresno Pacific University.
- Nelson, Darryl** (Professor) - Art
B.A., Fine Arts, California State University, Fresno; M.F.A., California State University, San Jose.
- Oldershaw, Katheryn** (Associate Professor) - Health Careers
A.A., College of the Sequoias; B.S.N., California State University, Bakersfield; M.S.N., California State University, Fresno.
- Osborne, Richard** (Professor) - Sociology/Anthropology
A.A., Fullerton, Fine Arts; B.A., California State University, Fullerton, Sociology; M.A., California State University, Bakersfield, Anthropology.
- Piersol, Christopher** (Associate Professor) - Chemistry
B.S., Purdue University, West Lafayette, IN; M.S., University of California, Los Angeles.
- Pummill, Cindy** (Professor) Physical Education/Mathematics
B.A., Concordia College; M.S., California State University, Fullerton.
- Regier, Susan** (Professor) - English
B.A., University of Kansas; M.A., California State University, Bakersfield, CA.
- Roche, Christopher** (Associate Professor) - Health Careers
A.A., Porterville College; B.A., Fresno Pacific University
- Roman, Maria** (Associate Professor) - Coordinator, CalWorks/ Director, EOPS
A.A., Porterville College; B.A., California State University, Bakersfield; M.A., California State University, Bakersfield
- Rude, Marcia** (Associate Professor) - Health Careers
B.S., California State University, Fresno; M.S. California State University, Fresno.
- Ruelas, Miguel** (Professor) - Mathematics
B.S., U.C.L.A.; M.A., University of California, Santa Cruz
- Satko, Jon** (Associate Professor) - Physics
B.S., College of William and Mary, Virginia; M.S., Colorado University, Colorado Springs, Colorado.
- Schultz, Steven** - Vice President of Learning
A.A., Porterville College; B.S., California State University, Fresno; M.A., California State University, Fresno.
- Sciacqua, Danny** (Professor) - Health Careers
B.S., Chapman University.
- Syrdahl, Rickelle** (Associate Professor) - Biology
B.A., University of California, Santa Barbara; M.S., California State University, Chico.
- 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.

Vega, Miles (Professor) - Counselor/Transfer/Articulation
B.A., The Masters College; M.S., California State University,
Dominguez Hills. Secondary teaching credential, Loyola
Marymount University.

Waddle, Sherie (Assistant Professor) - Mathematics
A.S., Porterville College; B.S., Cal Poly, San Luis Obispo; M.S.,
California State University, Long Beach.

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.

Ward, Beverly (Associate Professor) - Nursing
A.S., Porterville College; B.S., California State University,
Bakersfield.

Wiens, Joel (Professor) - Biology
B.A., Tabor College, Chemistry; M.A., California State University,
Fresno, Biology. Ph.D., Pepperdine.

Wilkins, Carol (Professor) - Counselor/Director, - Disability
Resource Center
B.S., Oklahoma State University; M.A. Education, Fresno Pacific.
Additional work at Fresno Pacific College.

Williams, Darryl (Professor) - Physical Education
A.B., California State University, San Jose; M.S., California State
University, Fresno.

Wise, Ted (Professor) - English
B.A., English, Chapman College; M.A., California State University,
Fullerton.

CONFIDENTIAL/CLASSIFIED MANAGEMENT PERSONNEL

BERRY, Donna - Director, Business Services
BROWN, Carol – Administrative Assistant, President
WALLACE, Gary – Director, Bookstore/Auxiliary Services/
Maintenance & Operations

CHILD DEVELOPMENT CENTER CERTIFICATED PERSONNEL

Ball, Karen (Interim Coordinator) Child Development Center
A.A., Porterville College.
Burcham, Victoria (Site Supervisor) Child Development Center
B.S., California State University, Fresno.

CLASSIFIED PERSONNEL

ANAYA, Andrea – Admissions & Records Technician I
APARICIO, Angela – Child Day Care Center Assistant
BETHURUM, Thomas – Publications Coordinator
BILLIOU, Kathryn – Sign Language Interpreter I
BOONE, Danny – Skilled Crafts Worker/Facilities Electrician
BRISSON, Jennie - Human Resources Assistant
BROWNFIELD, Marlis – College Nurse
BUTLER, Levern – Network Technician
CABELLO-COLEMAN, Mary Ellen -- Food Service Manager
CABRERA, Diana – Department Assistant III
CARLEY, Rebecca -- Administrative Secretary
CHILDRESS, Pam – Administrative Secretary
CRAIG, Christopher - Network Technician

CRUZ, Erin – Financial Aid Technician/Educational Advisor
CULLUM, Maggie - Department Assistant II
CHAVEZ, Donna – Teacher, Child Development Center
DUKE, Tiffany – Department Assistant III/Program Coordinator
ESQUIVEL, Rosa (Associate Teacher)
DAVIS, Karen – Department Assistant III
DAVIS, Matthew – Custodian II/Facility Custodial Coordinator
DICKEY, Rhonda – Accounting Technician II
FALLERT, Judy – Instruction Office Specialist
FIGUEROA, Nora – Department Assistant II
FLOWERS, Pauline -- Department Assistant I
GARCIA, Baldomero – Program Coordinator
GIFFORD, Kathie - Administrative Secretary
GIL, Terri – Assessment Assistant
GOBEA, Clementina -- Child Day Care Center Assistant
GUERRERO, Irene – Library Technician II
HALOPOFF, Janice – Admissions & Records Technician II
HART, Michelle - Program Coordinator
HARTER, James – Network Administrator
HEFFELFINGER-WADDLE, Jill – Teacher, Child
Development Center
HUCKABAY, Sonia - Accounting Supervisor
HERNANDEZ, Rebecca – Associate Teacher, Development Center
KNUTSON, Kailani – Teaching Assistant
LINDSEY, Paul – Public Security Officer I
LOPEZ, Daniel – Financial Aid Assistant
MARTINEZ, Elvira – Department Assistant III/Receiving Clerk
MARTINEZ, Grace – Library Technician II
McGILL, Marlene - Cook/Baker
MINCHEW, Todd - Groundswoker II/Custodian II
MOORHEAD, Carol –Accounting Technician I/
Bookstore Manager
MORGAN, Randy – Web Site Coordinator/Graphic Designer
NARVAIZ, Alex – Custodian I/Groundskeeper II
NATERA, Carlos – Ground Maintenance Supervisor
NIX, Annette –Administrative Secretary
NOEL, Tim – Skilled Craftsworker/Plumber
OLMEDO, Perla – Assistant Director Financial Aid
OLMEDO, Stephanie -- Teacher Aide
ORTEGA, John – Financial Aid Technician
PENDLETON, Donna – Master Teacher, Child
Development Center
PHILLIPS, Tammy – Child Day Care Center Assistant
PHINNEY, Sarah – Educational Media Design Specialist
PRAHOVIC, Viktorija – Cook/Baker
ROAN, John – Plant Engineer/Automotive Technician
RODERICK, Lee – M & O Technician/Electronics Technician
RODARTE, Melissa – Associate Teacher, Child
Development Center
ROGERS, Lorraine – Intructional Assistant – Health Careers
ROGERS, Sharon – Master Teacher, Child Development Center
ROUSLSTEN, Donita - Accompanist
SCHULTZ, John – Facilities/Grounds Maintenance Supervisor
SILVA, Rosario – Office Supervisor
SHADDRICK, Jessica – Program Technician
SMITH, Lydia –Admissions & Records Supervisor
SORENSEN, Pam – Food Service Assistant II
SPEER, Irene –Bookstore Assistant II
STINSON, Carrie – Alternative Media Specialist
STYER, Charlene – Learning Center Technician/Computer

Lab Assistant
TANGUMA, Joe - Custodian II
THOMPSON, Diane – Administrative Secretary/Community
Service Coordinator
TRUJILLO, Beatrice – Child Day Care Center Assistant
VANNI, Christopher – Laboratory Technician I
VIOTTO, Rosemary – Media Technician/Library Technician II
WALLACE, Carlene – Child Day Care Center Assistant
WIGGINS, Gina – Child Care Food Coordinator

Ruth Sutton-1972-1985 – Health Careers
Prudy Tanner-1974-2006 – Child Development
Barbara Teague-1977-1996 – Health Careers
Hans von Buelow-1967-1985 – German, English
Howard Waters-1972-1996 – English, Psychology
Bonnie Y. White-1985-1998 – Physical Education
LaWanda Wollenman-1973-1984 – Health Careers
Norman Worthington-1967-1985 – Business
David Wright-1967-1998 – Life Science

EMERITI

Sam Baker - 1966-2002 — Mathematics
Tom Baker-1955-1981 – Metals
Robert Benton-1965-1996 – Auto-Diesel
Frank Chester-1984-1999 - Building Trades/CalWORKS
Burl Cuffman-1957-1993 – Natural Science/Mathematics
Cliff Davids-1975-2001 – DSPS/Enabler Program Director
Marie Ellis-1948-1991 – Physical Education, Athletics
Dan Engel-1973-2006 -- Chemistry
Amada Flaherty-1971-1993 – College Nurse, Health Careers
Mary Franco-1978-1996 – Child Development Center
Severo Garcia-1968-1995 – Music, Spanish, Physical Education
Peggy Gould-1971-1992 – Director, Health Careers
Charles N. Guerrero-1973-1996 – Vice President,
Instruction/Student Services
Jackson B. Hargis-1973-1989 – Dean of Instruction, Vocational
and Continuing Education
Thomas Howell-1973-2003 – Fine Arts
Naomi Johnston-1971-1981 – Health Careers
Paul R. Kercher-1960-1985 – Vice President, Dean of Students
Nancy Korn-1957-1979 – Business
Tim Larson - 1964-2002 – Mathematics
James Maples-1959-1992 – Drafting, Head Basketball Coach
Alfred Melcer-1967-1982 – Social Science
Emily McCain-1959-1977 – Language Arts, Humanities
John McGuire-1984-1999 – Natural Science/Mathematics
Ellen Medley-1970-2006 – Business
Edward Muraski-1989-1999 - Vocational Technical
Paul Nay-1972-1997 – Psychology
Allen E. Nelson-1961-1993 – Director of Athletics, Physical Ed.
Florence Offutt-1944-1981 – Art
Jean Palmer-1972-1983 – Health Careers
Gail R. “Pat” Patterson-1969-2000 – Social Science
Richard Patterson-1968-1999 - Metals
Othel Pearson-1967-1998 – English
Don Perez-1976-1995 – Counseling, Social Science
Beverly Richardson-1987-2002 – English
Lou Rienzi-1969-1981 – Psychology
Robert Ross-1969-1992 – Associate Dean of Vocational Education
Michael Rost-1971-2003 – Coordinator, Learning Center
Alex Samarin-1970-1991 – English
Marvin Sharp-1969-2000 - Mathematics
Simons, Phil (Professor) - Oral Communications
Walt Snyder-1974-2001 – History
Isabel Sunderland-1969-1983 – Librarian

GENERAL INFORMATION

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
Administration of Justice.	ADMJ
Agriculture	AGRI
American Sign Language.	ASL
Anatomy	ANAT
Anthropology	ANTH
Applied Design	APDS
Art	ART
Astronomy	ASTR
Biology	BIOL
Business.	BUS
Business Administration	BSAD
Business Supervision	BSSP
Chemistry	CHEM
Child Development.	CHDV
Commercial Art	CMRT
Computer Graphics.	CGRP
Drama.	DRMA
Earth Science	ERSC
Economics.	ECON
Education	EDUC

Emergency Med. Tech.	EMTC
Engineering.	ENGR
English	ENGL
English as a Foreign Language.	EFL
English as a Second Language	ENSL
Film	FILM
Fire Technology.FIRE
General Studies	GNST
Geography	GEOG
Geology.	GEOL
Graphic Arts	GRPH
Health Education	HLED
Health Careers	HCRS
History	HIST
Human Services	HMSV
Humanities	HUM
Industrial MaintenanceINDT
Information Systems	INFS
Interdisciplinary Studies	INST
Journalism.	JRNL
Life Science.LISC
Marketing	MRKT
Math.	MATH
Microbiology.MICR
Music	MUSC
Natural ScienceNATS
Nursing.	NURS
Office TechnologyOFFT
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 ScienceSOSC
Spanish	SPAN
Speech.SPCH
Work Experience.	WEXP

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.

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

Administration of Justice Advisory Committee

Tim Brown, Lieutenant, Lindsay Police Department
David Harrell, Sergeant, Public Safety, Porterville Developmental Center

John Kunkel, Chief, Exeter Police Department (Retired)
Robert Leppert, Captain, Porterville Police Department (Retired)
Tom Ludwig, Sergeant, Tulare County Sheriff's Department (Retired)

Silver Rodriguez, Chief, Porterville Police Department

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
Dough Schultz, Cal Farm Ins.

Cooperative Work Experience Education Advisory Committee

Art Cardell, Bank of Sierra
Kathy Johnson, Tulare County Workforce Investment Board, Inc.
Robert Leppert, Porterville College
Maria Roman, Porterville College
Donette Silva Carter, Porterville Chamber of Commerce
Muriel Josten, Porterville College

Health Careers Advisory Committee

Terry Bady, RN, Director of Staff Development, Sierra View District Hospital
Kim Behrens, RN, Instructor, Porterville College
George Brannan, RN, Instructor, Porterville College
Clint Cook, Psychiatric Technician, PDC, Porterville
Yvonne Fiori, Psychiatric Technician, PDC, Porterville
Valerie Lombardi, Director, Health Careers, Porterville College
Sharon Pierson, WIA Project Manager
Karen Rappleye, Porterville Adult School Administrator and Coordinator of the CNA/Medical Assisting Programs
Manny Santoyo, Paramedic, Adjunct Instructor, Porterville College
Debbie Sanchez, RN, Director of Nursing, PDC, Porterville
Beverly Ward, RN, Instructor, Porterville College
Kathleen Widlund, RN, Director of Nursing, Sierra View District Hospital

Human Services Advisory Committee

Rick Campbell
Jim Chapin, Porterville Developmental Center
Joe Giannantonio, Cal State, Bakersfield
Bob Hulse, PAAR
Bob Johnson, Porterville College
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.
James Carson, Professor, Porterville College
Patrick Chan, Professor, Porterville College
Larry Gray, Co-Chair/Business Department, Porterville High School

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 (Retired), 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
Young Kim, Professor, Porterville College
Charles F. McAnnich, CEO, J-R-U, Incorporated
Marty Lalanne, CPA, Uptain Lalanne and Co. Inc.

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 (Retired), 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

PROGRAMS

PROGRAMS

Accounting

P010—Practical Accounting 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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.

Recommendation: Eligible for level 2 English placement.

Total lecture 18 hours. 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)

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—Financial Accounting 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement; Mathematics P065 or Business P011; and Information Systems P001.

Total lecture 72 hours. This course is the first part of the introduction to basics of accounting. It examines the current standards of financial accounting. Students will experience the whole accounting cycle of the corporate form of business that is in service and merchandising industries. Emphasis is on understanding financial statements, how they are prepared, and how they should be interpreted. Ethical issues relating to business operations and the role of accountants in public and private industries are critically analyzed. Not open to students with credit in Accounting 1A. (A/CSU/UC) CAN BUS 2

P120—Managerial Accounting 4 credits

Prerequisite: Accounting P110 or equivalent.

Total lecture 72 hours. This course is the second and final part of the introduction to basics of accounting. It covers cost-volume-profit analysis, short-term decision making, and capital budgeting in detail. It also examines standard costing and variance analysis and job order costing. It introduces current emerging topics such as JIT, TQM, FMS, Balanced Score Card, and ABC/ABM. Responsibility accounting and allocation of indirect costs are also covered in the course. Resources on the Internet are often used throughout the course. Not open to students with credit in Accounting 1B. (A/CSU/UC) CAN BUS 4

P122 — Cost Accounting 3 credits

Prerequisite: Accounting P120.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Administration of Justice

P050—Correctional Officer Core Training Academy 10 credits

Prerequisite: None.

Total lecture 189 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 in 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. Not open to students with credit in Criminology P050. (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 or P051A. (A)

P051B — PC 832 Firearms 1 credit

Prerequisite: Administration of Justice 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 32 hours. This course is a Peace Officer Standards and Training (P.O.S.T.) approved course. It is the

follow-up course for Administration of Justice 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 or P051B. (A)

P066A—Police Reserve Training, Level III 7 credits

Prerequisite: None.

Total lecture 108 hours, total laboratory 62 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. P.O.S.T. has mandated the curriculum. Approved for credit/no-credit grading option. Not open to students with credit in Administration of Justice 67B or Criminology 67B/P067B or P066A. (A)

P066B—Police Reserve Training, Level II 12 credits

Prerequisite: Administration of Justice P066A.

Total lecture 182 hours, total laboratory 148 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, Administration of Justice P051A/B and 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. Not open to students with credit in Criminology P066B. (A)

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

Prerequisite: Administration of Justice 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 or P073A-Z.

P093A - ZZ—Advanced Peace Officer Training 0 credits

Prerequisite: Administration of Justice 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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. Not open to students with credit in Criminology P101. (A/ CSU)

P102—Introduction to Administration of Justice 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. The history and philosophy of administration of justice 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 11, 2 or P102, Introduction to Administration of Justice. (A/CSU/UC) CAN AJ 2

P103—Introduction to Law 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 or P103. (A/CSU)

P104—Criminal Law 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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, Criminology 4 or P104. (A/CSU/UC) CAN AJ 4

P105— Principles & Procedures of the Justice System 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. An in-depth study of the role and responsibilities of each segment within the Administration of Justice 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, Criminology 5 or P105. (A/ CSU)

P106—Legal Aspects of Evidence 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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, Criminology 6 or P106. (A/CSU)

P107—Exploring Contemporary Multicultural Issues in Law Enforcement 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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, Criminology 7 or P107. (A/CSU/UC)

P108—Principles of Investigation 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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, Criminology 8 or P108. (A/CSU)

P109—Criminal Justice Communications 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A course within the administration of justice 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, Criminology 9 or P109. (A/CSU)

P111—Introduction to Behavioral and Correctional Science 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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, 11 or P111. (A/CSU)

P113—Interviewing and Counseling in Corrections 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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, Criminology 13 or P113. (A/CSU)

P114—Control and Supervision in Corrections 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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, 14 or P114. (A/CSU)

P115—Legal Aspects of Corrections 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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, 15 or P115. (A/CSU)

P117—Police Operations 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 administration of justice system. Not open to students with credit in Administration of Justice 17, Criminology 17 or P117. (A/CSU)

P118—Introduction to Criminology 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 18, Criminology 18 or P118. (A/CSU)

P121—Juvenile Delinquency 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 21, Criminology 21 or P121. (A/CSU)

P122—Probation and Parole 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 22, Criminology 22 or P122. (A/CSU)

P123—Constitutional Rights of the Accused 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 23, Criminology 23 or P123. (A/CSU)

P125—Police Supervision 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 or P125. (A/CSU)

P126—Traffic Control/Accident Investigation 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 or P126. (A/CSU)

P140—Field Work Admin. of Justice Police Cadet 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement and instructor's permission.

Total lecture 18 hours, total laboratory 108 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. Not open to students with twelve credits in Administration of Justice 40, Criminology 40 or P140. (A/CSU)

P141—Current Topics in Administration of Justice 1 credit

Prerequisite: None.

Recommendation: 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 41, Criminology 41 or P141. (A/CSU)

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Agriculture

P055 – Agriculture Leadership Training 2 credits

Prerequisite: None.

Total lecture 18 hours, total laboratory 54 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 eight credits in Agriculture P055. (A)

P101 – Introduction to Agribusiness 3 credits

Prerequisite: None.

Total lecture 54 hours. A survey and basic understanding of the business and economics of the agriculture industry. Introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system. The management principles encountered in the day to day operation of an agricultural enterprise are stressed as they relate to the decision-making process. This course contains the same content as CCAG 105 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

P102 – Agricultural Economics 3 credits

Prerequisite: None.

Total lecture 54 hours. Economic principles of resource allocation, production, cost analysis, and market price equilibrium with primary application to the agriculture sector; supply and demand in commodity pricing under perfect and imperfect competition; survey of agriculture credit, marketing and policy issues. This course contains the same content as CCAG 605 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU/UC)

P103 – Agricultural Sales 3 credits

Prerequisite: None.

Total lecture 54 hours. This course involves the study of principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Self-management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities,

and facilitating teamwork within the agribusiness section will be explored. Students will gain experiences through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis. Communication, leadership, and management skills are basic tools necessary for future career development within the agribusiness sector, as well as other aspects of life. This course contains the same content as CCAG 130 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/ CSU)

P104 – Computer Applications in Agriculture 3 credits

Prerequisite: None.

Total lecture 54 hours. Computer use in the workplace with emphasis on agribusiness situations. Computer applications including word processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the Internet and World Wide Web, telecommunications, an introduction to web page design and other software appropriate to agribusiness. This course contains the same content as CCAG 110 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

P105 – Farm Accounting 3 credits

Prerequisite: None

Total lecture 54 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.

Total lecture 36 hours, total laboratory 54 hours. This course provides a basic knowledge of the physical, chemical, and biological properties of soils and their characteristics. The course includes factors of fundamental soil properties, soil and plant relationships, principles of soil formation, fertilizers and soil management, salinity, pH, erosion management, and non-agricultural uses. This course contains the same content as CCAG 635 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. Not open to students with credit in Agriculture 6. (A/CSU/UC)

P107 – Agricultural Marketing 3 credits

Prerequisite: None.

Total lecture 54 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. This course contains the same content as CCAG 120 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

P110 – Principles of Pesticide Use 3 credits

Prerequisite: None.

Total lecture 54 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

Total lecture 36 hours, total laboratory 54 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. This course contains the same content as CCAG 320 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. Not open to students with credit in Agriculture 17. (A/ CSU)

P131 –Introduction to Plant Science 3 credits

Prerequisite: None

Total lecture 54 hours. This course is designed to provide the students with a working knowledge of the fundamental structures and processes of plants. Principles to be applied cover plant structures, physiology, heredity, environmental relationship to growth, adaptation, and management of crops. Techniques of research, exploration of plant growth, and identification of economical crops will be included. This course contains the same content as CCAG 605 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/ CSU)

P132 –Agricultural Math 3 credits

Prerequisite: None

Total lecture 54 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)

P133—Orchard Production and Management 3 credits

Prerequisite: None.

Total lecture 36 hours, total laboratory 54 hours. Management decisions for fruit and nut trees will be evaluated in this course. Management topics will include studies of climate zones, soil selection, financing, farm organization, irrigation systems, field layout, varietal selection, nutritional needs, harvesting, labor management, marketing, and budgeting. The student will be required to prepare a budget and calendar of orchard operations. This course contains the same content as CCAG 625 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

P134—Vineyard Production and Management 3 credits

Prerequisite: None.

Total lecture 36 hours, total laboratory 54 hours. The production and management decisions for grapes, berries, and kiwi fruit will be presented. Topics will include climate zones, soil selection, financing, farm organization, irrigation systems, field layout, varietal selection, nutritional needs, harvesting, labor management, marketing and budgeting. Students will be required to prepare a budget and calendar of operations. This course contains the same content as CCAG 630 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

P135—Irrigation Fundamentals 3 credits

Prerequisite: None.

Total lecture 36 hours, total laboratory 54 hours. The principles and practices of California water delivery will be covered. Basic topics of plant-soil-moisture relationships and water movement in the soil, water quality, water law, measurement of water, evaluation of irrigation methods, systems, wells and pumps will be included. This

course contains the same content as CCAG 650 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

American Sign Language

P101– Beginning American Sign Language 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 90 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.

Recommendation: Eligible for level 2 English placement.

Total lecture 90 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.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 18 hours. 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.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 18 hours. 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Anatomy

P052—Introduction and Survey of Anatomy and Physiology 2 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 27 hours, total laboratory 27 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours, total laboratory 108 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 para-medical 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Anthropology

P101—Introduction to Physical Anthropology 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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. Course is also offered online. Not open to students with credit in Anthropology 2. (A/CSU/UC) CAN ANTH 4

P103—Introduction to Archaeology 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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**

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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)

P107—Magic, Witchcraft, and Religion **3 credits**

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course will focus on how both western and non-western societies view the supernatural. A cross cultural examination of religious belief systems, rituals and symbolism as practiced in selected regions of the world. (A/CSU/UC)

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Applied Design

P101—Crafts **2 credits**

Prerequisite: None.

Total lecture/studio 72 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.

Total studio/demonstration 72 hours. The course will cover a study of ceramics with stoneware clay as the medium: pinched forms, clayslab, coil, drape, press, and wheelthrown forms. Includes decorating, glazing and firing. Required course for majors in Applied Design and a certificate in Applied Design. Recommended for majors in Fine Arts Studio. Not open to students with credit in Art 16 or Art-Applied Design 2. (A/CSU/UC)

P103—Weaving **2 credits**

Prerequisite: None.

Total lecture 18 hours, total laboratory 54 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.

Total lecture/studio 72 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.

Total lecture 18 hours, total laboratory 54 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).

Total lecture/studio 72 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.

Total lecture 18 hours, total laboratory 54 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).

Total lecture/studio 72 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).

Total lecture 18 hours, total laboratory 54 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.

Total lecture/studio 72 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).

Total lecture/studio 72 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.
Occupational Work Experience, see page 121.

Art

P050—Art Studio **1 credit**

Prerequisite: None.

Total lecture 9 hours, total laboratory 27 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. 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. Not open to students with two credits in Fine Arts/Art 55. (A)

P091—Gallery Tours **0 credits**

Prerequisite: None.

Total lecture nine hours. This course fills a need for first-hand art, cultural, and general learning experiences, an integral part of being educated, not possible within the confines of the community served.

P101—Art Studio Fundamentals **3 credits**

Prerequisite: None.

Total lecture 54 hours, total studio 18 hours. 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.

Total lecture 36 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.

Total lecture 54 hours, total laboratory 18 hours. The course will cover a step-by-step approach that progressively builds skills and visual perception; use of simple media of pencils and pen. It is designed to give a solid foundation for individual creative expression and is required for Commercial Art, Fine Arts Studio, and Art History Theory and Esthetics majors. Not open to students with credit in Fine Arts/Art 3. (A/CSU/UC) CAN ART 8

P104—Basic Painting **2 credits**

Prerequisite: None.

Total lecture/studio 72 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.

Total lecture 36 hours, total laboratory 36 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) CAN ART 12

P106—Color and Design **3 credits**

Prerequisite: None.

Total lecture 54 hours, total laboratory 18 hours. 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) CAN ART 14

P109—Studio Folk Arts **2 credits**

Prerequisite: None.

Total lecture 18 hours, total laboratory 54 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. Not open to students with four credits in Fine Arts/Art 9. (A/CSU)

P110—Ancient Art History **3 credits**

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A survey of architecture, painting and sculpture of the Ancient Western World from prehistory, the Ancient Near East and Ancient Egypt, the Classical Greek and Roman worlds, to Early Christian and Byzantine art. The course follows a historical chronology with illustrated lectures, discussion, and reading. Fulfills transfer level requirements in arts and humanities and satisfies a humanities requirement for the associate degree. Not open to students with credit in Fine Arts/Art 10. (A/CSU/UC) CAN ART 2

P111—Renaissance and Baroque Art History **3 credits**

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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.*

Total lecture 54 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.*

Total lecture 27 hours, total laboratory 81 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).*

Total lecture/studio 72 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.*

Total lecture/studio 72 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.*

Total lecture/studio 72 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.*

Total studio/discussion 72 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.*

Total lecture/studio 72 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).*

Total lecture/studio 72 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.*

Total lecture/studio 72 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).*

Total lecture/studio 72 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.*

Total lecture 18 hours/studio 54 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, total 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. Not open to students with four credits in Fine Arts/Art 48 or Art 35. (A/CSU)

P149—Art Topics**1 credit***Prerequisite: None.*

Total lecture 18 hours. 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)

Directed Studies, see page 129.

Special Studies, see page 124.

General Work Experience, see page 127.

Occupational Work Experience, see page 127.

Astronomy

P101—Elementary Astronomy 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement and Math P055.

Total lecture 54 hours, total laboratory 54 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Biology

P105—Introductory Biology 5 credits

Prerequisite: Concurrent enrollment in Intermediate Algebra.

Recommendation: Eligible for level 2 English placement and high school chemistry.

Total lecture 54 hours, total laboratory 108 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

Prerequisite: Concurrent enrollment in Intermediate Algebra.

Recommendation: Eligible for level 2 English placement and high school chemistry.

Total lecture 54 hours, total laboratory 108 hours. An introduction to ecology and environmental biology. Investigation of molecular genetics, including an introduction to genetic technologies. Review of energy transfer reactions. A 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Business

P011—Business Mathematics 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 math placement.

Total lecture 54 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)

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Business Administration

P101—Introduction to Business 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. Introductory study of American business providing understanding of the structures and functions of business within the free enterprise system. Specific topics include forms of business organizations, the economic and social setting, financing, management, marketing, and legal governmental considerations. Designed for any student interested in business and is recommended for all business majors. Not open to students with credit in Business Administration 17. (A/CSU/UC)

P120—Principles of Management and Organization 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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)

P132—Business Communications 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 72 hours. Course includes oral and written communications development through individual and group performance in written and oral work. A research paper of 1,500 words is required using MLA documentation style. Content of course includes development of sentence and paragraph structure, patterns and formats of business

messages, report writing, oral communication and public speaking/presentations, global and cross-cultural communication guidelines and techniques, technology-enabled communication with differing media, and business research methods. Development of business-related vocabulary/spelling is emphasized in all student work. Not open to students with credit in BSAD P135, Business P012, and/or OFFT P020. (A/CSU)

P140—Business Law **4 credits**

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 72 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)

P146—Free Enterprise Systems - SIFE **3 credits**

Prerequisite: None.

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

Total lecture 54 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).

Total lecture 54 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Chemistry

P101A—General Inorganic Chemistry **5 credits**

Prerequisite: High school chemistry or Chemistry P106 or equivalent, and Math P051 or equivalent.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 108 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, thermochemistry, behavior of gases, electronic structure of atoms, chemical bonding, and physical properties. Not open to students with credit in Chemistry 1A. (A/CSU/UC) CAN CHEM 2; CAN CHEM SEQ A: CHEM P101A + P101B

P101B—General Inorganic Chemistry **5 credits**

Prerequisite: Grade of "C" or higher in Chemistry P101A (1A).

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 108 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 and bases, complex ions, oxidation-reduction, and nuclear chemistry. Not open to students with credit in Chemistry 1B. (A/CSU/UC) CAN CHEM 4; CAN CHEM SEQ A: CHEM P101A + P101B

P106—Introduction to Chemical Principles **4 credits**

Prerequisite: None.

Recommendation: Math P055 (55) or equivalent.

Total lecture 54 hours, total laboratory 54 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.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 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)

P202A— Organic Chemistry **5 credits**

Prerequisite: Chemistry P101B with a grade of "C" or higher.

Total lecture 54 hours, total laboratory 108 hours. The Chemistry P202A-B series is designed to fulfill the requirements for chemistry, premedical, pre-dental, some engineering, and some biological and physical science majors. Lecture deals with properties, preparation and reactions of the common functional groups with emphasis on stereochemistry and mechanism. Laboratory involves 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.

Total lecture 54 hours, total laboratory 108 hours. The Chemistry P202B is a continuation of Chemistry P202A. Chemistry P202A-B series is designed to fulfill the requirements for chemistry, premedical, pre-dental, some engineering, and some biological and physical science majors. Lecture deals with properties, preparation and reactions of the common functional groups with emphasis on stereochemistry and mechanism. Laboratory involves 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 123.
Special Studies, see page 123.
General Work Experience, see page 122.
Occupational Work Experience, see page 121.

Child Development

P011—Music Activities for Young Children 1 credit

Prerequisite: None.

Total lecture 18 hours. This is an introductory class that combines music theory and child development theory with developmentally appropriate techniques to incorporate music and movement into classroom curriculums designed for infants, toddlers and young children. Course is also offered online. Not open to students with credit in Child Development 51. (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. Course is also offered online. Not open to students with credit in Child Development 54. (A)

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

Prerequisite: None.

Total lecture 18 hours. This is an introductory class which combines theory and practical application to community care licensing guidelines, health and safety practices, development of business policies, recommended developmentally appropriate practices in play and curriculum, knowledge of support services and procedures unique to family child care homes. Course is also offered online. Not open to students with credit in Child Development 63A. (A)

P110—School-Age Child Care Programs 3 credits

Prerequisite: None.

Total lecture 54 hours. This course provides information about child care provision for school-age children. The content includes an overview of the physical, social and cognitive development of school-age children. This course investigates a variety of enrichment activities as well as curriculum development. Course is also offered online. (A/CSU)

P111—School-Age Child Care Practicum 3 credits

Prerequisite: None.

Total lecture 36 hours, total laboratory 54 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. Laboratory experience will be approved by instructor and performed at a school site or afternoon school-age program of the student's choice, which must be approved by the instructor prior to beginning laboratory participation. (A/CSU)

P112—Early Steps to Reading 3 credits

Prerequisite: None.

Total lecture 54 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. Course is also offered online. (A/CSU)

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.

Total lecture 54 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. Course is also offered online. (A/CSU)

P116—Parenting and Child Guidance 3 credits

Prerequisite: None.

Total lecture 54 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. Course is also offered online. (A/CSU)

P117—Cultural Diversity in Early Childhood Education 3 credits

Prerequisite: None.

Total lecture 54 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. Course is also offered online. Not open to students with credit in Child Development P148N. (A/CSU)

P118—Young Child with Special Needs 3 credits

Prerequisite: None.

Total lecture 54 hours. This course provides information about the characteristics of children with disabilities. Focus will be on etiology, legislation, curriculum, interventions, role of the teacher, and family issues. This course would fill three of the 12 credits required for an Early Childhood Special Education Certificate. Course is also offered online. Not open to students with credit in Child Development P148J, Special Studies: Young Child with Special Needs. (A/CSU)

P119—Child Health and Safety 3 credits

Prerequisite: None.

Total lecture 54 hours. This course is a study of health care and safety of infants and young children. Pediatric first aid and CPR are included. This course applies toward a child development center permit and meets the health and safety training requirements for Family Day Care. Approved for credit/no-credit grading option. Course is also offered online. Not open to students with credit in Child Development P148K, Special Studies: Child Health and Safety. (A/CSU)

P120—Child Abuse 3 credits

Prerequisite: None.

Total lecture 54 hours. This course is a study of child abuse that will include detection, reporting requirements, causes, prevention and treatment. Students will develop knowledge related to understanding the impact of abuse on children. Community resources for prevention

and treatment will be presented as well as information on healthy family dynamics. Approved for credit/no-credit grading option. Course is also offered online. Not open to students with credit in Child Development P148T, Special Studies: Child Abuse. (A/CSU)

P121—Zero to Three 3 credits

Prerequisite: None.

Total lecture 54 hours. This course is a study of the development and care of the infant/toddler. Areas of social/emotional development, nutrition, cognitive/motor development, limit setting, and language development will be discussed. Socializing among children/families of diverse backgrounds, play and natural environments appropriate for the typically and atypically developing child will be explored. Course is also offered online. Not open to students with credit in Child Development P148S, Special Studies: Infant/Toddler Care and Development. (A/CSU)

P122—Child, Family and Community 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement; Child Development P113 (13).

Total lecture 54 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)

P123—Children's Nutrition 3 credits

Prerequisite: None.

Total lecture 54 hours. This course provides information on children's nutritional requirements. This course focuses on children's nutrition prior to conception through adolescence. Course study involves feeding principles and current topics. This is an appropriate course for students in child care education, social services, and human development. Not open to students with credit in Child Development P148R, Special studies: Children's Nutrition. (A/CSU)

P142—Principles and Practices in Early Childhood Education, Growth and Development / Lab 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours, total laboratory 54 hours. The lecture will emphasize the 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. The lab portion of this will provide beginning student teaching. Requires participation with and observation of children between the ages of two and six through supervised field experience working with children in the Child Development Center. Not open to students with credit in Child Development 41A, P142 and P140L. (A/CSU)

P143—Principles and Practices in Early Childhood Education, Curriculum Development / Lab 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours, total laboratory 54 hours. In the lecture portion of this class students will gain knowledge of preschool curriculum by lesson planning experiences that encourage physical, cognitive, social and emotional growth in the young child. The lab portion of this class offers advanced student teaching that requires participation and leadership with children between the ages of two and five through supervised experience teaching the children in the Child Development

Center. Not open to students with credit in Child Development 41B/P141B, P143 and P141L. (A/CSU)

P144—Creative Activities for Children 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement and concurrent enrollment in Child Development P142 and P140L.

Total lecture/demonstration 54 hours. Experimentation, exploration, and practice in teaching creative activities, materials, and methods of arts and crafts for children aged between 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. Course is also offered online. Not open to students with credit in Child Development 43A. (A/CSU)

P145—Creative Activities for Children 2 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement, Child Development P144 (43A), and concurrent enrollment in Child Development P141L and P143.

Total lecture/demonstration 36 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)

P161—Principles/Practices of Infant/Toddler Education 3 credits

Prerequisite: None.

Total lecture 36 hours, total laboratory 54 hours. This course is a comprehensive study of the best practices for care of infants and toddlers at child care sites and Family Child Care Homes. Students will receive instruction in the typical and atypical growth and development stages of infants and toddlers in the following areas: sensory integration, social-emotional development, cognitive development, large and small motor development and language acquisition. Through lecture, students will become familiar with age appropriate expectations and developmentally appropriate practices for infants and toddlers. Students will also be informed during lecture of the organizational components that must be present at a child care program or family child care home site for best practices with infants and toddlers to occur. The purpose of the laboratory hours is to provide the student with an opportunity to observe and experience best practices care for infants and toddlers in a child care setting. Course is also offered online. Not open to students with credit in Child Development 14, 14L, 40C or 41C. (A/CSU)

P163—Creative Activities for Infants and Toddlers 2 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture/demonstration 36 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

Prerequisite: None.

Recommendation: 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 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

Prerequisite: None.

Recommendation: 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 Development 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course studies the development of humans from conception to adolescence in the areas of cognition, physical growth and development, language, and psychosocial development. The course includes theory, history and systems, applications and practice of pertinent concepts in developmental psychology. Course is also offered online. Not open to students with credit in Child Development/Psychology 23, Child Development P113 or Psychology P223. [Also listed as Psychology P223] (A/CSU/UC)

P231—Children's Literature 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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. Course is also offered online. Not open to students with credit in Child Development 31. (A/CSU)

P239—Observing and Recording Behavior of Young Children 2 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours. 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 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. Course is also offered online. Not open to students with credit in Child Development 44. (A/CSU)

P245 —Child Care Center Business Management 3 credits

Prerequisite: None.

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

Total lecture 54 hours. This 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--Child Care Center Administration 3 credits

Prerequisite: None.

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

Total lecture 54 hours. Course will cover planning the program and curriculum. Components of child 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Commercial Art

P102—Commercial Layout and Design 2 credits

Prerequisite: None.

Total lecture/studio 72 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.

Total lecture/studio 72 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).

Total lecture 18 hours, studio 54 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.

Total lecture 18 hour, total studio 54 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.

Total lecture/studio 72 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 129.

Special Studies, see page 129.

General Work Experience, see page 127.

Vocational Work Experience, see page 122.

Computer Graphics

P110 –Computer Graphics **3 credits**

Prerequisite: None.

Total lecture 36 hours, total laboratory 54 hours. Introduction to visual imagery created and manipulated by computer. 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.

Total lecture 36 hours, total laboratory 54 hours. Manipulating the 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.

Total lecture 36 hours, total laboratory 54 hours. Computerized digital images created by students using current programs and hardware. Instruction in scanning, digital photography and video acquisition, software manipulation, editing, storage and printing. (A/CSU)

Directed Studies, see page 129.

Special Studies, see page 124.

General Work Experience, see page 127.

Occupational Work Experience, see page 127.

Drama

P101—Introduction to Theater **3 credits**

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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**

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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).

Total lecture 36 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.

Total lecture 36 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.

Total lecture 180 hours, total laboratory 540 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 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 students’ 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.

Total lecture 180 hours, total laboratory 540 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.

Total laboratory 108 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.

Total laboratory 54 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.

Total laboratory 54 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.

Total lecture 108 hours, total laboratory 324 hours. 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.

Total lecture 108 hours, total laboratory 324 hours. 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.

Total lecture 108 hours, total laboratory 324 hours. 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.

Total lecture 108 hours, total laboratory 324 hours. 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Earth Science

P110—Introduction to Earth Science **4 credits**

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 hours. This course is a general introduction to the earth sciences: geology, oceanography, meteorology, and astronomy. Together this class and the accompanying lab will give students a well-rounded understanding of the earth environment that surrounds them and how they can interact with that environment for the betterment of themselves and their fellow citizens. The course is designed for, but not limited to, liberal studies majors who are seeking an elementary teaching credential. At least one field trip is required. (A/CSU/UC)

Economics

P101—Principles of Economics 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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. Course is also offered online. Not open to students with credit in Economics 1A or 12. (A/CSU/UC) CAN ECON 2

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Education

P076—Effective Learning Skills 1 credit

Prerequisite: None.

Total lecture 18 hours. 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. Credits do not count toward the associate degree. Not open to students with credit in Education 71 or 76 or English 76.

P077 – Learning Strategies 2 credits

Prerequisite: None.

Recommendation: Eligible for level 3 English placement. This course is designed for students with learning disabilities.

Total lecture 36 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.)

P090--Educating Parents about the Educational Opportunities Available to Their Children 0 credits

Prerequisite: None.

Total lecture 20 hours. Designed to educate parents about the educational opportunities available to their children. In return, they can motivate their children to complete their secondary education and encourage them to apply to higher education.

P101—College Planning and Success Strategies 1 credit

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 18 hours. Designed to acquaint students with basic aims and objectives of college attendance. Goal setting, college skill building and exercises in critical thinking and stress management are included, as well as emphasis on academic planning for careers and transfers. New students should complete the class during their first semester. Course is also offered online. Not open to students with credit in Education 1. (A/CSU)

P102—Personal and Career Exploration 2 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours. This course is designed for students who are interested in exploring and examining the relationship between personality traits, interests, skills, values, and appropriate career choices. This class will give the student a broad overview of career selection, planning, implementation, and development. Students will explore occupations and determine how their major and career choices are interconnected with their personality traits. Through library research, computer research, and oral presentations, students will demonstrate their ability to make informed choices regarding major and career selection. (A)

P103—Introduction to Teaching 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours, total laboratory 54 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

Prerequisite: None.

Recommendation: A or B grade in course to be tutored and instructor's permission. Eligible for level 2 English placement.

Total lecture 18 hours. 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)

P105—Understanding Cultural Diversity in U.S. Schools 2 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours. This course, designed for students who are interested in addressing the special needs of English language learners (ELL), offers information about the American school system and issues related to students of diverse language and cultural backgrounds. Students will learn how to develop lesson plans using different teaching strategies and techniques. This course has a companion course (Education P106) which will be offered the following term. (A)

P106—Parental Involvement of Culturally Diverse Families in U.S. 1 credit

Prerequisite: Education P105 with a "C" grade or better.
Recommendation: Spanish P103 with a "C" grade or higher.
Total lecture 10 hours, total laboratory 27 hours. Students will learn how to work with linguistically diverse parents to educate them about the American school system and how to best help their children succeed. Expectations for this course include school and home visitations and the implementation of the lessons developed in Education P105 and the first four sessions of this course. Maximum of four credits. (A)

P107—Strategies for Academic Success 2 credits

Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 36 hours. This is a comprehensive survey course that focuses on academic as well as personal growth and development strategies as they relate to personal and academic values and priorities, college culture and diversity, procrastination, motivation, self-responsibility and awareness, behavior modification, problem-solving, goal setting and planning, critical analysis, time management, probation policies, and study skills. Recommended for students in transition from high school to college, and reentry adults returning to schools. Required for disqualified students. (A)
Directed Studies, see page 123.
Special Studies, see page 123.
General Work Experience, see page 122.
Occupational Work Experience, see page 121.

Emergency Medical Technician

EMT-I

P050—Emergency Medical Technician I 6 1/2 credits

Prerequisite: California Department of Health requires that students be 18 years of age before they can be certified. Current provider level CPR (equivalent to the American Heart Association Health Care Provider.)
Total lecture 118 hours, total laboratory 10 hours, testing/ evaluation 10 hours. Foundation skills and assessment techniques to care for an ill or injured person in the pre-hospital setting. Follows state regulations for EMT I training and leads to certification at the county level. Required for ambulance personnel and appropriate for many other first-care providers such as law enforcement and fire personnel. The student must meet Health Careers Division health requirements to participate in the laboratory section of the course. Any expenses involved in meeting the health requirements are the student's expense. Must be 18 years of age by the end of the course to be certified. 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)

P051—Prehospital Pediatric Assessment and Care 1 1/2 credits

Prerequisite: Completion of EMT P051G (51G) with a grade of C or higher.

Total lecture 27 hours. The purpose of this course is to prepare EMT IIs for working with pediatric patients in prehospital environments. The course will emphasize physical assessment of the pediatric patient including growth and development. Medical emergencies including cardiac, respiratory, trauma injuries, neurological and toxicological will be reviewed relative to the pediatric patient. A variety of related topics such as child abuse, legal/ethical issues and newborn emergencies are also covered. (A)

P090—Emergency Medical Technician Recertification 0 credits

Prerequisite: Completion of EMT-I Course.

Total theory 24 hours, testing/evaluation 2 hours. A non-credit course which is a review of skills and techniques used by the EMT-I. The course is designed to meet the criteria established by the California Department of Health for recertification. Credits do not count toward the associate degree.

Engineering

P108—Engineering Statics 3 credits

Prerequisite: High school physics or equivalent, concurrent enrollment in Math P103.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 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.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 hours. Procedural and object-oriented programming theory and practice using C and C++.

(A/CSU/UC).

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

English

Incoming students at Porterville College are classified in four levels for English composition courses according to skill level as determined by standardized test scores and an essay sample. In borderline cases, background in English, including courses and grades in high school, may be used in the determination.

On the basis of the student's performance in a composition class during the first two weeks of a semester, a student may be recommended for placement in the next higher level, or it may be recommended that he/she transfer to a lower level. The entire philosophy of the placement procedure is to provide placement that will be of the greatest benefit to the student in his/her college English program.

Students who are originally placed in English P080 series and who earn a grade of "C" or higher in the course may advance to English P071-P072. Students who are originally placed in English P071-P072 and who earn a grade of "C" or higher in the course may advance to English P050-P052 (level 2) or one of the following Level 2 alternatives: English P053 (Business Correspondence). Students earning a "C" or higher in English P053 may advance to English P101A, even though English P050 is considered the qualifying course for English P101A. Students earning less than "C" in a Level 2 course may qualify for English P101A either by repeating that course or taking one of the other level 2 options until a "C" grade proficiency is attained.

P050 – College Writing 4 credits

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

Total lecture 72 hours. Course is also offered online. A course intended to prepare students to successfully contend with the rigorous demands of transfer level academic writing across the curriculum. Instruction emphasizes development of 500 – 750 word essays utilizing a variety of rhetorical modes. Students use evidence to support clearly stated positions. Students experience researching and writing a reference paper using MLA documentation style. Students will read at least one book length work and write a minimum of 6,000 words. Not open to students with credit in English 50. (A)

P052—Advanced Reading Techniques 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A course designed to bring students to a level of reading preparatory to successfully comprehend college level work. Includes instruction in critical reading, speed reading, summarizing, outlining, and vocabulary development through a combination of lecture and class activities. In addition students will experience and practice reading strategies, note taking, aggressive questioning attitudes, and concerns for accuracy. Not open to students with credit in English 52. (A)

P071—Basic Writing Skills 3 credits

Prerequisite: None.

Recommendation: Eligible for level 3 English placement or a grade of "C" or higher in English P083/P084.

Total lecture 54 hours. Introduction to college writing with an emphasis on short essay development utilizing a writing process. Practice to achieve clarity and coherence in written sentences and tightly constructed paragraphs. Students will review grammar and punctuation and be introduced to rhetorical modes. Readings are used for analysis and as models for writing. Students will read one book-length work and write a minimum of 4,000 words. Course is also offered online. Credits do not count toward the associate degree. Not open to students with credit in English 71.

P072—Effective Reading 3 credits

Prerequisite: Concurrent enrollment in English P072L.

Recommendation: 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).

Total lecture and classwork 54 hours. This course is designed to elevate students' ability to read critically and analytically and thus successfully comprehend college level written materials in a variety of disciplines. Instruction will include extensive vocabulary development assignments. In addition, students will experience and practice reading strategies, note taking, aggressive questioning attitudes, and concerns for accuracy. A selection of college level reading materials will be used to enhance reading and writing skills. Credits do not count toward the associate degree. Not open to students with credit in English 71R.

P072L—Effective Reading Lab **1/2 credit**

Prerequisite: Concurrent enrollment in English P072.

Total laboratory 27 hours. An open laboratory, under the direction of a faculty member, in which students practice the analytical and critical reading skills taught in the co-requisite course, English P072. This course is offered only on a credit/no-credit grading basis. Credits do not count toward the associate degree. Not open to students with credit in English 68A or P073.

**P074—English Skills Laboratory:
Grammar and Usage** **1/2 credit**

Prerequisite: None.

Recommendation: Eligible for level 3 English placement.

Total laboratory 27 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**

Prerequisite: None.

Recommendation: Eligible for level 3 English placement.

Total laboratory 27 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**

Prerequisite: None.

Recommendation: Eligible for level 3 English placement.

Total laboratory 27 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.

**P079—Learning Skills for
Developmental Reading** **1/2 or 1 credit**

Prerequisite: None.

Total laboratory 27 or 54 hours. In this laboratory class students will participate in self-paced learning in an open, structured laboratory under the instruction of faculty. Students have the opportunity to improve reading skills. Vocabulary instruction includes improvement of recognition and use skills including the meaning and spelling of new words, word relationships, and utilization of new vocabulary. This course is offered on a credit/no-credit grading basis. Open-entry/open-exit course. Credits do not count toward the associate degree. Not open to students with three credits in English P078G, P078H or P079.

P080—Learning Skills for Basic Writing **1/2 or 1 credit**

Prerequisite: None.

Total laboratory 27 or 54 hours. In this laboratory class students will participate in self-paced learning in an open, structured laboratory under the instruction of faculty. Students have the opportunity to improve writing skills. This course is offered on a credit/no-credit grading basis. Open-entry/open-exit course. Credits do not count toward the associate degree. Not open to students with three credits in English P078I, P078J or P080.

P081—Basic Reading **3 credits**

Prerequisite: Concurrent enrollment in English P081L.

Total lecture 54 hours. This course covers basic reading and study skills and is a diagnostic/prescriptive class which will provide each student with a reading profile based upon progress and performance. Credits do not count toward the associate degree. Not open to students with credit in English 80RA.

P081L--Basic Reading Lab **1/2 credit**

Prerequisite: Concurrent enrollment in English P081.

Total laboratory 27 hours. In this laboratory class students will participate in self-paced learning in an open, structured laboratory under the instruction of faculty. Students have the opportunity to improve reading skills through the eighth grade level. Vocabulary instruction includes improvement of recognition and use skills including the meaning and spelling of new words, word relationships, and utilization of new vocabulary. This course is offered on a credit/no-credit grading basis. Credits do not count toward the associate degree. Not open to students with credit in English P078G.

P082—Basic Reading **3 credits**

Prerequisite: Concurrent enrollment in English P082L.

Recommendation: Completion of English P081 (80RA).

Total lecture 54 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.

P082L—Basic Reading Lab **1/2 credit**

Prerequisite: Concurrent enrollment in English P082.

Total laboratory 27 hours. In this laboratory class students will participate in self-paced learning in an open, structured laboratory under the instruction of faculty. Students have the opportunity to improve reading skills through the 8th grade level. Vocabulary instruction includes improvement of recognition and use skills including the meaning and spelling of new words, word relationships, and utilization of new vocabulary. This course is offered on a credit/no-credit grading basis. Credits do not count toward the associate degree.

P083—Basic Writing **3 credits**

Prerequisite: Concurrent enrollment in English P083L.

Recommendation: Eligible for level 4 English placement.

Total lecture 54 hours. This course covers grammar usage and basic writing techniques with an 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.

P083L—Basic Writing Lab 1/2 credit

Prerequisite: Concurrent enrollment in English P083.

Total laboratory 27 hours. In this laboratory class students will participate in self-paced learning in an open, structured laboratory under the instruction of faculty. Students have the opportunity to improve writing skills by reviewing English grammar. This course is offered on a credit/no-credit grading basis. Credits do not count toward the associate degree.

P084—Basic Writing 3 credits

Prerequisite: Concurrent enrollment in English P084L.

Recommendation: Completion of English P083.

Total lecture 54 hours. This course is designed to improve writing skills practiced in English P083 with an increased emphasis on developing complete, coherent paragraphs. Study skills are included. Credits do not count toward the associate degree. Not open to students with credit in English 80B or 81B.

P084L—Basic Writing Lab 1/2 credit

Prerequisite: Concurrent enrollment in English P084.

Total laboratory 27 hours. In this laboratory class students will participate in self-paced learning in an open, structured laboratory under the instruction of faculty. Students have the opportunity to improve writing skills by reviewing English grammar. This course is offered on a credit/no-credit grading basis. Credits do not count toward the associate degree.

**P086—Learning Skills Laboratory:
Developmental Reading** 1/2 credit

Prerequisite: None.

Total laboratory 27 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. 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.

Total laboratory 27 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. 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.

Total laboratory 27 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. 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.

Total laboratory 27 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. 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 4 credits

Prerequisite: Eligible for level 1 English placement or grade of "C" or higher in English P050 (50).

Total lecture/discussion 72 hours. Study of expository writing, including paragraph development, essay organization, semantics, logic, and 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. Course is also offered partially online (hybrid face-to-face and online). Not open to students with credit in General Education 1, English Composition, or English 1A. (A/CSU/UC) CAN ENGL 2

P101B—Composition and Literature 3 credits

Prerequisite: Grade of "C" or higher in English P101A.

Total lecture 54 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 one book-length work 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 critical papers. Critical thinking is taught within the context of literary criticism. Course is also offered online. 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

Prerequisite: None.

Recommendation: Completion of English P101A (1A) with a grade of "C" or better.

Total lecture 54 hours. The history of English literature from the earliest examples to the present time with an emphasis on cultural influences 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; CAN ENGL SEQ B: ENGL P102 + P104

P103—Shakespeare Survey 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture/demonstration 54 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 should 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**

Prerequisite: None.

Recommendation: English P101A (1A), or eligible for level 1 English placement.

Total lecture 54 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; CAN ENGL SEQ B: ENGL P102 + P104

P112 — Forms of Literature: Chicano Literature 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A study of drama created by Chicanos including the historical origins and social/political influences of individual plays. 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 Mythology 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A 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

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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**

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. Study of literary works written by American Indians. Examination of these: work 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 American Indian in
Contemporary Society 3 credits**

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. Study of nonfiction involving American Indians. Emphasis on the political, social and religious works regarding prominent American Indians. Not open to students with credit in English 20. (A/CSU/UC)

P130—Survey of American Literature 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 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)

P134—Introduction to Research for Writing 1 credit

Prerequisite: None.

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

Total lecture 18 hours. 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

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. Instruction in the writing of fiction, including the short story, personal narrative, and poetry. In a series of workshops students will learn and apply the elements of the craft and write for publication; in addition, they will read and critically analyze appropriate models. Intended for those seeking a career in writing. Especially recommended for English majors. Not open to students with credit in English 40. (A/CSU) CAN ENGL 6

P141—Magazine Article Writing 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. Methods of locating, researching and writing nonfiction 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

English as a Foreign Language

P079—Beginning English for Non-Native Speakers 3 credits

Prerequisite: None.

Recommendation: Eligible for level 4 English placement.

Total lecture 54 hours, total laboratory 18 hours. 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. Credits do not count toward the associate degree. Not open to students with six credits in English as a Foreign Language 79 or P079.

P101—Basic Structure, Pronunciation and Composition 4 credits

Prerequisite: None.

Total lecture/recitation 90 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.

Total lecture/recitation 90 hours. This course - the second of a two-semester series - is intended for matriculated students with rudimentary English speaking, reading, and writing skills for whom English is not a native language. Through an integrated approach to language instruction, the course provides students with exposure to the structure of oral and written English with emphasis on establishing sentence patterns as habits, and the building of sufficient vocabulary to deal with practical situations. Not open to students with credit in English as a Foreign Language 1, P101 and 2. (A/CSU)

P103—Intermediate Pronunciation, Reading and Writing 4 credits

Prerequisite: None.

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

Total lecture/discussion 90 hours. This course - the first of a two-semester series - is intended for matriculated students with intermediate English speaking, reading, and writing skills who are planning to enroll in transfer-level courses. Through an integrated approach to language instruction, the course provides students with exposure to the structure of oral and written English at the intermediate-advanced level with emphasis on academic writing and research. Not open to students with credit in English as a Foreign Language 3. (A/CSU/UC)

P104—Intermediate Conversation, Reading, and Composition 4 credits

Prerequisite: None.

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

Total lecture/discussion 90 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 129.

Special Studies, see page 129.

General Work Experience, see page 127.

Vocational Work Experience, see page 122.

English as a Second Language

P090—Introduction to English as a Second Language 0 credits

Prerequisite: None.

Total lecture 27 hours. This noncredit course will introduce adults with minimal English-speaking skills to English-as-a-Second Language instruction and rudimentary aspects of oral and written English and will encourage students to seek additional instruction in English.

Film

P100—American Cinema 3 credits

Prerequisite: None.

Total lecture 54 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 129.

Special Studies, see page 129.

General Work Experience, see page 127.

Vocational Work Experience, see page 122.

Fire Technology

P050—Fire Fighter I Academy 13 credits

Prerequisite: Current public safety certification or current EMT certification. Must be completed by completion of Fire Fighter I Academy. EMT course work 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 180 hours, total laboratory 180 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.

Recommendation: 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.

Recommendation: 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. 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

Prerequisite: None.

Recommendation: 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.

Total lecture 54 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/CSU)

P102—Fire Prevention Technology 3 credits

Prerequisite: None.

Total lecture 54 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/CSU)

P103—Fire Protection Equipment and Systems 3 credits

Prerequisite: None.

Total lecture 54 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/CSU)

P104—Building Construction for Fire Protection 3 credits

Prerequisite: Fire Technology P101.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 math placement.

Total lecture 54 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

French

P101—Elementary French 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 90 hours. An introductory course providing the basic principles of the French language: pronunciation, structure of language, real life communication, reading and writing skills. Class activities will include vocabulary drill and exercises, composition, reading, and conversation. Furthermore, the students will be introduced to French culture, civilization, art, customs, and institutions. (A/CSU/UC)

P102—Intermediate French 4 credits

Prerequisite: French P101 with a grade of "C" or higher or two years of high school French with a "C" or higher.

Total lecture 90 hours. This course stresses the development of speaking, reading and writing skills in French through a general grammar review and the study of French culture. The purpose of this course is to further develop the fundamental processes of understanding, speaking, reading, writing in French. Emphasis is placed on listening and reading comprehension and the use of course materials in direct discourse which involves asking questions, making appropriate responses, and volunteering information. Furthermore, the students will be introduced to French culture, civilization, art, customs, and institutions. Not open to students with credit in French 2. (A/CSU/UC)

General Studies

P071 –College for Kids 2 credits

Prerequisite: Seventh/eighth grade enrollment in schools participating in the College for Kids Program.

Total lecture 36 hours, total laboratory 4 hours. 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.

Total lecture 198 hours, total laboratory 144 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.

P091—Tutor Training and Practicum 0 credits

Prerequisite: Grade of “B” or better in area to be tutored and instructor’s recommendation.

Total laboratory 54 hours. This course is designed to assist students to understand the skills and processes required of a tutor.

P092—Supervised Tutoring 0 credits

Prerequisite: None.

Total laboratory 18-72 hours. Students who enroll in this course receive tutorial services from peer tutors who work under the supervision of a faculty member in a designed learning center. The peer tutors are currently-enrolled students who have completed, with a grade of “B” or better, the course for which they are serving as tutors. The tutors are hired at the recommendation of faculty members in the discipline and are trained in effective tutoring methods.

P093—Learning Center Lab 0 credits

Prerequisite: None.

Total laboratory 18-54 hours. This course provides instruction in reading, writing, and/or mathematics, through the use of instructional software, under the supervision of a faculty member in a designated computer lab.

Directed Studies, see page 129.

Special Studies, see page 124.

General Work Experience, see page 127.

Occupational Work Experience, see page 127.

Geography

P113—Cultural Geography 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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.

Recommendation: Completion of or concurrent enrollment in a geography course.

Total lecture 9 hours, total 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 129.

Special Studies, see page 124.

General Work Experience, see page 127.

Occupational Work Experience, see page 127.

Geology

P110—Introduction to Geology 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Graphic Arts

P103—Printmaking 2 credits

Prerequisite: None.

Total lecture/studio 72 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.

Total lecture 18 hours, total laboratory 54 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).

Total lecture 18 hour, total laboratory 54 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 129.

Special Studies, see page 124.

General Work Experience, see page 127.

Occupational Work Experience, see page 127.

Health

P091—Health Maintenance 0 credits

Prerequisite: None.

Total laboratory 36 hours. Physical activity, instruction, and testing in activities related to the development and maintenance of cardiovascular endurance, muscular strength, agility and flexibility.

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Health Careers

P051—Behavior Management through Positive Reinforcement 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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.

Total lecture 54 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.

Total lecture 18 hours. 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 18 hours. 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)

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Health Education

P072—Health Principles 2 credits

Prerequisite: None.

Total lecture 36 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

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 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. Course is also offered online. Not open to students with credit in Health Education 12. (A/CSU/UC)

P113 — Nutrition for Athletes 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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)

P115—Lifeguarding 1 credit

Prerequisite: None.

Recommendation: Demonstration of intermediate swimming skills.

Total lecture 18 hours, total total laboratory 18 hours. This course will teach lifeguard candidates the skills necessary 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. Not open to students with four credits in Physical Education 3C, P152 or Health Education P115. (A/CSU/UC)

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

History

P104—History of Western Civilization I 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A study of the cultural, social, economic, religious, philosophical, and political development of Western Civilization from its beginnings to 1450. Approved for credit/no-credit grading option. Not open to students with credit in History 4A. (A/CSU/UC)

P105—History of Western Civilization II 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A study of the historical, cultural, social, economic, religious, philosophical, and political development of Western Civilization from 1450 until the present. Approved for credit/no-credit grading option. Not open to students with credit in History 4B. (A/CSU/UC)

P106—Current Topics 1 credit

Prerequisite: None.

Recommendation: Eligible for level 2 English placement or instructor's permission.

Total 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)

P108—History of Latin America 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A survey of the political, economic, 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. Course is also offered online. Not open to students with credit in History 17A. (A/CSU/UC) CAN HIST 8; CAN HIST SEQ B: HIST P117 + P118

P118—History of the United States from 1865 to the Present 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A survey of the social, political, and economic 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. Course is also offered online. Not open to students with credit in History 17B. (A/CSU/UC) CAN HIST 10; CAN HIST SEQ B: HIST P117 + P118

P119—Mexican American History 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A survey of the Mexican American history from pre-Columbian times through the present. Examines the social, economic, and political adaptation of Mexican Americans since 1848 in the development of California, the Southwest, and the Nation and in the persistence and revival of Mexican American culture. Course is offered online. Approved for credit/no-credit grading option. Not open to students with credit in History 21. (A/CSU/UC)

P120—History of the Middle East 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. An introduction to the history, peoples, and cultures of the Middle East from the birth of Mohammad in the 6th century to the present. Examines the development and achievements of Islamic civilization and its interactions with modernity, nationalism, Israel, and the West. Approved for credit/no-credit grading option. Course is also offered online. Not open to students with credit in History 22A. (A/CSU/UC)

P121—World Beyond Europe (East Asia) 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. Surveys Mexico's historical foundation from the pre-Columbian civilizations including the Maya and the Aztecs, 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)
Directed Studies, see page 123.
Special Studies, see page 123.
General Work Experience, see page 122.
Occupational Work Experience, see page 121.

Human Services

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.

P095—Success Seminar 0 credit

Prerequisite: None.

Total lecture 4 hours. Students will complete an assessment instrument depending on their educational and language status. Students will take either the Companion/Accuplacer, Accuplacer online, CELSA, or Porterville College Math Self-Placement. A 1 1/2 hour orientation session will include relevant topics for new students. Assessment results will be disseminated and interpreted.

P101—Introduction to Human Services 3 credits

Prerequisite: None.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 3 credits

Prerequisite: None.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Human Services P104 (17).

Total lecture 54 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

Prerequisite: None.

Recommendation: 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.

Total lecture 27 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.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 P020A, Health Careers P051.

Total laboratory 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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)

**P121—Alcohol and Other Drugs:
Prevention and Education** 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. This course is directed toward both professional and para-professionally trained counseling or education care providers. It will consist of a review of history, theories, models and state-of-the-art approaches to the prevention field. Theoretical foundations and conceptual frameworks that have been applied to fieldwork will be presented and discussed. Major research and evaluation outcomes on epidemiology, environmental risk factors, and the effectiveness of various prevention strategies will be examined as well as the essential components of effective prevention programs. Prevention programs and activities appropriate for the community, school, parents and family, and work sites will be presented and critically evaluated. Strategies such as education, public policies, media/information dissemination, ethnic, cultural, and gender-specific approaches, environmental risk reduction, and alternatives will be presented and assessed for their application to different target populations. Approved for credit/no-credit grading option. (A)

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.

Total laboratory and/or field work 54 or 108 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 129.

Special Studies, see page 129.

General Cooperative Education, see page 122.

Occupational Work Experience, see page 127.

Humanities

P050—Explorations in the Arts

2 credits

Prerequisite: None.

Total lecture 36 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Industrial Technology

P050—Industrial Maintenance

5 credits

Prerequisite: None.

Total lecture 36 hours, total laboratory 162 hours. This course provides foundation skills training for maintenance technicians. Participants will engage in activities focused upon creating foundational skills, math skills, basic electrical skills, basic pneumatics and hydraulics, basic mechanical skills, basic plumbing/air-conditioning, basic welding skills and workplace success skills. Completion of this basic course will prepare students for a job as a building or production line maintenance technician. Approved for credit/no-credit grading option. Not open to students with credit in Industrial Maintenance Technology P058A.

P051—Industrial Maintenance II

4 1/2 credits

Prerequisite: Grade of "C" or higher in Industrial Technology P050 or equivalent.

Total lecture 54 hours, total laboratory 81 hours. In this course, participants will receive instruction and participate in activities enabling them to build skills in Programmable Logic Controllers (PLC), Pneumatics Maintenance, Mechanical Drives, Electrical Wiring, Electronic Sensors and welding. Successful completion of this basic course will prepare students for a job as a building or production line maintenance technician. Approved for credit/no-credit grading option.

Information Systems

P001—Introduction to Computers

3 credits

Prerequisite: None.

Recommendation: Office Technology/Office Skills P101A (1A-1); eligible for level 2 English placement.

Total lecture 54 hours. This course is designed to provide students with fundamental concepts of microcomputer hardware as well as software. Various aspects of the information revolution such as the changing role of computers in our society and how a computer can be used as a productive tool in the information age will be examined. Hands-on lab projects including microcomputer operating system, word processor, database, and spreadsheet using DOS and integrated software (Microsoft Works) will be assigned to familiarize students with some of the most widely used software applications. Students are expected to use the computer lab to accomplish the assigned projects and to enhance the understanding of the subject matter. Research project will also be assigned to help students to critically evaluate the advances of today's computer technology. Not open to students with credit in Computer Science/Information Systems 51A. (A)

P005—Introduction to Windows

1 credit

Prerequisite: None.

Recommendation: 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. Approved for credit/no-credit grading option. Not open to students with credit in Information Systems 52A. (A)

P010—Introduction to Word Processing - Word

2 credits

Prerequisite: None.

Recommendation: Office Technology P101A or instructor's permission.

Total lecture 36 hours. 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. Approved for credit/no-credit grading option. Not open to students with credit in Information Systems 52D. (A)

P011A—Introduction to Word Processing - WordPerfect 2 credits

Prerequisite: None.

Recommendation: Office Technology P101A (1A-1) or instructor's permission.

Total lecture 36 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. Approved for credit/no-credit grading option. Not open to students with credit in Office Skills/Information Systems 56C. (A)

P020—Introduction to Spreadsheet - Excel 2 credits

Prerequisite: None.

Recommendation: Information Systems P001 (51A) and P005 (52A).

Total lecture 36 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)

P030—Introduction to Database - Access 2 credits

Prerequisite: None.

Recommendation: Information Systems P001 (51A) and P005 (52A).

Total lecture 36 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. Approved for credit/no-credit grading option. Not open to students with credit in Information Systems 52C. (A)

P050—Introduction to the Internet 1 credit

Prerequisite: None.

Recommendation: 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, newsgroups and basic page design will be discussed. Course is also offered online. Approved for credit/no-credit grading option. Not open to students with credit in Information Systems 53A. (A)

P051—Web Page Design Using HTML 2 credits

Prerequisite: None.

Recommendation: Information Systems P050.

Total lecture 36 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

Prerequisite: None.

Recommendation: Information Systems P001 and P050.

Total lecture 36 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.

Total lecture 36 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 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.

Recommendation: Information Systems P050.

Total lecture 36 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. Course is also offered online. (A)

P056—Web Page Design Practicum 2 credits

Prerequisite: Information Systems P051.

Total lecture 18 hours, total laboratory 54 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. Course is also offered online. Approved for credit/no-credit grading option. Not open to students with eight credits in Information Systems P058W or P056. (A)

P070—Beginning Computers 1 credit

Prerequisite: None.

Total laboratory 54 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.

P100—Introduction to Information Systems 4 credits

Prerequisite: None.
Recommendation: Eligible for level 2 English placement and Math P055 (55).

Total lecture 72 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. Course is also offered online. Not open to students with credit in Computer Science/Information Systems 30. (A/CSU/UC)

P102—Introduction to e-Commerce 3 credits

Prerequisite: None.
Recommendation: Information Systems P050 and Business Administration P101.

Total lecture 54 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)

P113 – Structured Programming – Visual Basic 3 credits

Prerequisite: Information Systems P100.
Total lecture 54 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).
Total lecture 54 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

Prerequisite: None.
Recommendation: Information Systems P100 (30).
Total lecture 54 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 123.
Special Studies, see page 123.
General Work Experience, see page 122.
Occupational Work Experience, see page 121.

Interdisciplinary Studies

P055A—Introduction to College and Career Planning 1 1/2 credits

Prerequisite: None. Concurrent enrollment in Interdisciplinary Studies P055B, P055C, and P055D.
Total lecture 27 hours. Students will be introduced to college and career planning. This class will cover writing, reading, math and learning strategies. Students will be informed about the college system: curriculum, majors, programs, services, graduation/transfer requirements and registration. Satisfies PC graduation requirement for Area A. (A)

P055B—Introduction to College Writing 1 credit

Prerequisite: None. Concurrent enrollment in Interdisciplinary Studies P055A.
Total lecture 18 hours. Students will be introduced to college writing. The course will cover aspects of basic grammar and writing strategies. (A)

P055C—Introduction to College Reading 1 credit

Prerequisite: None. Concurrent enrollment in Interdisciplinary Studies P055A.
Total lecture 18 hours. The course will cover college reading and strategies to improve students' ability to read critically. (A)

P055D—Preparation for Elementary Algebra 1 credit

Prerequisite: None. Concurrent enrollment in Interdisciplinary Studies P055A.
Total lecture 18 hours. The course will cover basic math concepts and strategies in elementary algebra. (A)

P100A—Preparation for Professional Health Careers 1 credit

Prerequisite: None. Concurrent enrollment in Interdisciplinary Studies P100B, P100C and P100D.
Total lecture 18 hours. This course will introduce students to the various professions available in health careers and for the biological and physical science major. Course will cover graduation/transfer requirements and learning strategies. (A)

P100B—Preparation for Introductory Biology 1 credit

Prerequisite: None. Concurrent enrollment in Interdisciplinary Studies P100A.
Total lecture 16 hours, total laboratory 4 hours. This course will introduce students to the biology curriculum required to complete skills in the biological and physical science major. Students will receive

basic instruction in biology necessary for successful completion of Biology P105 and P106. (A)

P100C—Preparation for General Inorganic Chemistry 1 credit

Prerequisite: Mathematics P051 or equivalent. Concurrent enrollment in Interdisciplinary Studies P100A.

Total lecture 18 hours. This course will introduce students to the beginning concepts of general inorganic chemistry. This course does not satisfy the prerequisite to Chemistry P101A. (A)

P100D—Preparation for Trigonometry 1 credit

Prerequisite: None. Concurrent enrollment in Interdisciplinary Studies P100A.

Recommendation: High school intermediate algebra.

Total lecture 18 hours. This course will introduce students to basic trigonometric functions and skills necessary to succeed in Mathematics P101. (A)

Journalism

P101—Introduction to Mass Media 3 credits

Prerequisite: None.

Recommendation: Information Systems P050.

Total lecture 54 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. 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. Course is also offered online. Not open to students with credit in Journalism 14. (A/CSU)

P102—Newspaper Production 3 credits

Prerequisite: None.

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

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 1 English placement and Journalism P101.

Total lecture 36 hours, total laboratory 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement; Journalism P101.

Total lecture 54 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. Course is also offered online. (A/CSU)

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

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Life Science

P111—Life Science Laboratory Associate 1 credit

Prerequisite: At least one college-level science course and instructor's permission.

Total laboratory 54 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)

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

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Marketing

P124—Principles of Marketing 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. An active-learning approach involving students in the operational, promotional and developmental problems of marketing from local to global issues. Current examples using firms, products, and services that contemporary students recognize and with which they identify. Includes such problems of marketing as buying, pricing, sales promotion, salesmanship, public relations, stock control and record keeping. Requires preparation of a written marketing plan and the oral presentation of that plan to the class as a sales tool. Not open to students with credit in Marketing 24. (A/CSU)

Directed Studies, see page 129.

Special Studies, see page 124.

General Work Experience, see page 127.
Occupational Work Experience, see page 127.

Mathematics

P051—Intermediate Algebra 5 credits

Prerequisite: Math P055, equivalent, or a “C” or higher in second semester of high school geometry.

Total lecture 90 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. This course is also offered partially online (hybrid face-to-face and online). 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.

Total laboratory 27 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 5 credits

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

Total lecture 90 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.

Total laboratory 27 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 5 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English and level 2 math placements.

Total lecture 90 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. Course is also offered online. 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).

Total laboratory 27 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)

P061—Pre-Algebra 5 credits

Prerequisite: Concurrent enrollment in Mathematics P061L.

Total lecture 90 hours. A careful treatment of the fundamental arithmetic concepts and the application of mathematical operations to the solution of mathematical-oriented problems that are commonly encountered in industry. Designed to lead the students to discover relations and form generalizations involving fundamental operations. 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. Does not fulfill associate degree requirements in mathematics. Not open to students with credit in Mathematics 54, P065 (65) and P075 (75).

P061L—Pre-Algebra Laboratory 1 credit

Prerequisite: None.

Total laboratory 54 hours. The practice of computational skills, theoretical aspects of fundamental arithmetic concepts and processes, common fractions, decimals, percentages, ratios and proportions, rectangles, triangles, regular polygons, circles, solids, metric measure, practical algebra, and geometrical construction. 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 65L/065L/P065L or 75L/075L/P075L.

P101—Trigonometry 5 credits

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

Total lecture 90 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. Course is also offered partially online (hybrid face-to-face and online). Not open to students with credit in Mathematics I. (A/CSU)

P101L—Trigonometry Lab 1/2 credit

Prerequisite: None.

Total laboratory 27 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 5 credits

Prerequisite: Mathematics P051 (51) or equivalent.

Total lecture 90 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.

Total lecture 90 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; CAN MATH SEQ B: MATH P103 + P104; CAN MATH SEQ C: MATH P103 + P104 + P205

P104—Analytic Geometry and Calculus 4 credits

Prerequisite: Mathematics P103 (3).

Total lecture 90 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; CAN MATH SEQ B: MATH P103 + P104; CAN MATH SEQ C: MATH P103 + P104 + P205

P104L—Analytic Geometry and Calculus Lab 1/2 credit

Prerequisite: Concurrent enrollment in Mathematics P104.

Total laboratory 27 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.

Total lecture 90 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/UC)

P122—Introduction to Probability and Statistics 5 credits

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

Total lecture 90 hours. A study of basic descriptive and inferential statistics. Topics will include graphs and frequency distributions, measures of central tendency and variation, probability, Baye's 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. Course is also offered online. 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).

Total lecture 90 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; CAN MATH SEQ C: MATH P103 + P104 + P205

P205L—Analytic Geometry and Calculus Laboratory 1/2 credit

Prerequisite: Concurrent enrollment in Mathematics P205 (5).

Total laboratory 27 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—Differential Equations 4 credits

Prerequisite: Math P205 (5).

Total lecture 90 hours. The study of linear ordinary differential equations with applications to real world examples; numerical and analytical solutions; higher-order differential equations; other methods of solving equations that include matrix solutions of linear systems, Laplace transforms, series solutions, and difference equations; eigenvalue problems and Fourier series; solutions to partial differential equations using separation of variables. 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).

Total laboratory 27 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

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Microbiology

P106—Microbiology 5 credits

Prerequisite: Chemistry P106.

Recommendation: Eligible for level 2 English placement, Biology P110 or equivalent.

Total lecture 54 hours, total laboratory 108 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

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Music

P051—Valley Chamber Chorale 1/2 credit

Prerequisite: Audition and/or instructor's permission.

Total laboratory 36 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. Not open to students with two credits in Music 51.(A)

P055—Beginning/Intermediate Guitar 2 credits

Prerequisite: Each student must have a guitar.

Total lecture 36 hours, total laboratory 18 hours. 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.

Total lecture 54 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.

Total lecture 72 hours, total laboratory 18 hours. A study of the fundamentals of music including musical notation, intervals, scales, chord construction, ear training, sight singing, composition, and harmonic analysis. A class for those interested in understanding the musical score. Not open to students with credit in Music 1. (A/CSU/UC)

P102—Music Theory II 4 credits

Prerequisite: Music P101 or instructor's permission.

Total lecture 72 hours, total laboratory 18 hours. 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)

P103—Music Theory III 3 credits

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

Total lecture 54 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.

Total lecture 54 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.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement; concurrent enrollment in a day-time performance ensemble plus music theory.

Total lecture 36 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.

Total lecture 36 hours, total laboratory 18 hours. 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.

Total laboratory 54 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. 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.

Total laboratory 54 hours per week plus 18 hours 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.
Total laboratory 90 hours plus 36 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. 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.
Total laboratory 72 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. Not open to students with four credits in Music 18. (A/CSU/UC)

P119—Women's Chorus **1 credit**
Prerequisite: None.
Total laboratory 54 hours plus 18 hours 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. Not open to students with four credits in Music 19. (A/CSU/UC)

P120—Applied Music **1 credit**
Prerequisite: None.
Total lecture 18 hours. Individual musical instruction from private instructors 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. 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.
Total laboratory 54 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. 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.
Total lecture 18 hours, total laboratory 72 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.
Total laboratory 36 hours, plus 36 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.
Total lecture 18 hours, total laboratory 54 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. 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 54 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.
Total laboratory 27-54-81 hours. 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. Not open to students with six credits in Music 40. (A/CSU)

P143A—Beginning Class Piano **2 credits**
Prerequisite: None.
Total lecture 36 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).
Total lecture 36 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).
Total lecture 36 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.

Total lecture 36 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)

P155A—Beginning Guitar 3 credits

Prerequisite: None.

Total lecture 54 hours. A course intended for the beginning guitar student. Covers rudiments of music as related to guitar including basic positioning, right and left hand arpeggios, notes and some chords in first position. Basic instruction in reading both notation and tablature. Songs in keys of C, D, A, and E. Fundamentals of scale and chord formation. Approved for credit/no-credit grading option. Not open to students with six credits in Music P148A or P155A. (A)

P155B—Intermediate Guitar 3 credits

Prerequisite: None.

Total lecture 54 hours. A course intended for the intermediate guitar student. It is assumed that the student understands rudiments of music as related to guitar including basic positioning, right and left hand arpeggios, notes and some chords in first position. The student must be familiar with first position notes and chords. Study of notation and tablature extending to the fifth position. Theory of chords and scales, including diminished, augmented and altered chords. Student is expected to perform studies and complete pieces of music. Not open to students with six credits in Music P148B or P155B. Approved for credit/no-credit grading option. Not open to students with six credits in Music P148A or P155A. (A)

P155C—Advanced Guitar 3 credits

Prerequisite: None.

Total lecture 54 hours. A course intended for the advanced guitar student. It is assumed that the student has already learned fingerboard essentials, including bar chords to the twelfth position. The student must be proficient in notation and tablature reading. Chord comping, advanced theory or chords and scales, study of harmony and voice leading. At the conclusion of the course, the student is expected to present a recital of at least four accepted pieces from guitar literature. Approved for credit/no-credit grading option. Not open to students with six credits in Music P148C or P155C. (A)

Directed Studies, see page 123.

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General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Natural Sciences**P113—Field Studies in Natural Science 1 credit**

Prerequisite: Completion of or concurrent enrollment in a college level science course.

Total laboratory 54 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 two credits in Natural Sciences 13 or P113. (A/CSU)

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Nursing**P102—Obstetrics 2 1/2 credits**

Prerequisite: L. V. N. or R. N. license.

Total lecture 45 hours. Focuses on nursing intervention in preventative, remedial, supportive, and teaching aspects of nursing in the obstetrics 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**P030—Human Relations in Business 2 credits**

Prerequisite: None.

Total lecture 36 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)

P101A—Beginning Keyboarding and Ten-Key 2 credits

Prerequisite: None.

Recommendation: Eligible for level 3 English placement.

Total lecture 36 hours. Lecture and hands-on format for applications of beginning keyboarding/ten-key on microcomputer keyboard and numeric ten-key pad using the touch system to build speed and accuracy. This course includes oral, written, and computer-assisted instructions on keyboarding techniques, basic formatting, proofreading, tabulating, centering, saving and naming a document, printing, and correct operation of the numeric ten-key pad. This course also provides classroom practice to complement the lecture class, giving students adequate opportunities to practice and apply the theories learned in the lecture class. Approved for credit/no-credit grading option. Not open to students with credit in Office Skills 1A-1 or Office Technology 1A or 1A-1, or P101A. (A/CSU)

P101B—Intermediate Keyboarding and Ten-Key Mastery 2 credits

Prerequisite: Completion of Office Technology P101A (1A-1).

Total lecture 36 hours. Lecture and hands-on format for applications of intermediate keyboarding on microcomputers using the touch system to build speed and accuracy in document production, five-minute timed writings, and ten-key mastery. This course includes instruction on basic formatting of personal and business letters, memoranda, tables, manuscripts, reports, and proper ten-key techniques on the computer numeric ten-key pad. This course also provides classroom practice to complement the lecture class, giving students adequate opportunities to practice and apply the theories learned in the lecture class. Approved for credit/no-credit grading option. Not open to students with credit in Office Skills/Office Technology 1A, 1A-2 or P109. (A/CSU)

P105—Administrative Office Procedures 3 credits

Prerequisite: None.

Recommendation: 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.

Total lecture 36 hours, total laboratory 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement and Office Technology P101A (1A-1).

Total lecture 36 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)

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Philosophy**P106—Introduction to Philosophy 3 credits**

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. An overview of the central issues and movements in philosophy. Epistemology (the study of knowledge), metaphysics (the study of reality), ethics (the study of morality), philosophy of religion, and political philosophy are typically covered. 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

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 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. Course is also offered online. Not open to students with credit in Philosophy 7. (A/CSU/UC) CAN PHIL 6

P108—Introduction to Philosophy of Religion 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 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. Course is also offered online. Not open to students with credit in Philosophy 8. (A/CSU/UC)

P109—Existence and Reality 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. An introduction to the problems of metaphysics (the study of reality and existence) and epistemology (the study of knowledge). Surveys major philosophical problems typically including the existence of God, freedom versus determinism, the mind/body problem, problems of knowledge, and appearance versus reality. Approved for credit/no-credit grading option. Course is also offered online. Not open to students with credit in Philosophy 6B. (A/CSU/UC)

P110—Introduction to Ethics 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 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. Course is also offered online. Not open to students with credit in Philosophy 59 or P059. (A/CSU/UC)

P111—Critical Thinking and Composition 3 credits

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

Total lecture 54 hours. Instruction in critical thinking, including traditional logic and in 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 multi-cultural issues. (A/CSU/UC)

P112—The Ethics of Living and Dying 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 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. Course is also offered online. Not open to students with credit in Philosophy 12. (A/CSU/UC)

P113—Introduction to the World's Religions 3 credits

Prerequisite: Eligible for level 1 English placement.

Total lecture 54 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. Course is also offered online. (A/CSU/UC)
Directed Studies, see page 123.
Special Studies, see page 123.
General Work Experience, see page 122.
Occupational Work Experience, see page 121.

Photography

P101—Basic Photography 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 36 hours, total laboratory 54 hours. Camera is required. Basic course in the fundamental theory and practice of photography. Includes instruction in cameras, film concepts and darkroom procedures and techniques. Required for Photography, Fine Arts and Art History majors. Not open to students with credit in Photography 1. (A/CSU/UC)

P102—Intermediate Photography 3 credits

Prerequisite: Photography P101 (1) or instructor's permission

Total lecture 36 hours, total laboratory 54 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.

Total lecture 36 hours, total laboratory 54 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.

Total lecture 36 hours, total laboratory 54 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).

Total lecture 36 hours, total laboratory 54 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, total 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. 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.

Total lecture 36 hours, total laboratory 54 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).

Total lecture 36 hours, total laboratory 54 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)

P140—Photograph Digital Retouching and Restoration 2 credits

Prerequisite: None.

Total lecture 18 hours, total laboratory 54 hours. This course will instruct students how to utilize photographs, negatives, slides and digital images to retouch, restore and enhance the images using Photoshop. Lectures will cover the capturing of images with various types of cameras, composition, scanning into computers, and retouching to produce a quality photograph. Approved for credit/no-credit grading option. Not open to students with eight credits in Photography P148A or P140. (A)

Directed Studies, see page 129.

Special Studies, see page 129.

General Work Experience, see page 127.

Occupational Work Experience, see page 122.

Physical Education

P101A – Beginning Volleyball 1 credit

Prerequisite: None.

Total laboratory 36 hours. Instruction in the fundamentals, rules and techniques of volleyball. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 54 or P101A. (A/CSU/UC)

P101B – Intermediate Volleyball 1 credit

Prerequisite: Physical Education P101A or equivalent.

Total laboratory 36 hours. This course is designed to provide the student with the opportunity of mastering the specific individual volleyball skills, techniques and strategies of volleyball at the intermediate level of play. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 54 or P101B. (A/CSU/UC)

P102A – Beginning Basketball **1 credit**

Prerequisite: None.

Total laboratory 36 hours. Instruction in the fundamentals, rules and techniques of basketball. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 54, 2, 102A or P102A. (A/CSU/UC)

P102B – Intermediate Basketball **1 credit**

Prerequisite: None.

Total laboratory 36 hours. Instruction in advanced techniques of basketball. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 54, 2, 102B or P102B. (A/CSU/UC)

P103—Beginning Weight Training **1 credit**

Prerequisite: None.

Total laboratory 36 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 or P103. (A/CSU/UC)

P104 - Adaptive Physical Education **1-2 credits**

Prerequisites: Instructor's permission and Disability Resource Center verification.

Total laboratory 36-72 hours. This course is designed to teach physically disabled students to care for themselves through diet, movement, physical conditioning, and individualized adapted physical education plans. Each student will have an individualized program prescribed to assist remediation of specific physical limitations. P.E. P104 is offered only on a credit/no-credit grading basis. (A/CSU/UC)

P105—Advanced Weight Training **1 credit**

Prerequisite: None.

Total laboratory 36 hours. Development of strength, flexibility and power through the use of weight machines and free weights. Approved for credit/no-credit grading option. Not open to students with four credits in PE 5/PE 5A or P105. (A/CSU/UC)

P106—Shape Up **1-2 credits**

Prerequisite: None.

Total laboratory 36-72 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. This course is offered only on a credit/no-credit grading basis. Not open to students with four credits in Physical Education 6B or P106. (A/CSU/UC)

P107—Aerobic Conditioning **1-2 credits**

Prerequisite: None.

Total laboratory 36-72 hours. The development of cardiovascular endurance through aerobic training on treadmills, stationary bicycles, stepping machines, and other aerobic conditioning equipment. This course is offered only on a credit/no-credit grading basis. Not open to students with four credits in Physical Education 7 or P107. (A/CSU/UC)

P108—Remodelers/Health Practicum **1 credit**

Prerequisite: None.

Total laboratory 36 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.

Total laboratory 36 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. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 9 or P109. (A/CSU/UC)

P110—Badminton **1 credit**

Prerequisite: None.

Total laboratory 36 hours. Instruction and practice in the basic badminton strokes, rules, etiquette, and strategy of the game. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 10 or P110. (A/CSU/UC)

P111A—Beginning Golf **1 credit**

Prerequisite: None.

Total laboratory 36 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. Not open to students with four credits in Physical Education 11A or P111A. (A/CSU/UC)

P111B—Intermediate Golf **1 credit**

Prerequisite: Physical Education P111A or skills commensurate.

Total laboratory 36 hours. Emphasis on refinement of swing, proper selection of clubs, and analysis of individual problems. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 11B or P111B. (A/CSU/UC)

P112A—Beginning Tennis **1 credit**

Prerequisite: None.

Total laboratory 36 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. Not open to students with four credits in Physical Education 12A or P112A. (A/CSU/UC)

P112B—Intermediate Tennis **1 credit**

Prerequisite: Physical Education P112A (12A) or instructor's permission.

Total laboratory 36 hours. Perfection of the basic tennis strokes with emphasis on overall game play and strategy. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 12B or P112B. (A/CSU/UC)

P112C—Advanced Tennis **1 credit**

Prerequisite: Physical Education P112B (12B) or instructor's permission.

Total laboratory 36 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. Not open to students with four credits in Physical Education 12C or P112C. (A/CSU/UC)

P114--Advanced Volleyball - Women **1 credit**

Prerequisite: Intermediate volleyball skills.

Total laboratory 36 hours. The course is designed to provide the student with the opportunity for mastering the specific individual volleyball skill, team techniques and strategies of volleyball at the advanced level of play. Approved for credit/no-credit grading option. Not open to students with four credits in PHED P114. (A)

- P115—Advanced Softball - Women** **1 credit**
Prerequisite: Intermediate softball skills or equivalent.
 Total laboratory 36 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. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 15 or P115. (A/CSU/UC)
- P116—Advanced Baseball - Men** **1 credit**
Prerequisite: Intermediate baseball skills.
 Total laboratory 36 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. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 16 or P116. (A/CSU/UC)
- P117—Advanced Basketball - Men** **1 credit**
Prerequisite: Intermediate basketball skills.
 Total laboratory 36 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. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 17 or P117. (A/CSU/UC)
- P118—Introduction to Teaching Baseball** **2 credits**
Prerequisite: None.
 Total lecture 36 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**
Prerequisite: None.
Recommendation: Physical Education P118 (18) or completion of one year coaching experience.
 Total lecture 36 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 spot 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**
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
 Total lecture 54 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**
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
 Total lecture 54 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.
Recommendation: Intermediate soccer skills.
 Total laboratory 36 hours. This course is designed to provide the student with the opportunity for mastering the specific individual skills, team techniques and strategies of soccer at the advanced level of play. Maximum of 4 credits. (A/CSU/UC)
- P143 – Sports Conditioning** **1 credit**
Prerequisite: None.
 Total laboratory 36 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/UC)
- P144— Officiating Sports** **2 credits**
Prerequisite: None.
 Total lecture 36 hours. Survey course in officiating basketball, baseball, volleyball, soccer or tennis. Understanding of mechanics, judgment, command skills, communication and the rules of the listed collegiate sport. (A/CSU)
- P145— Introduction to Teaching Basketball** **2 credits**
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
 Total lecture 36 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**
Prerequisite: None.
Recommendation: Completion of Physical Education P145 (45).
 Total lecture 18 hours, total laboratory 18 hours. 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.
Recommendation: Intermediate soccer skills.
 Total laboratory 36 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.
 Total laboratory 36 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. Not open to students with four credits in Physical Education 3A or P150. (A/CSU/UC)
- P151—Intermediate Swimming** **1 credit**
Prerequisite: Elementary swimming skills.
 Total laboratory 36 hours. Development of proficiency in intermediate swimming and safety skills. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 3B or P151. (A/CSU/UC)

P154—Aqua Exercise 1 credit

Prerequisite: None.

Total laboratory 36 hours. The development of cardiovascular endurance, flexibility and muscular strength through aquatic exercise. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 3E or P154. (A/CSU/UC)

P157 – Independent Studies 1 credit

Prerequisite: None.

Total laboratory 36 hours. This course is designed for students to participate in physical education activities outside the regularly scheduled courses offered by the college. The student must submit a written proposal/contract, developed in conjunction with the instructor, which defines the student's proposed goals, objectives, learning activities, and evaluation methods to the instructor prior to the third week of instruction. The instructor must then obtain division approval of the proposal/contract. (A/CSU)

P159—Lap Swimming 1 credit

Prerequisite: None.

Total laboratory 36 hours. This course creates a safe and efficient environment for the development of individual swimming styles and techniques. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education P148L. (A/CSU/UC)

**P160A—Body Movement:
Country Western Line Dancing 1 credit**

Prerequisite: None.

Total laboratory 36 hours. This course is designed to develop cardiovascular endurance, flexibility and muscular strength through Country Western Line Dancing. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education P160A. (A)

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.

Total laboratory 180 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. Not open to students with four credits in Physical Education 22-23, 21 or P121. (A/CSU/UC)

P122—Varsity Basketball for Men 1 credit

Prerequisite: None.

Total laboratory 87.5 hours. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 22, 24A-B or P122. (A/CSU/UC)

P123—Varsity Basketball for Women 1 credit

Prerequisite: None.

Total laboratory 87.5 hours. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 23 or 25A-B or P123. (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.

Total laboratory 180 hours. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 26, 28, 29 or P126. (A/CSU/UC)

P127—Varsity Track and Field for Men and Women 2 credits

Prerequisite: None.

Total laboratory 180 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. Not open to students with four credits in Physical Education 27, 30, 31 or P127. (A/CSU/UC)

P128—Varsity Tennis for Men and Women 2 credits

Prerequisite: None.

Total laboratory 180 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. Not open to students with four credits in Physical Education 28, 32, 33 or P128. (A/CSU/UC)

P130—Varsity Volleyball for Women 2 credits

Prerequisite: None.

Total laboratory 180 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 four credits in Physical Education 30 or P130. (A/CSU/UC)

P132—Varsity Softball for Women 2 credits

Prerequisite: None.

Total laboratory 180 hours. Approved for credit/no-credit grading option. Not open to students with four credits in Physical Education 32 or P132. (A/CSU/UC)

Directed Studies, see page 129.

Special Studies, see page 124.

General Work Experience, see page 127.

Occupational Work Experience, see page 127.

Physical Science

P112—Physical Science 4 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English and level 2 math placements.

Total lecture 54 hours, total laboratory 54 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.

Total laboratory 54 or 108 hours. 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. Maximum of eight (8) credits. (A/CSU)

Directed Studies, see page 129.

Special Studies, see page 124.

General Work Experience, see page 127.

Occupational Work Experience, see page 122.

Physics

P102A—General College Physics 4 credits

Prerequisite: Math P101 (1) or equivalent.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 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.

Total lecture 54 hours, total laboratory 54 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.

Recommendation: High school physics or equivalent. Eligible for level 2 English placement.

Total lecture 54 hours, total laboratory 54 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)

P104B—Physics for Scientists and Engineers 4 credits

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

Total lecture 54 hours, total laboratory 54 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.

Total lecture 54 hours, total laboratory 54 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)

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Physiology

P101—Introductory Physiology 5 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement, Chemistry P106, P108, Anatomy P110.

Total lecture 54 hours, total laboratory 108 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Political Science

P052—The U.S. Constitution for K-12 Instructors 2 credits

Prerequisite: None.

Total lecture 36 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total laboratory 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement. Completion of Political Science P055A (55A) with a grade of "C" or higher.

Total laboratory 54 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**
Prerequisite: None.
Recommendation: Eligible for level 2 English placement. Completion of Political Science P055B (55B) with a grade of “C” or higher.
 Total laboratory 54 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**
Prerequisite: None.
Recommendation: Eligible for level 2 English placement. Completion of Political Science P055C (55C) with a grade of “C” or higher.
 Total laboratory 54 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**
Prerequisite: None.
Recommendation: Eligible for level 3 English placement.
 Total lecture 54 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**
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
 Total lecture 54 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. Course is also offered online. 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**
Prerequisite: None.
Recommendation: Eligible for level 2 English placement; Political Science P101 (1).
 Total lecture 54 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**
Prerequisite: None.
Recommendation: Eligible for level 2 English placement; completion of English P101A (1A).
 Total lecture 54 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**
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
 Total lecture 54 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**
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
 Total lecture 54 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**
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
 Total lecture 54 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 123.
 Special Studies, see page 123.
 General Work Experience, see page 122.
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Psychiatric Technology

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 P001—Vocational Nursing and Psychiatric
Technology Program Orientation 1/2 credit**

Prerequisite: None.

Total lecture 9 hours. This course is designed to acquaint students with information and requirements of the Vocational Nursing (VN) and/or the Psychiatric Technology (PT) programs once they are accepted into the programs. Included will be the requirements for a physical examination, immunizations, cardiopulmonary resuscitation (CPR) certification, background screening and fingerprinting requirements. Students will review program policies and the student handbook specific to the VN and/or PT program. Students will review information about hepatitis and the hepatitis vaccines that are available. Course is also offered online. (A)

PT/VN P009—Nursing Fundamental Concepts 2 credits

Prerequisite: None.

Total lecture 36 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. Course is also offered online. (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.

Total 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.

Total 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.

Total 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.

Total 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 1/2 credits

Prerequisite: Course must be taken concurrently with clinical course Psychiatric Technology P020F unless student has already received credit for the clinical course.

Total lecture 45 hours. 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 P020F unless student has already received credit for the clinical course.

Total lecture 36 hours. 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 P020F unless student has already received credit for the clinical course.

Total lecture 36 hours. 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 1/2 credits**

Prerequisite: Course must be taken concurrently with clinical course Psychiatric Technology P020F unless student has already received credit for the clinical course.

Total lecture 27 hours. 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 P020F unless student has already received credit for the clinical course.

Total lecture 36 hours. 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. Not open to students with credit in Psychiatric Technology P052E. (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.

Total laboratory 324 hours. 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. Not open to students with credit in Psychiatric Technology P053F or P053G. (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 1/2 credits**

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

Total lecture 27 hours. 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.

Total lecture 36 hours. 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 & Intervention **1 1/2 credits**

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

Total lecture 27 hours. 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 1/2 credits**

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

Total lecture 45 hours. 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.

Total lecture 36 hours. 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.

Total laboratory 324 hours. 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. Not open to students with credit in Psychiatric Technology P054F or P054G. (A)

Psychology

P101A—General Psychology **3 credits**

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. A survey of the nature and scope of psychology, including human behavior, emotions, learning, memory, motivation, thinking and development. Course is also offered online. 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**

Prerequisite: None.

Recommendation: Psychology P101A or equivalent college course with “C” or better and English P101A or equivalent college course with a “C” or better.

Total lecture 54 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.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 hours. Introduction of the individual into group life, the organization and perspectives of personality, the social control of conduct. Special attention to the social basis of personality development, socialization, communication processes, deviance, conformity and

social control. Not open to students with credit in Psychology 20. (A/CSU/UC)

P121—Adolescent Psychology 3 credits

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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

Prerequisite: None.

Recommendation: Eligible for level 2 English placement.

Total lecture 54 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 Development 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. This course studies the development of humans from conception to adolescence in the areas of cognition, physical growth and development, language, and psychosocial development. The course includes theory, history and systems, applications and practice of pertinent concepts in developmental psychology. Not open to students with credit in Child Development/Psychology 23, Child Development P113 or Child Development P223. (A/CSU/UC)

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Social Science

P098E—Citizenship and Government 0 credits

Prerequisite: None.

Total lecture 72 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.

Directed Studies, see page 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Sociology

P101—Introduction to Sociology 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. As a survey course, Introduction to Sociology encourages an exploration of individual human experience as influenced by the larger social world. In the process, the course examines fundamental concepts related to the study of modern societies, including methods and theories, social groups, social power, minorities, social class and social change. This course is also offered online. Approved for credit/no-credit grading option. Not open to students with credit in Sociology 1. (A/CSU/UC) CAN SOC 2

P102—Critical Sociology and Social Problems 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture 54 hours. A critical analysis of the conditions of society that lead to negative human consequences for a significant number of people. Sociological theories, research methods and critical thinking will be employed to evaluate current challenges facing local, U.S. and global communities. Students will write a minimum of 6,000 words including one longer critical work demonstrating an understanding of the relationship among evidence, logic and social analysis. Issues addressed include social inequality, deviance, healthcare, education, politics, media, environmental crises, war and terrorism, and cross-cultural analysis. Approved for credit/no-credit grading option. Course is also offered online. Not open to students with credit in Sociology 2. (A/CSU/UC) CAN SOC 4

P106A-Z—Current Topics 1 credit

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total 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)

P120—African American Experience 3 credits

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture/discussion 54 hours. This course is a critical and social analysis of the African American human experience. Sociological and interdisciplinary approaches, theories and research will be employed to explore and evaluate the history, culture, and condition of the African American community within the context of U.S. society and the global community. Topics addressed include the cultural and geographical diversity of the African Diaspora, historical background, socioeconomic status, health status, and the social psychological impact of social inequality. Course also offered online. 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

Prerequisite: None.

Recommendation: Eligible for level 1 English placement.

Total lecture/discussion 54 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***Prerequisite: None.**Recommendation: Eligible for level 1 English placement, Sociology P101.*

Total lecture 54 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Spanish**P052A—Elements/Conversational Spanish****2 credits***Prerequisite: None.**Recommendation: Eligible for level 2 English placement.*

Total lecture 18 hours, total laboratory 54 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).*

Total lecture 18 hours, total laboratory 54 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**5 credits***Prerequisite: None.**Recommendation: Eligible for level 2 English placement.*

Total lecture/participation 90 hours. Includes the basic principles of oral and written Spanish, such as vocabulary drills and exercises, composition, reading, and conversation. This course is also offered partially online (hybrid face-to-face and online.) Not open to students with credit in Spanish 1. (A/CSU/UC) CAN SPAN 2; CAN SPAN SEQ A: SPAN P101 + P102

P102—Elementary Spanish**5 credits***Prerequisite: None.**Recommendation: Spanish P101 (1) or equivalent.*

Total lecture 90 hours. Continuation of Spanish P101 (1). Study of grammar, composition and conversation with reading of Spanish literature. This course is also offered partially online (hybrid face-to-face and online.) Not open to students with credit in Spanish 2. (A/CSU/UC) CAN SPAN 4; CAN SPAN SEQ A: SPAN P101 + P102

P103—Intermediate Spanish**4 credits***Prerequisite: None.**Recommendation: Spanish P102 (2) or equivalent.*

Total lecture 90 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)

P104—Intermediate Spanish**4 credits***Prerequisite: None.**Recommendation: Spanish P103 (3) or equivalent.*

Total lecture 90 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***Prerequisite: None.**Recommendation: Spanish P104 or instructor's permission. Students should have a strong bilingual background.*

Total lecture 90 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***Prerequisite: None.**Recommendation: Spanish P105 or two years of high school Spanish.*

Total lecture 90 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 123.

Special Studies, see page 123.

General Work Experience, see page 122.

Occupational Work Experience, see page 121.

Speech**P051—General Oral Communication****3 credits***Prerequisite: None.**Recommendation: Eligible for level 2 English placement.*

Total lecture and recitation 54 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***Prerequisite: None.**Recommendation: Eligible for level 2 English placement.*

Total lecture, discussion and practice 54 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***Prerequisite: None.**Recommendation: Eligible for level 1 English placement.*

Total lecture 54 hours. The course in interpersonal communication offers a unique opportunity to understand ourselves, our relationships

with others and the situations in which we find ourselves. In short how we develop both intrapersonally and impersonally. While current communication theory is discussed, the interpersonal perspective focuses on actions rather than the hypothetical. The course also provides an opportunity to discuss and examine the process by which people, acting collectively, make and remake their social and cultural worlds. Course is also offered online. Not open to students with credit in Oral Communication/Speech 2. (A/CSU)

P108 – Communicating in Groups and Teams 3 credits

Prerequisite: None.

Total lecture 54 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.

Total lecture 54 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 123.

Special Studies, see page 123.

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Vocational Nursing

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 PT/VN P010D unless student has already received credit for the clinical courses.

Total lecture 72 hours. 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.

Total lecture 90 hours. 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.

Total 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.

Total laboratory 324 hours. 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.

Total lecture 36 hours. This course includes the study of the diagnosis, treatment and nursing care of patients with diseases and disorders of the endocrine system. Not open to students with credit in Vocational Nursing P055A. (A)

P025B—Gastro Intestinal System 1 1/2 credits

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

Total lecture 27 hours. 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.

Total lecture 18 hours. 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. (A)

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. 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.

Total lecture 18 hours. 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. 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 1/2 credits

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

Total lecture 27 hours. 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.

Total laboratory 324 hours. 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.

Total 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.

Total 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.

Total 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.

Total 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).

Total laboratory 324 hours. 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)

Work Experience

Cooperative Work Experience Education at Porterville College is a part of the academic process. The “co-op” classroom is off-campus industrial, governmental, educational, and other business or service organizations. As the name implies, cooperative work experience education is cooperation among the employers, students, and college. The primary objective of the program is to give students practical experience while they are in school and to help students relate their college learning experience to the world of work.

Credit for Cooperative Work Experience Education is available to students who are employed in a position which is directly related to the student’s college major or who are employed in a position which assists the student in determining a career choice. Students who are enrolled in the following career programs may enroll in occupational coop ed courses: agriculture, business, health, home economics, child care and development, information systems, industrial management, public services, sales and merchandising and technical areas.

A maximum of 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 co-op instructor/coordinator during the semester. First- and second-semester students must also attend a minimum of eight to ten hours of scheduled seminars and activities throughout the semester. Student must work 75 hours per semester per credit at a paid job or 60 hours per semester per credit at a non-paid job. Eligibility for level 2 English placement is recommended. Approved for credit/no-credit grading option.

- A. General Work Experience Education is supervised employment of students. It is intended to assist student in acquiring desirable work habits, career awareness and positive job attitudes. The jobs held by students need not be related to their occupational goals or college program.
- B. Occupational Work Experience Education is the extension of classroom occupational learning opportunities and career awareness into employment related to the student's major or occupational goal.
- C. Entrepreneurial Work Experience Education is cooperation between the student and an on-campus entrepreneurial operation.

P120 - Career Information 1 credit

Prerequisite: Student cannot be on academic probation.

Total lecture 18 hours. Practical and applied employer-employee relations, psychology, consumer economics, human and industrial relations, job attitudes, initiative, motivation, grooming, career guidance, and treatment of current issues related to individual experiences and challenges of students in the work place and how they relate to college education. One hour lecture discussion per week. Not open to students with credit in Work Experience 50 or 20. (A/CSU)

P149N – Occupational Work Experience Education 1/2 credit

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 30 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P149P – Occupational Work Experience Education 1/2 credit

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 38 hours per semester at a paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in

school and to help students relate their college learning experience to the world of work. (A/CSU)

P150N – Occupational Work Experience Education 1 credit

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 60 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P150P – Occupational Work Experience Education 1 credit

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 75 hours per semester at a paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P151N – Occupational Work Experience 2 credits

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 120 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P151P – Occupational Work Experience Education 2 credits

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 150 hours per semester at a paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P152N – Occupational Work Experience Education 3 credits

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 180 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

P152P – Occupational Work Experience Education 3 credits

Prerequisite: Student's job must be related to declared major or occupational goal. Student must work 225 hours per semester at a paid job. First- and second-semester students must attend a minimum of ten hours of scheduled seminars and activities.

The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. (A/CSU)

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Directed Studies

P147-P057—Directed Studies

$\frac{1}{2}$ - 3 credits

Prerequisite: Students must meet any divisional approved prerequisite for this area. Students may not count more than nine credits of directed studies toward graduation.

Lecture 18 hours, laboratory 54 hours, or combination of each credit, maybe utilized by any division. Individual or group study by selected students of various aspects of an academic discipline over and above the regular curriculum offerings. Such study will be under the direction of a credentialed instructor and may include such things as independent readings, small group discussions, observations, research, craftsmanship and/or artistic endeavors. Directed Studies P147 - (A/CSU); Directed Studies P057 - (A)

Special Studies

P148-P058-P078—Special Studies

1 - 3 credits

Prerequisite: None.

Lecture 18 hours, laboratory 54 hours, or combination of each credit, may be utilized by any division under any approved program for a single offering, innovative, experimental, or TV course. Course outline to be approved by the Vice President of Learning and Chancellor's designee. P148 - (A/CSU); P058 - (A)

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