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PORTERVILLE COLLEGE
2012-13 CATALOG

If this material is needed in alternate format for people with disabilities, please contact Disabled Student Programs & Services at 791-2215.

Disclaimer

Porterville College reserves the right to modify its programs, tuition and fees, admission and graduation requirements, schedules and other policies, procedures and regulations stated in this catalog without notice. Addenda may be found on the college website (www.portervillecollege.edu/catalog).

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PORTERVILLE COLLEGE

President’s message:

On behalf of the faculty, staff and administrators, please allow me to welcome you to Porterville College. Our mission is to provide quality academic programs, comprehensive support services with students as our focus. Since opening in 1927, we have been providing opportunities for educational advancement to those living in Tulare County and the surrounding areas. Porterville College has a rich history, and a current reputation of providing affordable, quality higher education and applicable training opportunities for area citizens.

Whether you want to start a new career, better prepare for college, or transfer to a four-year university, all of the information you need to know about attending Porterville College is contained within this catalog. Porterville College is proud of the highly qualified faculty, staff and administrators whose passion and dedication is to focus on providing you with a positive learning environment to meet your educational needs. All instructional programs have goals and are focused on two things: student learning outcomes and student success and retention.

Currently, Porterville College participates in several partnerships that provide up-to-date and applicable education and training to employees and students with local business, industry and other educational entities. These partnerships include: the City of Porterville, the Porterville Chamber, Porterville Unified School District, Tulare County Office of Education, California State University of Fresno, California State University of Bakersfield, Sierra View District Hospital, Porterville Developmental Center, among others.

Porterville College is prepared to change and adapt based on the training needs of the community. As a comprehensive community college, we provide general, transfer and career education at the undergraduate level; training and services for updating skills in the existing workforce; and basic skills courses intended to better prepare students for a college level education. In addition, we offer various athletic programs and student clubs in order to provide students with a well-rounded college experience. Our academic and vocational curriculum is developed and updated in a timely manner in order to meet the needs of the students and the community.

Porterville College is located in Tulare County and is part of the Kern Community College District which includes Bakersfield and Cerro Coso Colleges. In an on-going effort to stay technologically and academically current, Porterville College recently built a new library and remodeled the old library in order to create a Learning Resource Center and computer lab for students.

For many, Porterville College has made a difference – it can also make a difference in your life. Porterville College is the place to both begin and accomplish your goals.

Best wishes,

Rosa Flores Carlson, Ed. D. President

Porterville College
100 East College Ave
Porterville, California 93257

Kern Community College District
Chancellor, Sandra Serrano

Board of Trustees
President, John S. Corkins
Vice President, John A. Rodgers
Clerk, Dennis L. Beebe
Rose Marie Bans
Pauline F. Larwood
Kay S. Meek
Stuart O. Witt
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 54,000 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.

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 and learning resource center, trade and industry, child development center, fine arts, health, stadium and track, gymnasium, fitness center, 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 Foundation Office 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.
ABOUT THE COLLEGE

Foundation 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.

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 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.

Student Right-to-Know
In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2007, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became “transfer prepared” during a three year period, from Fall 2007 to Spring 2010. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered “transfer-prepared”. Students who transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming “transfer-prepared” during a five semester period, from Spring 2008 to Spring 2010, are transfer students.

The table below compares Porterville College’s Completion and Transfer Rates to the statewide community college average.

<table>
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<th>Completion Rate</th>
<th>Transfer Rate</th>
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<tr>
<td>Statewide</td>
<td>24.42%</td>
<td>15.24%</td>
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<tr>
<td>Porterville College</td>
<td>18.09%</td>
<td>9.80%</td>
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These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after the three-year tracking period. For further information on SRTK methodology, interpretation and rates at other community colleges, you can visit the California Community College Chancellor’s Office web site at http://srtk.cccco.edu/index.asp.

Academic Calendar

Fall Semester 2012 (August 20 - December 8)
- April 12 ................. Priority registration begins for fall 2012 for continuing students
- April 26 ................. Open registration begins for fall 2012 for returning and new students
- August 20 ............... Fall Instruction Begins
- August 25 ............... Saturday Classes Begin
- August 31 ............... 10% - Last day to drop semester-length courses and qualify for a refund
- September 3 ........... Labor Day Holiday - Campus closed
- September 4 ........... 20% - Last day to enroll in and add semester-length class
- Pending ................. Pass/no pass or letter grade option deadline
- October 29 ............ 60% - Last day to drop semester-length course without a letter penalty and receive a “W”
- November 12 .......... Veterans’ Day Holiday - Campus closed
- November 14 .......... Priority registration begins for spring 2013 for continuing students
- November 22-23 ....... Thanksgiving Holidays - Campus closed
- November 28 ........... Open registration begins for spring 2013 for returning and new students
- December 3-8 .......... Final Exams for fall
- December 8 ............ End of fall semester

Spring Semester 2013 (January 14 - May 11)
- November 14 .......... Priority registration begins for spring 2013 for continuing students
- November 28 ........... Open registration begins for spring 2013 for returning and new students
- January 14 ............ Martin Luther King Jr. Holiday - Campus closed
- January 14 ............ Spring Instruction Begins
- January 19 ............ Saturday Classes Begin
- January 25 ............ 10% - Last day to drop semester-length courses and qualify for a refund
- January 28 ............. 20% - Last day to withdraw from a class and have it appear on your transcript.
- Pending ................. Pass/no pass or letter grade options deadline
- February 15 .......... Lincoln Day Holiday - Campus closed
- February 18 .......... Washington Day Holiday - Campus closed
- Pending ................. 30% - Last day to drop semester-length courses and have it appear on transcript.
- Pending ................. Pass/no pass or letter grade option deadline
- March 22 ............. 60% - Last day to drop semester-length course without a letter penalty and receive a “W”
- March 25-29 .......... Spring Recess
- April 10 .............. Priority registration begins for summer/fall for 2013 for continuing students
- April 24 .............. Open registration begins for summer/fall 2013 for returning and new students
- May 6-11 ............. Final Exams for spring
- May 10 ............... Commencement
- May 11 ............... End of spring semester
*In courses other than semester length, the Office of Admissions and Records or the instructor should be consulted regarding drop, withdrawal and refund deadlines.

Summer Intersession
The college typically offers a summer intersession between the spring and fall semesters. The program also enables recent high
Summer Intersession
The college typically offers a summer intersession between the spring and fall semesters. The program also enables recent high school graduates to begin their college work early. It also allows college and university undergraduates to continue their college education. The summer intersession allows Porterville College students to accelerate completion of their college credentials. The program typically 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.

Equal Employment Opportunity Statement
In accordance with the requirements of the Civil Rights Act, Porterville College provides services and benefits to students regardless of race, color, national origin, ancestry, gender, age, religion, marital status, medical condition or disability. The lack of English language skills will not be a barrier to administration and participation in vocational education programs. (Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 503 and 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990.) All persons have the right to seek admission to and complete an educational program at Porterville College. Interference with students’ access and successful completion of their education by any person through unlawful discriminatory conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a students’ education through any means of illegal or immoral intimidation.

Kern Community College District will afford reasonable accommodations for applicants and employees to enable qualified individuals to perform essential job functions. Students with disabilities will be accommodated to ensure accessibility and full participation in educational programs. To request reasonable accommodations, applicants and employees should contact the Human Resources Manager at (559) 791-2215. Students should contact Disability Resource Center (DRC) at (559) 791-2215.

Unlawful Discrimination
A complaint of alleged unlawful discrimination may be filed within one year of the alleged discrimination. For complaint forms or additional information, contact one of the following:

Human Resources Manager
100 E College Ave
Porterville, CA 93257
(559) 791-2215

Additional inquiries pertaining to federal, state, and local equal opportunity laws, and the governing board policies of Porterville College or Kern Community College District (KCCCD Board Policy Section 11-D) may be directed to the following office:

Vice-Chancellor
Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301
(661) 336-5140

Declaración De Igualdad de Oportunidad
De acuerdo con los requisitos del Acta de los Derechos Civiles, el Colegio de Porterville provee servicios y beneficios a todos los estudiantes sin importar la raza, el color, la nacionalidad, el origen, el abolengo, el género, la edad, la religión, el estado civil, las condiciones médicas, o las discapacidades. La falta de capacidad para hablar inglés no será un obstáculo para la admisión y la participación en los programas educativos vocacionales. (Título VI y VII del Acta de los Derechos Civiles de 1974; Título IX de las Enmiendas de Educación de 1972; las modificaciones a las Secciones 503 y 504 del Acta de Rehabilitación de 1973).

Toda persona tiene el derecho de solicitar la admisión y de completar un programa educativo en el Colegio de Porterville. No se tolerará ninguna interferencia con el acceso y el término exitoso de su educación a ninguna persona o estudiante por medio de conducta ilegal discriminatoria. El colegio iniciará acción disciplinaria contra las personas que sean descubiertas interfiriendo con la educación de los estudiantes por medio de cualquier tipo de intimidación ilegal o inmoral.

Discriminación Ilegal
Presuntas quejas de discriminación ilegal pueden ser presentadas dentro del término de un año de ocurrida la presunta discriminación. Para obtener los formularios de reclamos o información adicional, usted puede ponerse en contacto con el siguiente gerente:

Human Resources Manager
100 E College Ave
Porterville, CA 93257
(559) 791-2215

Para preguntas adicionales referente a las leyes de acción afirmativa e igualdad de oportunidad, ya sean a nivel federal, estatal o local, y a las pólizas del consejo de gobierno del Colegio de Porterville o del Distrito Escolar de la Comunidad de Kern, puede ponerse en contacto con la siguiente oficina:

Vice-Chancellor, Human Services
Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301
(661) 336-5140
Students with Disabilities

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.

Estudiantes Incapacitados

El Colegio de Porterville no discrimina por base de discapacidad y está en concordancia con la sección 504 de la Acta de Rehabilitación de 1973, como enmendada, y las regulaciones adoptadas bajo esta enmienda. Específicamente, el colegio de Porterville no discrimina en la admisión o el acceso a sus programas y actividades. El Coordinador de Discapacidad 504, el señor Steve Schultz, ha sido designado para coordinar los esfuerzos del Colegio de Porterville para estar en cumplimiento con el Acta y sus regulaciones. Además, el colegio también funciona según las regulaciones de la ley titulada Acta de Americanos con Discapacidades (ADA) de 1993, la cual requiere acceso completo a edificios, programas, servicios y actividades del colegio. Para preguntas relacionadas a esta ley, pueden comunicarse al (559) 791-2218.

Habilidades en el lenguaje

La falta de habilidades en el idioma del inglés no será un impedimento para ser admitido y para participar en los programas vocacionales educativos.

Policy Concerning Sexual Harassment

Policy 11D2A

The Board of Trustees of 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 employed or contracted to do business by or on District property.

Sexual harassment is defined as:

Unwelcome sexual advances; requests for sexual favors; and/or physical conduct or oral/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 is 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.

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**Acoso Sexual**

**Póliza 11D2A**

El Distrito de Colegios Comunitarios de Kern y el Colegio de Porterville se comprometen a mantener un ambiente laboral y académico libre de esta presión o acoso sexual.

Dichos empleados o estudiantes serán sujetos a acciones disciplinarias a la violación de esta póliza.

**Procedimientos**

Acusaciones de acoso sexual pueden ser reportadas por dicha persona que fue sometida a tal presión o acoso, o también pueden ser reportadas por algún testigo.

Las investigaciones de dichas presiones o acosos sexuales serán investigadas de acuerdo al Procedimiento 11D4A de la Mesa Directiva del Distrito de Colegios Comunitarios de Kern.

Cualquier estudiante que crea que ha sido presionado/a o acosado/a sexualmente debe notificar a cualquiera de los siguientes oficiales: un instructor, consejero, jefe o encargado de Departamento o División, decano, vice-presidente o coordinador del Título IX.

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**La presión o acoso sexual se define así:**

Los avances sexuales inoportunos; el pedir favores sexuales; yo la conducta verbal, física, o escrita de naturaleza sexual que se intimidatoria, hostil u ofensiva tal y como:

La sumisión a tal conducta que sea hecha de manera explícita o implícita; el término o condición de empleo o el estatus de un estudiante en un curso, programa o actividad.

La sumisión o el rechazo a tal conducta que sea usada como la base de empleo o 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 función del empleado a realizar su trabajo, o de un estudiante en su función académica, o que crea un ambiente hostil, ofensivo e intimidatorio en el ámbito laboral y académico.
Admission and Registration
GETTING STARTED AT PORTERVILLE COLLEGE

Academic Eligibility
A high school graduate, or anyone who has a Certificate of Proficiency or a General Education Development (GED) may be admitted to Porterville College.

Any person 18 years of age or older who is not a high school graduate may be admitted if his/her previous training or experience indicates that he/she will benefit from the offerings of the college. Such students must have the approval of the Director of Admissions & Records.

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 school principal, with parental consent and approval by the college Director of Admissions & Records. 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.

Residency Determination
A ‘resident’ is a student who has residence in the state of California for more than one year immediately preceding the residence determination date which is the day before the first day of classes.

The resident of any California community college district may attend a community college in any other district in this state, subject to generally applicable admission criteria, and subject to any restrictions set forth in a notice of restriction issued by a district.

In order to determine a person’s place of residence, reference is made to the following statutory rules:

1. Every person has, in law, a residence.
2. Any person who is married or is 18 years of age or older and under no legal disability to do so, may establish residence.
3. In determining the place of residence the following rules are to be observed:
   a. There can be but one place of residence.
   b. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he/she returns in seasons of repose.
   c. A residence cannot be lost until another is gained.
   d. The residence can be changed only by the union of act and intent.
   e. A man or a woman may establish his or her residence. A woman’s residence shall not be derivative from that of her husband.

   f. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his/her residence is that of the parent with whom he/she maintained his/her last place of abode, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
   g. The residence of an unmarried minor who has a parent living cannot be changed by his/her own act, by the appointment of a legal guardian, or by relinquishment of a parent’s right of control, unless the student qualifies for the self-supporting exception.

In general, a resident has citizenship or permanent resident status in the United States and has established residence in California for at least one year immediately preceding the residency determination date (the day before the first day of classes). If you do not have citizenship or permanent resident status in the United States, or have questions regarding your status, please contact the Admissions and Records Office.

International Students
Students from countries outside of the United States are eligible to attend Porterville College if they have the equivalent of U.S. high school diploma, a TOEFL score of 450 or higher on a paper-based exam or 133 or higher on a computer based exam, and sufficient financial resources to pay all expenses.

Admissions Form
An admissions form may be completed on the college web page at www.portervillecollege.edu. It must be filed prior to registration. The application should include the prospective student’s social security number. The Social Security number will not appear on class roll sheets.

Changing Identification Number
All students are assigned an identification number when a completed admissions form is submitted online. Students may use the assigned numbers or their Social Security numbers to access their academic records.

Changing Names, Address, Telephone Numbers or E-mail Addresses
Students may change their name by bringing a photo identification to the Office of Admissions and Records. They may change their address, telephone number, or e-mail address
on the web at www.portervillecollege.edu. To do that they must select “Register for Classes,” login and then select “Personal Information.”

**Personal Identification Numbers**

When prospective students complete their admission forms online, they will be asked to create a personal identification number (PIN). The number must be six digits that the students will be able to remember but that other people would be unlikely to know.

The first time that students login to register they will be asked to select a PIN hint question from a drop down menu. They fill in the answer to the question that they select with a one or two word answer. Then, when students forget their PINs, they can click the “Forgot PIN” button, and if they enter the correct response, they will be given a screen on which to enter a new PIN.

**Matriculation**

**What is matriculation?**

Every student should have an educational goal, a reason for going to college. Matriculation is the process that allows the college and the student to form a partnership which helps attain that goal. The college asks students to commit themselves to an educational objective and the college commits to fostering student success. To ensure the success of the partnership:

The college agrees to provide:

- An admission process
- An assessment of basic educational skills and career goals
- Counseling/advising for the development of an individual education plan
- Quality instruction
- A wide variety of courses
- Referral to support services as necessary
- Follow up on student academic progress

Students are expected to:

- Attend an orientation session
- Complete assessment
- Declare a specific educational objective or career pathway after completing 15 units of course work
- Attend classes regularly, complete assigned course work and seek out counseling services as necessary
- Complete courses and maintain progress toward an educational goal as identified in the individual student education plan
- Seek out support services as needed

**Assessment**

Academic skills assessment is designed to determine students’ entry level skills in reading, writing and math.

**Assessment Policy for Students with Disabilities**

Persons with disabilities who might require testing accommodations should contact Disability Resource Center. In compliance with federal and state laws, Porterville College assures each student an equal opportunity to demonstrate competency or knowledge in a subject area at each point in the educational process. Students with disabilities are expected to demonstrate the same competency or knowledge as other students.

Accommodations are made on an individual basis in the method or format of examination. Such accommodations may include, but are not limited to, an extension of time, the use of a typewriter, the use of a computer, the use of a spell checker or calculator, the use of a tape recorder, and, where appropriate to the disability, an alternative mode of assessment. These tests take place in the Disability Resource Center.

**Policy for Students Whose Native Language is not English**

Persons whose primary language is not English are encouraged to take the ESL assessment.

**Exemptions**

Only students who have completed an Associate Degree or higher may be exempted from orientation, assessment and counseling; however, an exempt student wishing to enroll in a course that has a test score prerequisite must participate in the college’s assessment of English, reading, and math skills.

A student may also decline to participate in the matriculation process, but in so doing relinquishes the right to participate in early registration and may not be able to enroll in courses that have prerequisite requirements. Information is available in the Office of Admissions and Records and the Counseling Center.

Students have the right to challenge or appeal any allegation of violation of matriculation regulations.

**Student Educational Plans (SEP)**

When students have completed 15 units of course work, they are required to complete their Student Educational Plan (SEP) to identify their educational goals and the courses, services, and programs that will be used to achieve them. These plans may be revised at any time.

**Registering for Classes**

**Course Admission Policy**

The policy of the college is that, unless specifically exempted by statute or regulation, every course, course section, or class reported for state aid, wherever offered and maintained by the college, shall be fully open to enrollment and participation by
any person who has been admitted to the college and, when applicable, a relevant program, and who meets established prerequisites.

**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 Vice President of Academic Affairs, Room AC-101.

**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:

- The prerequisite has not been made reasonably available.
- The prerequisite was established in violation of regulation or in violation of the district-approved processes (student documentation required).
- The prerequisite was discriminatory or applied in a discriminatory manner (student documentation required).
- 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. Students wishing to challenge the English or mathematics 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.

**Priority Registration Appointments**

Continuing students who were registered on Monday of the third week of classes are assigned early registration appointments for the following semester in the following order:

- Students who belong to specific groups or special programs who have completed matriculation.
- Students who have completed orientation, assessment, counseling and have a Student Educational Plan on file in descending order of the number of units completed, except that students who have completed 45 to 68 units will be first.

**Registering by Web**

All early and open registration takes place on Porterville College’s web registration system. Detailed instructions for the use of this system can be found in the Registration Information Flyer, on the Porterville College website at www.portervillecollege.edu under class schedule.

Students must be officially registered or on the official waitlist before attending classes. Registration dates are indicated in the “About the College” section of this catalog and in the class schedule.

Web registration is available all semester except for holidays and special dates.

**Waitlist**

The electronic waitlist feature replaces instructor-signed add slips and allows students from an established waitlist to be moved into a class when seats are available. It is a true first-come, first-serve system. Students trying to register for classes that are closed will be able to select waitlist. During the weeks prior to the start of classes, when vacancies occur in classes, the first student(s) on the waitlist will be moved into the class. Students who are on a waitlist should check their registration regularly on the web. They will have ten (10) days to pay for the class once they have moved into registered status. Students will not be charged the enrollment fees for waitlist classes until they are actually enrolled in the class.

Students should use the waitlist to ensure themselves a chance of getting into the classes they want.

Students on waitlists still must attend the first meeting of the class or they may be dropped from the waitlist. The prerequisite, basic skills, time conflict and repeat checks will prevent ineligible students from moving into the classes.
Students may drop themselves from a waitlist at any time. If a new section of a class is opened at the same day and time as a section with a waitlist, students on the waitlist will be automatically enrolled into the new section.

### Student Loads

The general definition of a full-time student is 12 units during the fall and spring terms and 6 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 units must secure approval from a counselor.

Eighteen hours of lecture or 54 hours of laboratory represent one unit. The number of units 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.

### 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. The general definition of a full-time student during the summer intersession is six units; however, this definition may not be applicable to all programs to which you may be applying. The veteran’s program requires four units during the summer intersession.

### Repeating a Course

Certain Porterville College courses are identified in the course description sections of the catalog as repeatable, with the number of times they may be repeated indicated.

Other courses may be repeated once for credit if a grade lower than “C” or its equivalent has been earned. A student who has repeated a course under this condition may file a petition with the Office of Admissions and Records to have the previous grade and credit disregarded in the calculation of the GPA. Only second attempts will replace the first substandard grade. The original and subsequent grades will remain a part of the student’s permanent record.

If a student earns any combination of “D,” “F,” or “W” on two attempts in a course taken in the Kern Community College District, that student can only register for a third time with the signature of the faculty chair of the department on a Prerequisite Admission and Records Repetition of Course approval form.

In compliance with Title 5 California Code of Regulations Section 56029, certain course repeats may be authorized for students with disabilities following DSPS policies and procedures.

Courses may also be repeated if the previous grade is at least in part a result of extenuating circumstances such as verified cases of illness, accidents, or other circumstances beyond the control of the student. Approval to repeat under these circumstances should be obtained prior to registration in the Office of Admissions and Records. In these circumstances, the previous grade will not be disregarded in the calculation of the GPA.

A student may repeat a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The course may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average.

The college can provide no assurance that repeated courses will be treated in a similar manner by other educational institutions.

### 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 units 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.

### Remedial Coursework Limitation

Remedial coursework refers to precollegiate basic skills courses defined as courses in reading, writing, computation, learning skills and English as a Second Language, which are designated as non-degree credit courses. No student shall receive more than thirty (30) semester units of credit for remedial coursework within the Kern Community College district, except for the following: 1) students currently enrolled in one or more courses of English as a Second Language, 2) students identified by the College as having a qualifying disability.
Holds that Prevent Registration

Financial Holds
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.

Academic Standing
A student who is not in good academic 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 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’, ‘NC’ and ‘NP’ 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 probation shall be removed from probation when the percentage of ‘W’, ‘I’, ‘NC’ and ‘NP’ 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’, ‘NC’ and ‘NP’ 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 Counseling Center. A readmitted student may be restricted to specific courses or programs and a limitation will be placed on the number of units attempted. Reinstatement application forms may be obtained in the Counseling Center.

Alternate Class Formats
Courses offered from a wide variety of disciplines using three non-traditional delivery methods: Interactive, Online, and Hybrid. Dependent upon semester scheduling, these offerings provides additional educational options to anyone seeking a college education: students dealing with family and/or job commitments, time limitations or transportation difficulties, individuals willing to explore a less traditional presentation of course content and students who choose to not come to campus for traditionally presented classes. Regardless of the mode of delivery, students receive the same course content described in the catalog.

Porterville College offers a variety of online courses, allowing students to self-select classes free of any geographic and time boundaries. It is vital that students have a basic understanding of computer usage, dependable access to the internet, and know how to send and receive e-mail.

Hybrid courses use the internet as the predominate delivery method combined with traditional face-to-face (F2F) classroom sessions. Students must have access to the internet.

Specific information is available on Porterville College’s website: www.portervillecollege.edu.

Learning Communities
Porterville College offers an interdisciplinary learning community program which gives students the opportunity to develop necessary college skills while gaining individual support within an organized group of learners. In each community students are enrolled in several common classes. Faculty work together with each other and with these students to enhance the students’ retention and success potential. There are several learning communities that combine a variety of classes, most typically reading, writing, and study skills within the cohort. At least one option is offered each semester. Check the schedule of classes for the most current learning community courses being offered.
Evening and Weekend Program

Credit classes are also offered by Porterville College at convenient times during the day and evening, both on and off campus. These are regular college courses, which carry the same requirements and credits as other courses. Many evening classes are offered one night per week for two or three hours, Monday through Thursday. Weekend classes are also scheduled during the fall and spring semesters.

College Fees, Tuition, and Fee Refunds

Community College Enrollment Fees

Enrollment fees are set by the state at $46 per unit at the time of publication.

Non-Resident Tuition Fee

Non-resident students are required by state law to pay tuition in addition to enrollment fees. The tuition fee for non-resident students is $190 per unit up to a maximum of 15 units per semester. There is an additional $30 per unit capital outlay fee for non-residents.

California Nonresident Tuition Exemption For Eligible California High School Graduates

A law was passed by the Legislature in 2001 known as “AB 540.” Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

Requirements:

- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
- An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she 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.

Students who are nonimmigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption. The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law. Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration. Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents.” AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

Procedures For Requesting This Exemption From Nonresident Tuition

California Community Colleges: Complete the form in the Office of Admissions and Records. You may be required to submit additional documentation. Call the college Admissions Office if you have questions.

Student Health Fee

A $12 student health fee has been authorized by the Board of Trustees for all students attending classes on the main campus during the fall or spring semester. The fee is $10 for summer session. The purpose of the fee is to make health-center services available to all students and to provide greater health-care educational programming.

Health Fee Exemption Procedures

The following health fee exemptions are authorized by law:

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 a community college under an approved apprenticeship training program.

Exemption form is available in the Office of Admissions and Records.

Student Center Fee

Porterville College students shall be assessed $1 per unit for courses on the main campus up to a maximum of $5 per fall semester and $5 per spring semester. The fee shall not be assessed for summer session enrollment.

Course Audit Fee

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 units will not be charged this fee.)
ADMISSION AND REGISTRATION

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

Parking Fees
Parking on the main campus is restricted to parking permit holders during the academic year, including summer session. A semester parking permit is $20 and a summer permit is $10. Parking permits are not required on weekends. Visitor parking and handicapped parking is enforced at all times.

Enrollment and Tuition Refunds
Enrollment and tuition fees will be credited to the student account, when applicable, for program changes through the first two weeks of the fall or spring semester. In courses other than semester length, the Office of Admissions and Records should be consulted regarding withdrawal and refund deadlines.

To receive the enrollment or tuition refund, a student must apply for the refund in the Admissions and Records Office before the end of the second consecutive semester of non-attendance. (Summer session is not considered a semester.) If a student does not apply for a fee refund within this time frame, funds will revert to the Kern Community College District.

Should the college cancel a class in which a student is enrolled and there is a reduction in units which results in a lower fee, the student should request a refund through the Business Services Office.

Student Health Fee Refund
Health fee refunds will be credited to the student account when applicable, if all classes on the main campus are dropped and an enrollment fee credit is generated by the transaction.

To receive the health fee refund, a student must apply for the refund in the Admissions and Records Office before the end of the second consecutive semester of non-attendance. (Summer session is not considered a semester.)

Attendance Policies

Class Attendance
Regular class attendance is expected of all students enrolled in the college. It is especially important that students attend the first session of each class for it is at this time that instructors may distribute syllabi and course requirements and explain what is expected in terms of attendance. Students enrolled in classes that are full may be dropped by the instructor if they do not attend the first class session. (See First-Day Drop Policy below.) Students on a course waitlist should also attend the first class meeting to avoid being dropped.

The attendance policy for each course is established by the instructor and communicated to each class, preferably in writing. Attendance policies will be reasonably related to course objectives, the requirements of institutional reporting and legitimate absences. Instructors are responsible for maintaining accurate attendance records.

While it is the responsibility of instructors to communicate attendance policies and to apply them equally to all students, it is the responsibility of students to know the policy in each of their classes and to be aware of their current attendance status. Students who have been absent from a class should notify the instructor of the reason for the absence. Absence in no way relieves students of responsibility for work missed. Excessive absence may result in the student being dropped from the course.

Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. Non-attendance does not release the student from this responsibility.

First-Day Drop Policy
Because many classes become filled and are closed, students in lecture and/or lab courses may be dropped if they do not attend the first class meeting without notifying the instructor.

Students in open entry courses may be dropped if they do not begin attending during the first week of classes.

Distance Education Attendance and Non-Participation Policy
All students enrolled in Distance Education courses must log in to the course(s) and complete any assignment(s) or other activities, to be determined by the instructor, that are required during the first week. Students who fail to complete first-week assignments/activities within the instructor’s deadline will be dropped.

After the first week and during the time period before the final withdrawal date, “students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled,” as stated in the Porterville College Catalog. (See the catalog section “Withdrawing from classes” for additional details.)

Withdrawing From Classes
Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. After registration has been completed, and within the withdrawal date guidelines, students may drop from a class or classes through the web registration system. Non-attendance or non-payment does not release the student from this responsibility and may result in a failing grade being awarded.

Within the withdrawal date guidelines, instructors may drop students from a course for nonattendance, or failure to meet the requirements of the course.

Withdrawal from a class or classes is authorized through sixty percent (60%) of a course. The academic record of a student
who remains in a class beyond the last day noted above must reflect a symbol authorized in Policy 4C4A, other than a “W”. No notation (“W” or other) shall be made on the academic record of the student who withdraws during approximately the first twenty percent (20%) of a course. Withdrawal between approximately twenty percent (20%) of a course and sixty percent (60%) of a course shall be recorded as a “W” on the student’s record. The “W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used as factors in probation and dismissal procedures. No ‘W’ grades may be issued after the 60 percent date. In courses other than semester length, the instructor or Admissions and Records Office should be consulted regarding withdrawal date deadlines.

A student may contact the Office of Admissions and Records regarding the procedure to drop or withdraw after the final withdrawal date deadline if there are verifiable extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. This must be done by the last day of classes and prior to the beginning of the final examination period for the term in which the withdrawal will apply.

Students who find it necessary to withdraw from the college are required to return all check-out supplies, equipment and library books, and pay all fines and debts owed the college.

College Transcripts

Upon submission of a transcript request by the student, a transcript of all work completed at Porterville College will be prepared and forwarded to any college, university, employer, or individual designated by the student. Two transcripts are provided free; thereafter, a fee of $4 is charged for each transcript. Transcript requests are submitted to the Office of Admissions and Records on a form that is available at the office or from the Porterville College home page www.portervillecollege.edu by clicking transcripts and following the onscreen directions. Orders are processed within eight working days. An additional fee of $8 is charged for processing a transcript ‘rush’ request.

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

Verification of Enrollment

The Office of Admissions and Records will complete a verification of enrollment upon written request by the student.

Student’s Schedule of Classes

The schedule of classes is the official listing of courses. It is published each semester of the academic year on the web at www.portervillecollege.edu. 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 cancelled.

Individual student class schedules are available on the web.
Student Services
Advising and Counseling . . . . 791-2329

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

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 donated by the estate of William Richardson.

The library is housed in the main library in room L447. Regular hours of operation are maintained. Materials may not be checked out; however, a spacious study area is located within the facility and copy machines are available. For further information, call 791-2298 or 791-2318.

Art Gallery

Porterville College is fortunate to have one of the finer galleries to be found on a community college campus. Located near the college’s center, this unique structure provides students and members of the community with a dedicated space in which to experience the visual arts. Gallery exhibits will include professional, semi-professional, local and student work. Contextually, this college art gallery is an extension of the classroom – a community interactive, instructional tool.

Athletics . . . . . . . . . . . . . . . . 791-2460

Porterville College provides intercollegiate athletic programs for both men and women students. Currently, PC offers five sports – baseball, softball, volleyball, and men’s and women’s basketball – that compete in the highly-regarded Central Valley Conference. The athletic teams are members of the California Community College Athletic Association and governed by the California Community College Commission on Athletics.

CalWORKs Program . . . . . . . . . . 791-2303

The 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 TulareWORKs caseworker and monitors academic progress. Other services include CalWorks work study (on- and off-campus), job placement, job search skills, resume writing, interviewing techniques, academic advising, books, funding for child care, mileage reimbursement, and job readiness workshops. For further information call 791-2303 or stop by the office in AC-126.

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.

CHAP

The Porterville College Cultural and Historical Awareness Program (CHAP) was organized in 2002 to enhance students’ awareness of certain important aspects of our society to which they may previously have had little or no exposure. A theme is chosen by CHAP members each school year, and faculty members across the campus are encouraged to integrate elements of that theme into their coursework. Additionally, a variety of field trips, guest speakers, panel discussions and videos are presented throughout the year and are all open to the public. By providing students with information about the chosen topic throughout the year, the awareness of the entire campus community is elevated.

Some past themes have included the internment of Japanese Americans during World War II (with a focus on the War Relocation Center at Manzanar), the early contributions of African Americans in the San Joaquin Valley (with an emphasis on the community of Allensworth) and the societal impacts of the Vietnam War era. In recent years the themes were expanded to include all events that took place within a specific decade such as the 1940s or 1950s.

Child Care Services . . . . . . . . . . . 791-2272

Limited child care facilities are available for children of Porterville College students. To be eligible, the student must be carrying a minimum of 12 units.

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 at 791-2272 or 791-2420.

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 or call 791-2224.

**Cost of Attendance**

- Enrollment Fee .................. $46 per unit*
- Nonresident/International (15 units max.) . . $190 per unit
- Nonresident/International Capital Outlay Fee . . $30 per unit
- Student Center Fee ($5 max.) .......... $1 per unit
- Health Fees (spring/fall) ............... $12 per semester
  - Summer ................................ $9
- Parking for on-campus classes
  - Fall ..................................... $20
  - Spring ................................... $20
  - Summer ................................ $10
- Student ASB Card (optional) .......... $15 per year**
  - Fall only .............................. $7.50
  - Spring only ........................... $7.50

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) ............. $8,500 per year**
- Books and Supplies (average) .......... $1,638 per year**
- Personal Expenses (average) .......... $2,826 per year**
- Transportation (average) ............ $1,170 per year**

*$46 per unit cost is set by the state and may change.

**Per year is a nine month academic year.

**Disability Resource Center. . . 791-2215**

The Disability Resource Center (DRC) provides services for students with physical, learning and other types of disabilities.

The DRC 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 Student Services, in AC-126.

**Extended Opportunity Program and Services (EOPS) . . . . . . . . . . . . . . . . 791-2224**

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

**Financial Aid . . . . . . . . . . . . . . . . 791-2301**

**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
- Loans: PC does not participate in the loan programs
• Workstudy: Lets students earn money
• Scholarships: 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, register (or have registered) with the Selective Service System if you are a male between the ages of 18 and 25.
• be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
• meet satisfactory academic progress policy (SAP) set by the postsecondary school you are or will be attending. See the Financial Aid website at www.portervillecollege.edu/student-services/financial_aid/ for SAP policy.
• 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.
• 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).
Apply online at www.fafsa.gov.
Call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

Board of Govenors 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.

Cal Grant
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 be eligible for a Cal Grant, you must:
• be a California resident attending an eligible school or college in the state
• be a high school graduate
• be a U.S. citizen or eligible noncitizen
• have a financial need at your college

• 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

Food Services
Breakfast is available Monday through Friday from 7:30 to 10:00 a.m. Lunch and evening meals are available Monday through Thursday from 10:30 a.m. to 7:30 p.m.

Learning Center
The Porterville College Learning Center offers the lab component of several writing, reading and math courses. Writing, reading, Spanish, science, and math instructors are available to help students with specific academic questions and concerns. The Learning Center also houses the mentor program, a drop-in service for students who need help with writing assignments, and tutorial services. For more information, call 791–2242.

Library
The library houses over 30,000 books and other printed materials for reference and circulation use. Over 50 print periodicals (magazines, journals, and newspapers) are available for in-library use. Library multi-media resources for in-house use include: DVDs, CDs, and VHS videos. PC students have online access to thousands of periodical articles in the library’s 20 databases and over 22,000 full textbooks in eBooks and Cred. reference.

Students can use library 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. WI-FI is available.

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 or visit the Library webpage.
Music
Students may enjoy the many offerings at Porterville College. A rich tradition of choral music (including numerous successful tours by PC choirs) provides vocal students with many opportunities for group performance. Academic classes in music (such as Music Appreciation and World Music) prepare students for transfer-level coursework.

Scholarships
Porterville College has many scholarships ranging from $250 to $4000. These scholarships are awarded 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. Applications are available online at www.portervillecollege.edu. For additional information on scholarships, contact the Porterville College Foundation Office at 791-2319.

Student Conduct
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 Student Services, AC-126.

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.

Student Activities
Student activity programs are supported largely by the sale of Associated Student Body Cards, and students are encouraged to support the program. PC offers opportunities for students to participate in student government, campus activities, recreation, and cultural and social events. Student activities are monitored by the Student Senate, which meets twice weekly.

Student Clubs
Formation of clubs is encouraged at Porterville College to provide outlets of expression for specialized interests. All clubs are coordinated through the Associated Student at porterville College (ASPC).

The PC student clubs and organizations are:

- Agriculture Club
- Anthropology Club
- Art Club
- Chicanos/Latinos for Community Medicine
- Entrepreneurs of the Future
- Human Services Club
- Mecha Club
- Native-American Club
- One in Christ Club
- Phi Theta Kappa
- Photography Club
- Student-Athlete Advisory Council
- Student Senate (ASPC)
- Support on Wheels
- Veterans Club

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. Many titles are also available as “rentals” and/or “ebooks” at up to 60% off the “new” textbook price. The college bookstore stocks textbooks, school supplies and school spirit items. It is open daily from 8 am - 6:30 p.m., with extended hours during Rush and Finals weeks. Please visit the bookstore website at http://www.portervillecollegebookstore.com for current store hours and course textbook requirements. The bookstore also offers exclusive promotions online at www.facebook.com/PCBookstore.

Transfer Services
The Transfer Center is available to assist students in making their transition to a four-year college or university a successful one. Here you will find resources and services that will assist...
you in researching public and private universities. Among the many services available to students are:

- Current catalogs from UC, CSU, private, and out-of-state colleges and universities
- Transfer related reference materials
- Computers for use in Internet access to college and university information, major exploration, and completing online college applications
- Visits by university representatives
- CSU and UC application workshops
- Workshops for prospective transfer students including: transfer requirements, Internet resources, and financial aid
- Transfer Admission Guarantee (TAG)
- Individual counseling appointments

The Transfer Center is located in AC-126. Visit us to explore the resources available to you or call 791-2329 to make an appointment with the Transfer Coordinator.

**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 obtain 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 five (5) 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 may be shortened. The Veterans Administration will be notified. Evaluations made and credit awarded by Porterville College are subject to review and re-evaluation by any college or university to which the veteran may later transfer.

**Student Educational Study Plan for Veterans Receiving Veterans Benefits**

An educational plan is a form that is prepared by veterans and their counselor 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.

**Declaring Major on Student Educational 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:

- Physical education classes
- Art classes, unless they are a part of the major
- Classes previously taken for credit.

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.

**Tutorial Services . . . . . . . . . . 791-2236**

Free tutoring services are available to PC 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 or 791-2236.

**Wellness Center/Nurse . . . . 791-2212**

The Wellness Center, 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.

Writing Mentors

The writing mentors are students (selected and trained by Language Arts faculty) who assist other students with their writing. Students may 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.
Academic Information and Standards
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. 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 without special approval. Only students with proven scholastic ability should enroll for a maximum program.

Academic Credit

Coursework is measured in terms of semester units. A “unit” equals 18 hours of lecture or 54 hours of lab work per semester in most courses.

Academic Honesty

The administration, faculty, and staff at Porterville College believe that students are entitled to the finest education that the college can make available to them. At the same time, however, a student’s achievement and proficiency in subject matter must include the realization that there are standards of academic honesty which should prevail in all one’s endeavors.

Accordingly, this realization further requires that each student exert every effort to maintain these standards.

Academic Renewal

A maximum of 20 units of substandard academic grades, (‘D’, ‘F’, ‘NC,’ and ‘NP’) taken at Porterville College may be disregarded in the computation of the grade point average if all of the following conditions exist:

1. At least five years have elapsed since the coursework to be disregarded was recorded.
2. At least 12 units of satisfactory coursework (2.0 GPA or higher) have been completed at Porterville College subsequent to the coursework to be alleviated.
3. The student completes an Academic Renewal request.
4. The student states in the request the specific courses to be considered under the academic renewal policy.

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 coursework disregarded under this policy will remain on the permanent record.

Catalog Rights/Continuous Enrollment

Students may graduate under the general degree requirements in effect:

1. At the time of first enrollment as long as continuous enrollment is maintained. OR.
2. If continuous enrollment is broken, under the requirements in effect at the time continuous enrollment is re-established and maintained, OR
3. Under the requirements in effect at the time of graduation.

Continuous enrollment means enrolling in at least one term during the academic year. For the purpose of continuous enrollment, an academic record year begins in the fall semester and includes the following spring and summer terms. Any academic record symbol (A-F, P, NP, I, IP, RD, W) shall constitute enrollment.
Confidentiality of Student Records

Student record means any item of information directly related to an identifiable student, other than directory information, which is maintained by a community college whether recorded by handwriting, print, tapes, film, microfilm, or any other means.

Student record does not include:

- Confidential letters and statements of recommendation.
- Information provided by a student’s parents related to financial aid or scholarships.
- Information related to a student that remains in the sole possession of the maker (e.g. individual counselor or instructor notes).
- Information related to a student created or maintained by a physician, psychiatrist, psychologist in his or her professional capacity.
- Information maintained by a community college law enforcement unit, and the information is used solely for law enforcement purposes.

Directory information may include one or more of the following items: student’s name, address, telephone number, date and place of birth, major field of study, e-mail address, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student.

The Office of Admissions and Records of the colleges are the designated keepers of student records. Those offices shall not release any information from the official student records (other than directory information) to any outside person or group unless the student provides a signed and dated release or a legally valid subpoena is received except that access may be permitted to:

- Officials and employees of the district and college if those persons have legitimate educational needs to inspect the records;
- Auditors, other federal, state and local officials pursuant to state law;
- Agencies in connection with financial aid;
- Organizations conducting approved educational studies;
- Appropriate persons in connection with an emergency situation, officials of other public or private schools or school systems, where the student seeks to attend.

The Directors of Admissions and Records of the colleges may authorize the release of directory information about students who have authorized the release of that information to legitimate educational institutions, governmental agencies, firms that perform contracted work on behalf of the college or district, and other agencies that have legitimate need for this information upon receipt of a formal request on official letterhead from the organization making the request.

If a student does not want this information released, the student must check the privacy requested boxes on the online admissions form or the update form.

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 Code of Conduct.

Credits Allowed 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.

Dismissal from Classes

An instructor may, for good cause as defined by law, remove a student from class for the day of removal and the next class meeting. The Kern Community College District Student Discipline Policy provides for due process and stipulates the procedure for administration of discipline. The policy is available in the office of the Vice President of Student Services, AC-126 and is also located on the college website.

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. During the fall and spring semester 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 expectations,
- 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.

Grades and Credits

Grading System

Grades are earned and awarded in each course and are recorded on the student’s permanent record at the end of each academic term. Evaluation of student achievement will be made in relation to the attainment of the specific objectives of the course. At the beginning of a course the instructor will explain these objectives and the basis upon which grades are determined. A student’s work is considered satisfactory when he/she maintains an average of “C” (grade point average 2.0) or higher.

Non-degree applicable credit course grades are not counted in calculating grade point averages for graduation or transfer. Prerequisites or graduation requirements may require a grade of “C” or higher (see course descriptions).

Grade .......................................................... Grade Points
A-Excellent .................................................. 4 per unit
B-Good .......................................................... 3 per unit
C-Satisfactory ............................................... 2 per unit
D-Passing, Less Than Satisfactory ..................... 1 per unit
F-Failing ...................................................... 0 per unit
AU-Audit ..................................................... 0 per unit
P-Pass .................................................................. Not computed in GPA
NP-No Pass ................................................... Not computed in GPA
I-Incomplete ................................................... Not computed in GPA
W-Withdrawn ................................................ Not computed in GPA
IP-In Progress ............................................... Not computed in GPA
RD-Report Delayed ....................................... Not computed in GPA
MW – Military Withdrawal ............................. Not computed in GPA

Pass/No Pass

Some courses are offered on a pass/no pass basis. Upon successful completion of such a course, unit credit will be awarded. However, courses taken on a pass/no pass basis are not used in the computation of a student’s grade point average. Regulations for such courses are:

1. A maximum of 12 units may be taken on a pass/no pass basis and applied toward the AA and AS degrees at Porterville College.
2. A maximum of three units per semester may be taken on a pass/no pass basis. Exceptions to this rule may be made by the Vice President of Student Services in cases involving Nursing, Radiologic Technology, and special remedial programs.
3. In courses in which pass/no pass is authorized, the pass grade is granted for performance which is equivalent to the letter grade of “C” or better.
4. Combination classes (pass/no pass or grades) must have an A, B, C, D, F and pass/no pass system.
5. Petitions for pass/no pass must be filed with the Admissions and Records Office no later than the last day of the fourth week of the semester or the last day of the second week of summer session.
6. When a student has established the basis for grading as pass/no pass or a letter grade, he/she may not elect to change after the established deadline.
7. Courses in which pass/no pass grading may be used must be so designated by the department involved. A department may require majors to obtain letter grades in that department’s major subjects.

Pass/no pass forms are available in the Office of Admissions and Records.

I-Incomplete

Students may request that instructors issue “I” grades when they have an unforeseeable emergency and justifiable reasons at the end of the term. The instructor must submit a statement of the requirements for clearance of the incomplete and also indicate the grade to be assigned in lieu of the “I” if the requirements are not completed. An ‘I’ must be made up no later than one year following the end of the term in which it was assigned. An ‘I’ may not be assigned as a withdrawal grade. If the work stipulated is not completed within the time limitation, the grade assigned in lieu of the work being completed will be entered on the permanent record.

W-Withdrawn

The student has withdrawn from a course or has been dropped from a course by the instructor between the dates indicated in these regulations.
IP - In Progress

The ‘IP’ indicates the course extends beyond the normal end of an academic term and work is in progress, or the course is listed as an open-entry/open-exit course, and has been approved by the instructor to register and complete course requirements in the succeeding semester in order to receive credit and a course grade. The grade and unit credit will appear on the student’s permanent record for the term in which the course work is completed. The ‘IP’ cannot be given more than twice for any particular course. If a student enrolled in an open-entry, open-exit course is assigned an ‘IP’ at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor shall assign a grade (A, B, C, D, F, P, or NP) to be recorded on the student’s permanent record for the course.

RD-Report Delayed

‘RD’ is assigned by the Office of Admissions and Records when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student.

Grade Reports

Final grades will be made available to students on the Porterville College web registration system as soon as possible after the end of each academic term. There will be no additional notification of grades completed or corrected.

Grade Changes

The instructor of each course shall determine the grade to be awarded each student. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetence. A judgment to change or expunge a grade for reasons of mistake, fraud, bad faith, or incompetence shall be made by the Vice President of Academic Affairs after consultation with the student, the instructor, and the Division Chair. All parties noted above shall be notified in writing of any changes.

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. Advanced Placement Program

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. See Advanced Placement chart on page 36.

2. 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:

- Physical education activity courses or sports.
- Performing courses in music, art and drama.
- 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.
- Courses in Communication (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 test must be administered during the first nine weeks of the semester in which the examination is requested. 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 Academic Affairs. 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 passes 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 and appropriate fees will be collected by the Admissions and Records office.

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

3. College Level Examination Program (CLEP)

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 CLEP 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.

Military Credit

Porterville College will grant veterans from 2 to 12 elective credits for specific service experience and certain educational training while in the service. Evaluation of such experience and training will be made by the Office of Admissions and Records. Credit evaluations will conform to the regulations set forth by the State Approval Agency of the California State Department of Education and the recommendations of the American Council on Education. A maximum of 12 semester units will be allowed.

A minimum of 12 semester units of satisfactory work must be completed at Porterville College prior to granting of credit under this program.

Plagiarism and Cheating

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.

Acknowledgment of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, whether in part or in whole, completed by another, failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even part thereof; close and lengthy paraphrasing of another’s writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Definition of Cheating

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another’s test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, cheat sheets, or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included are plagiarism as defined and altering or interfering with the grading procedures.

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.
Student Complaint Procedure

Students who contend they have been treated unfairly have the right, without fear of reprisal, to use a written procedure in their attempt to right an alleged wrong. The Vice President Student Services, or designee, shall be responsible for the administration of the student complaint policy. Student complaints are processed according to Kern Community College District (KCCD) Board Policy, procedures 4F10 (a and b). A copy of the complaint procedures is available in the office of the Vice President, Student Services (AC-126) or they can be found on the KCCD website at www.kccd.edu.

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 Business Office or Information Center for $1.00.

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.

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.

Security Department

Emergency ............................. (559) 791-2200

and/or ................................. call 911

Campus security ............................. (559) 791-2440

Traffic citations/appeals ................. (559) 791-2440

2+2 Articulation Programs

Articulation

Articulation is the process of evaluating courses to determine whether course-work completed at a high school/ROCP/Adult School will meet the requirements at a community college for the purpose of awarding college credit. It is a planned process linking educational institutions and experiences to assist students in making a smooth transition from one level of education to another without experiencing delays or duplication in learning.
Articulation Agreement

An articulation agreement is a formal, written and published document that describes which coursework from the “sending” institution (e.g. high school/RPCP/Adult school) is accepted as comparable to or in lieu of coursework at the “receiving” institution (e.g. community college).

**Benefits:** A high school student can earn college credits while still in high school; no tuition fee is paid; eliminated duplication of course work; and student can register for a more advanced level course thereby completing the requirements for a certificate/degree in a shorter time.

The Tech Prep Program is an integral part of School to Career. For a current list of articulated courses, please contact the Career and Technical Education Program Manager at (559) 791-2282 or visit their website at [http://www.portervillecollege.edu/cte/articulation.html](http://www.portervillecollege.edu/cte/articulation.html).
AP (ADVANCED PLACEMENT) TEST SCORES

- Use of AP Test Scores for PC Credit and GE determined by PC policy. Use of AP Test Scores for IGETC determined by PC and IGETC Policy.
- Use of AP test Scores for CSU GE Certification determined by CSU Policy.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Scores</th>
<th>PC Course</th>
<th>Credits</th>
<th>PC GE Area</th>
<th>IGETC Area</th>
<th>CSU Area</th>
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<tbody>
<tr>
<td>Biology</td>
<td>3, 4, 5</td>
<td>BIOL P110</td>
<td>4</td>
<td>E</td>
<td>5 (Biological Science)</td>
<td>B-2, B-3</td>
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<tr>
<td>Calculus AB</td>
<td>3, 4, 5</td>
<td>MATH P103</td>
<td>4</td>
<td>D, I</td>
<td>2</td>
<td>B-4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>Math P103</td>
<td>4</td>
<td>D, I</td>
<td>2</td>
<td>B-4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4, 5</td>
<td>Math P103 &amp; Math P104</td>
<td>8</td>
<td>D, I</td>
<td>2</td>
<td>B-4</td>
</tr>
<tr>
<td>English Language &amp; Literature</td>
<td>3, 4, 5</td>
<td>ENG P101A</td>
<td>4</td>
<td>B</td>
<td>1</td>
<td>A-2</td>
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<tr>
<td>English Language &amp; Composition</td>
<td>3, 4, 5</td>
<td>ENGL P101A</td>
<td>4</td>
<td>B</td>
<td>1</td>
<td>A-2</td>
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<tr>
<td>European History</td>
<td>3, 4, 5</td>
<td>HIST P105</td>
<td>3</td>
<td>H</td>
<td>3, 4</td>
<td>C-2, D-6</td>
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<tr>
<td>Government &amp; Politics:</td>
<td>3, 4, 5</td>
<td>POLS P102</td>
<td>3</td>
<td>G</td>
<td>4</td>
<td>D-8</td>
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<tr>
<td>Comparative</td>
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<tr>
<td>Government &amp; Politics:</td>
<td>3, 4, 5</td>
<td>POLS P101</td>
<td>3</td>
<td>G</td>
<td>4</td>
<td>D-8</td>
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<tr>
<td>United States</td>
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<tr>
<td>Human Geography</td>
<td>3, 4, 5</td>
<td>GEOG P113</td>
<td>3</td>
<td>H</td>
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<td>D-5</td>
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<td>Macroeconomics</td>
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<td>H</td>
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<td>D-2</td>
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<tr>
<td>Microeconomics</td>
<td>3, 4, 5</td>
<td>ECON P101</td>
<td>3</td>
<td>H</td>
<td>4</td>
<td>D-2</td>
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<tr>
<td>Physics B</td>
<td>3, 4, 5</td>
<td>PHYS 102A &amp; PHYS P102B</td>
<td>8</td>
<td>D, F</td>
<td>5 (Phys Science)</td>
<td>B-1, B-3</td>
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<td>Physics C Mechanics</td>
<td>3, 4, 5</td>
<td>PHYS P104A</td>
<td>4</td>
<td>D, F</td>
<td>5 (Phys Science)</td>
<td>B-1, B-3</td>
</tr>
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<td>Psychology</td>
<td>3, 4, 5</td>
<td>PSYC P101A</td>
<td>3</td>
<td>H</td>
<td>4</td>
<td>D-9</td>
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<tr>
<td>Spanish Language</td>
<td>3, 4, 5</td>
<td>SPAN P102</td>
<td>5</td>
<td>L</td>
<td>6</td>
<td>C-2</td>
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<tr>
<td>Statistics</td>
<td>3, 4, 5</td>
<td>MATH P122</td>
<td>5</td>
<td>D, I</td>
<td>2</td>
<td>B-4</td>
</tr>
<tr>
<td>United States History</td>
<td>3, 4, 5</td>
<td>HIST P117 or P118</td>
<td>3</td>
<td>H</td>
<td>4</td>
<td>D-6</td>
</tr>
</tbody>
</table>
Graduation and General Education
Certificates and Degrees Offered at Porterville College

Students have many different goals in mind when they enroll at Porterville College. Some plan to earn a certificate to enhance their job skills while others want to earn a two-year degree and/or transfer to a four-year university. Porterville College offers the following certificate and degree programs:

- Associate in Arts for Transfer and Associate in Science for Transfer degrees is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system, but not a particular campus or major.
- Associate in Arts and Associate in Science degrees can be used to obtain necessary skills for a range of possible careers or they may be used to transfer to a four-year institution.
- Certificates of Achievement are awarded to students who complete formal instructional programs of at least 18 units designed to prepare them for a specific field or endeavor.
- Job Skills Certificates are awarded upon the satisfactory completion of coursework (less than 18 units) in a specific area of study. Job Skill Certificates are not included on transcripts.

Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Porterville College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please see a counselor. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Applying for Graduation

Students must complete a “Degree Evaluation Petition” to begin the formal process of applying for graduation. These petitions are available online at www.portervillecollege.edu. Although the filing periods change from term to term, the deadline for applying to graduate is generally around the middle of the term prior to the term in which you plan to complete your degree. You should see a counselor regarding the application deadlines and degree evaluation process or check online under commencement for further information on graduating. Admissions will contact students regarding “Degree Evaluation Petitions” using the students Gmail account.

Commencement Ceremony

Commencement ceremony is held only once a year in May. In order to participate in commencement, students must have completed and/or be enrolled into all of the requirements that will complete their degree.

Philosophy of General Education for the Associate Degree

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

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

A core program of essential skills is required of all students completing the general education requirements for the associate degree. These skills, required of a productive and educated member of society, include: being able to read, write and speak clearly and correctly and 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-understanding, to think logically, weigh evidence, evaluate facts and ideas critically, and to comprehend the difficulty of finding simple answers to complex problems.
GRADUATION REQUIREMENTS

• An Associate in Arts or Associate in Science degree is awarded to those who complete a minimum of sixty (60) credits in associate degree level courses with at least a 2.0 cumulative grade point average.
• A minimum of twelve (12) credits must be earned in residence at this institution.
• At least 18 units must be completed in a major and all courses in the major must be completed with a grade of A, B, C or P. All major requirements must be completed with a “C” grade or better.
• Competency Requirements:
  a. Completion of English P101A with a minimum grade of “C”.
  b. Completion of Intermediate Algebra with a minimum grade of “C”.
• In order to receive a degree, students must submit the Degree Evaluation petition.

Requirements for the Associate in Arts (AA) and the Associate in Science (AS) Degrees

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

Combine 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.

Major Requirements

The courses required for your major are listed in the college catalog. You are encouraged to download a catalog from the Porterville College web site the first term you enroll and keep this throughout your education at Porterville College.

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:

<table>
<thead>
<tr>
<th>If you are...</th>
<th>You should follow...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not planning to transfer after degree completion</td>
<td>The PC General Education Checklist</td>
</tr>
</tbody>
</table>

Planning to transfer to a California State University (CSU) after degree completion

Either the CSU General Education Breadth or the IGETC checklists

Planning to transfer to a University of California (UC), California State University (CSU) or independent college after completing your degree

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 (PC general education checklist); Multicultural Studies (PC general education checklist); and three credits of Health Education/P.E. activity courses. Taking additional campus graduation requirements do not apply to students completing an Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degree.

Requirements for the Associate in Arts for transfer (AA-T) or Associate in Science for transfer (AS-T) Degrees

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor’s degree (unless the major is a designated “high-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree. At the time of catalog publication, a student may earn a Communication Studies AA-T; Studio Art AA-T; History AA-T; and a Mathematics AS-T. Additional majors are being developed.
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.

Program Learning Outcomes: Communications: Students will read, write, speak and listen effectively; Critical Thinking: Students will think independently, creatively, and critically so they can make informed and logical judgements of the arguments of others, arrive at reasoned and meaningful arguments and positions, and formulate and apply ideas to new contexts; Scientific and Quantitative Reasoning: Students will understand and apply mathematical and scientific principles and methods; Technology, Information Literacy and Information Competency: Students will effectively use multiple formats, including print, computer and emerging technologies, to locate, access, analyze, evaluate and utilize information that facilitates learning and critical inquire; Social and Cultural Understanding and Ethical Development: Students will understand and be prepared to actively participate as informed and responsible citizens in political, social, cultural and environmental matters, both locally and globally; Personal Development: Students will have the ability to adapt to change, learn effectively, establish a framework for aesthetic responsiveness, enhance wellness, and set personal and professional goals.

GENERAL EDUCATION CHECKLIST

Select ONE COURSE from each of the following areas:

A. Education
- Education P101 (suggested to be taken during the first year of enrollment)
- Education P102
- Education P107
- Education P108
- Interdisciplinary Studies P055A
- Interdisciplinary Studies P100A
- Nursing P100

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

B. Writing
- English P101A
- AP – English Composition
- AP – English Language and Composition

C. Communications
- Administration of Justice P109
- Agriculture P103
- Business Administration P124
- Marketing P124
- Communication P101
- Communication P102
- Communication P105

D. Mathematics
- Any college-level mathematics course numbered P051 or P01-P299
- AP-Calculus BC

E. Biological Science
- Agriculture P131
- Anatomy P110
- Anthropology P101
- Biology P105
- Biology P106
- Biology P110/P101/10
- Microbiology P106
- Physiology P101
- Completion of the Psychiatric Technology or Vocational Nursing Program

F. Physical Science
- Agriculture P106
- Astronomy P101
- Chemistry P101A
- Chemistry P101B
- Chemistry P106
- Earth Science P110
- Earth Science P114
- Geography P114
- Geology P110
- Physical Science P112
- Physics P102A
- Physics P102B
- Physics P104A
- Physics P104B
- AP-Chemistry
- AP-Physics
- AP-Physics

G. History/Political Science
- History P117
- History P118
- Political Science P101
- Political Science P102
- Political Science P103
- AP – American Government
- AP – American History

H. Social/Behavioral Science
- Administration of Justice P111
- Administration of Justice P123
- Agriculture P102
- Anthropology P102
- Anthropology P105
- Anthropology P107
- Child Development P223
- Economics P101
- Economics P102
- Geography P113
- History P104
- History P105
• History P109  
• Human Services P120  
• Psychology P101A  
• Psychology P110  
• Psychology P133  
• Psychology P223  
• Sociology P101  
• Sociology P102  
• Sociology P120  
• Sociology P121  
• Sociology P127  
• AP-European History  
• AP-Macroeconomics  
• AP-Microeconomics  

I. Analytical Thinking  
• Agriculture P104  
• Business Administration P160  
• Communication P105  
• Information Systems P001  
• Information Systems P100  
• Philosophy P107  
• Philosophy P110  
• Any mathematics course numbered P101 through P299  
• Completion of the Associate Degree Nursing Program  

J. Multicultural Studies  
• Administration of Justice P107  
• Anthropology P105  
• Anthropology P107  
• Child Development P117  
• Communication P106  
• Education P105  
• English P112  
• English P113  
• English P117  
• English P120  
• Ethnic Studies P120  
• Health Careers P110  
• History P101  
• History P102  
• History P108  
• History P109  
• History P119  
• History P120  
• History P121  
• History P123  
• Human Services P105  
• Philosophy P113  
• Sociology P120  
• Sociology P121  
• Sociology P127  
• Completion of the Associate Degree Nursing Program  

K. Health/Physical Education (3 units required)  
• Health Education P112  
• Any PE activity course  
• Completion of the Psychiatric Technology, Vocational Nursing, or Associate Degree Nursing Program  

L. Humanities  
• Art P101  
• Art P102  
• Art P110  
• Art P111  
• Art P112  
• Communication P170  
• Drama P101  
• Drama P102  
• English P101B  
• English P102  
• English P103  
• English P104  
• English P113  
• English P115  
• English P116  
• English P118  
• English P119  
• English P130  
• English P140  
• English P141  
• History P101  
• History P102  
• Music P109  
• Music P110  
• Music P111  
• Music P112  
• Music P117  
• Philosophy P106  
• Philosophy P108  
• Philosophy P109  
• Philosophy P110  
• Philosophy P112  
• Philosophy P113  
• AP Spanish Language  
• One semester transfer-level foreign 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 transfer institution for information regarding the administration of the SAT and ACT.  

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, or 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 Information

Colleges and universities prescribe their own standards of eligibility for transfer. Students expecting to transfer after one or more semesters at Porterville College should be careful to check admission requirements. Major preparation is essential to be a competitive transfer student. Consult ASSIST (www.assist.org) to determine which PC courses will prepare you for your transfer major. A maximum of 70 units taken at a community college will be applied towards the total number of units required for a BA/BS. Any additional transferable units will satisfy subject area requirements but not unit credit.

Transfer to the California State Universities

Minimum Admission Requirements:
- At least 60 CSU transferable units and 2.0 GPA
- One course from each of the following areas completed with a grade of “C” or higher: Oral communication, written communication, critical thinking, and mathematics
- 30 units of general education courses completed with a grade of “C” or higher in each course

Completion of IGETC is recommended for most students. IGETC certification will permit students to transfer without the need to take additional lower-division general education courses after transferring.

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 their PC counselor.

ASSIST

ASSIST is an online student-transfer information system that can be accessed at www.assist.org. It describes how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.

Transfer to University of California

Minimum Admission Requirements:
- At least 60 UC transferable units and 2.4 GPA
- Two courses in English composition
- One course in mathematics
- Four courses from at least two of the following disciplines: Art and humanities, social and behavioral sciences, and physical and biological sciences.
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
• Communication P101 (3)
• Communication P102 (3)

A-2. Written Communication
• English P101A (4)

A-3. Critical Thinking
• English P101B (3)
• Philosophy P107 (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 in B-1 or B-2 must be a laboratory course. These are indicated by asterisks [*]. (A course may meet only one area/subdivision requirement.)

B-1. Physical Science
• Agriculture P106 (3)*
• Astronomy P101 (4)*
• Chemistry P101A (5)*
• Chemistry P106 (4)*
• Earth Science P110 (4)*
• Geology P110 (4)*
• Physical Science P112 (4)*
• Physics P102A (4)*
• Physics P104A (4)*

B-2. Biological Sciences
• Agriculture P131 (3)
• Anatomy P110 (4)*
• Anthropology P101 (3)
• Biology P105 (5)*
• Biology P106 (5)*
• Biology P110 (4)*
• Microbiology P106 (5)*
• Physiology P101 (5)*

• Business Administration P150 (3)
• Mathematics P101(5)
• Mathematics P102 (5)
• Mathematics P103 (4)
• Mathematics P104 (4)
• Mathematics P122 (5)

• Mathematics P205 (4)
• Mathematics P206(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(3)
• Art P110 (3)
• Art P111 (3)
• Art P112 (3)
• Drama P101 (3)
• Drama P102 (3)
• Music P110 (3)
• Music P111 (3)
• Music P12 (3)
• Music P117 (maximum two credits)

B-2. Humanities (Literature, Philosophy, Foreign Languages)
• American Sign Language P101 (4)
• American Sign Language P102 (4)
• Anthropology P102 (3)
• English P101B (3)
• English P102 (3)
• English P103 (3)
• English P104 (3)
• English P112 (3)**
• English P113 (3)**
• English P115
• English P116 (3)
• English P117(3)**
• English P118 (3)**
• English P119 (3)
• English P130(3)
• English P140 (3)
• History P104 (3)
• History P105(3)
• History P108 (3)**
• History P120 (3)**
• History P121 (3)**
• Philosophy P106 (3)
• Philosophy P108(3)
• Philosophy P109 (3)
• Philosophy P110 (3)
• Philosophy P112 (3)
• Philosophy P113 (3)**
• Spanish P101 (5)
• Spanish P102 (5)
• Spanish P103 (5)
• Spanish P104(5)

**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.

D-1. Anthropology and Archaeology
- Anthropology P101 (3)
- Anthropology P102 (3)
- Anthropology P103 (3)
- Anthropology P105 (3)**
- Anthropology P107 (3)**

D-2. Economics
- Agriculture P102
- Economics P101 (3)
- Economics P102 (3)

D-3. Multicultural Studies
- Anthropology P105 (3)**
- Ethnics P120 (3)**
- History P108 (3)**
- History P109 (3)**
- History P119 (3)**
- History P120 (3)**
- History P121 (3)**
- History P123 (3)**

D-4. Gender Studies
- Sociology P127 (3)**

D-5. Geography
- Earth Science P114 (3)
- Geography P113 (3)
- Geography P114 (3)

D-6. History
- Anthropology P103 (3)
- History P104 (3)
- History P105 (3)
- History P107 (3)
- History P108 (3)**
- History P109 (3)
- History P117 (3)
- History P118 (3)
- History P119 (3)**
- History P120 (3)**
- History P121 (3)**
- History P123 (3)**

D-7. Interdisciplinary Social or Behavioral Science
- Human Services P120 (3)

D-8. Political Science, Government, and Legal Institutions
- Political Science P101 (3)
- Political Science P102 (3)
- Political Science P103 (3)

D-9. Psychology
- Child Development P223 (3)
- Psychology P101A (3)
- Psychology P126 (3)
- Psychology P133 (3)
- Psychology P223 (3)

D-10. Sociology and Criminology
- Administration of Justice P107** (3)
- Administration of Justice P121 (3)
- Administration of Justice P123 (3)
- Sociology P101 (3)
- Sociology P102 (3)
- Sociology P120 (3)**
- Sociology P121 (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 (3)
- Anthropology P102 (3)
- Communication P102 (3)
- Health Education P112 (3)
- Philosophy P112 (3)
- Physiology P101 (5)
- Psychology P101A (3)
- Psychology P126 (3)

F. Additional Porterville College Graduation Requirements (not part of CSU Breadth Requirement)
- Education P101/P102/P107/P108, or Health Careers P110, or Nurs P100, or Interdisciplinary Studies P055A/P100A
- Multicultural Studies
- Health Education P112/PE activity course (3 credits)
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

IGETC is a general education program which community college transfer students may use to fulfill lower-division general education requirements for either the UC or CSU systems.

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 a counselor.

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 or two courses/six credits for UC.

- English P101A
- English P101B
- Communication P101 (CSU requirement only)

Area 2 – Mathematical Concepts and Quantitative Reasoning
One course/three semester credits:

- Business Administration P150
- Mathematics P102
- Mathematics P103
- Mathematics P104
- Mathematics P122
- Mathematics P205
- Mathematics P206

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
- Art P110
- Art P111
- Art P112
- Drama P101
- Drama P102
- Music P111
- Music P112

Humanities:
- Anthropology P102
- English P102
- English P103
- English P104
- English P112**

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
- Anthropology P105**
- Anthropology P107**
- Earth Science P114
- Economics P101
- Economics P102
- Ethnic Studies P120**
- Geography P113
- Geography P114
- History P104
- History P105
- History P107
- History P108**
- History P109
- History P117
- History P118
- History P119
- History P120**
- History P121 **
- History P123**
- Political Science P101
- Political Science P102
- Political Science P103
- Psychology P101A
- Psychology P133
- Sociology P101
- Sociology P102
- Sociology P120**
- Sociology P121**
- Sociology P127**

**Course meets Multicultural 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
- Chemistry P101A
- Chemistry P101B
- Chemistry P106
- Earth Science P110
- Geology P110
- Physical Science P112
- Physics P102A
- Physics P102B
- Physics P104A
- Physics P104B

**Biological Sciences:**
- Anatomy P110
- Anthropology P101
- Biology P105
- Biology P106
- Biology P110
- Microbiology P106
- Physiology P101

**Language other than English (UC requirement only)**

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

- American Sign Language P101
- American Sign Language P102
- Spanish P101
- Spanish P102
- Spanish P103
- Spanish P104

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

**Group 2:**
- History P117
- History P118

Additional Porterville College Graduation Requirements

(not part of IGETC)

- Education P101/P102/P107/P108, or Health Careers P110, or Nurs P100, or Interdisciplinary Studies P055A/P100A
- Multicultural Studies
- Health Education P112/PE activity course (3 credits)
Programs, Certificates and Degrees
Listed below are Job Skills Certificates, Certificates of Achievement and Degree Programs which Porterville College currently offers. Suggested paths of study that may be found in the catalog are indicated by (JSC), (CA), (AA), (AS), (AA-T), or (AS-T).

Job Skills Certificates (less than 18 units) document the satisfactory completion of training in a specific area of study.

Certificates of Achievement (18 units of study or more) are awarded for the completion of a formal instructional program which is designed to give the learner skills, knowledge, and aptitudes for a specific field or endeavor.

To qualify for a Certificate of Achievement, 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. Job Skills will not be posted to transcripts.

Accounting - Paraprofessional (CA)
Administration of Justice (AA, CA)
Agriculture: Production (AA)
Art
   Art: Studio (AA, AA-T, CA)
   Commercial (AA, CA)
   Technical Illustration: Photography (CA)
Biology and Physical Science (AA, AS)
Business
   Business (AA)
   Business Administration (AA)
Child Development
   Child Development (AA)
   Child Development Associate Teacher Certificate (CA)
   Child Development Teacher Permit (CA)
Communication Studies (AA-T)
EMT-1 (JSC)
English (AA)
History (AA-T)
Human Services (CA)
Information Systems (AA, CA)
Industrial Technology (JSC)
Instructional Aide (CA)
Liberal Arts (AA)
Mathematics (AS-T)
Nursing
   Associate Degree Nursing (AS)
   LVN to ADN (AS)
   Psychiatric Technology (CA)
   Vocational Nursing (CA)
Office Technology (AA, CA)
Photography (AA)
Social Science (AA)
Wildland Firefighter (JSC)
Programs of Study
ASSOCIATE DEGREES

Effective Fall 2009, all courses used for meeting the requirements for degrees must be completed with a grade of “C” or better.

Administration of Justice Associate in Arts

Program Learning Outcomes: Identify the procedures involved in the justice system from arrest to release; identify how the criminal justice system works as a system; identify the importance of the inter-cooperation of all three parts of the criminal justice system; identify the steps that are taken from the point of arrest by the police officer to the release of the defendant from prison.

At least twenty-four (24) units must be completed from the following courses:

Core Classes - 15 units required
ADMJ P101 - Public Safety Report Writing 3 units
ADMJ P102 - Intro. to Administration of Justice 3 units
ADMJ P103 - Introduction to Law 3 units
ADMJ P104 - Criminal Law 3 units
ADMJ P107 - Expl. Contemp. Multicultural Issues 3 units
ADMJ P109 - Criminal Justice Communications 3 units
ADMJ P111 - Introduction to Behavioral and Correctional Science 3 units
ADMJ P121 - Juvenile Delinquency 3 units
ADMJ P122 - Probation and Parole 3 units

Electives - 9 units required
ADMJ P050 - Correctional Officer Core Training Academy 10 units
ADMJ P051A - PC832 Arrest and Control 2 units
ADMJ P051B - PC832 Firearms 1 unit
ADMJ P066A - Police Reserve Training, Level III 7 units
ADMJ P066B - Police Reserve Training, Level II 10 units
ADMJ P105 - Principles/Procedures of the Justice System 3 units
ADMJ P106 - Legal Aspects of Evidence 3 units
ADMJ P108 - Principles of Investigation 3 units
ADMJ P113 - Interviewing/Counseling in Corrections 3 units
ADMJ P114 - Control and Supervision in Corrections 3 units
ADMJ P115 - Legal Aspects of Corrections 3 units
ADMJ P117 - Police Operations 3 units
ADMJ P118 - Introduction to Criminology 3 units
ADMJ P123 - Constitutional Rights of the Accused 3 units
ADMJ P140 - Field Work/Admin of Justice Police Cadet 3 units

General Education: In addition to completing the major requirements, students must also complete one general education pattern:
1. PC General Education Pattern
2. IGETC Pattern
3. CSU General Education Pattern

Electives as needed to complete the 60 minimum units to complete the degree.

Agriculture: Production Associate in Arts

The Agriculture major is designed for students who are looking at an Associate Degree from Porterville College as a terminal Degree as well as for students transferring to four-year schools with various Agriculture majors. The required classes represent the normal undergraduate core for transfer to the CSU system.

Graduates from a four-year school have a wide range of career options including but not limited to: Agriculture Business and Agriculture Production areas.

Program Learning Outcomes: Students will understand and describe the nature of leadership and the role of the manager as a leader; compare and contrast the role of agriculture in the economic structure of the country and the world; identify the Best Management Practices for sustained productivity of agricultural production; demonstrate technological competency by using technology effectively in the business environment of a workplace; explain the significance of international cooperation to the success of global Agribusiness.

At least twenty-four (24) units must be completed from the following courses:

Core Courses - 12 units required
AGRI P101 - Introduction to Agribusiness 3 units
AGRI P102 - Agricultural Economics 3 units
AGRI P103 - Agricultural Sales 3 units
AGRI P104 - Computer Applications in Agriculture 3 units

Optional Courses - 12 units
AGRI P105 - Farm Accounting 3 units
AGRI P106 - Introduction to Soil Science 3 units
AGRI P107 - Agricultural Marketing 3 units
AGRI P110 - Principles of Pesticide Use 3 units
AGRI P117 - Plant Propagation/Production 3 units
AGRI P131 - Introduction to Plant Science 3 units
AGRI P132 - Agricultural Math 3 units
AGRI P133 - Orchard Production and Management 3 units
AGRI P134 - Vineyard Production and Management 3 units
AGRI P135 - Irrigation Fundamentals 3 units

General Education: In addition to completing the major requirements, students must also complete one general education pattern:
1. PC General Education Pattern
2. IGETC Pattern
3. CSU General Education Pattern

Electives as needed to complete the 60 minimum units to complete the degree.

Art: Studio Associate in Arts

Program Learning Outcomes: Students will create basic 2-D, 3-D, and digital art projects; use drawing, painting, sculpture, photography, and digital arts to generate ideas, solve visual problems, and enhance perception; recognize, describe, analyze, and employ the visual language inherent in all art
forms and visual media; apply appropriate critical systems to the development of informed judgements regarding the visual arts and everyday life issues; identify and describe the historical and cultural contexts of works of art in order to evaluate the relationship between works of art and their time and culture; assess the role of the visual arts in contemporary culture as a vehicle of human expression in order to recognize, evaluate, and value that creative impulse in their own lives.

Twenty-four (24) units required from the following courses:

**Core Courses - 21 units required**
- ART P101 - Art Studio Fundamentals 3 units
- ART P103 - Fundamentals of Drawing 3 units
- ART P104 - Basic Painting 2 units
- ART P105 - Mixed Media Sculpture 2 units
- ART P106 - Color and Design 3 units
- ART P112 - Modern Art History 3 units
- ART P118 - Figure Drawing 2 units
- CGRA P110 - Introduction to Digital Arts 3 units

**Electives - 3 units required**
- APDS P102 - Ceramics 2 units
- APDS P104 - Jewelry 2 units
- ART P110 - Ancient Art History 3 units
- ART P111 - Renaissance/Baroque Art History 3 units
- PHOT P101 - Introduction to Photography 3 units

General Education: In addition to completing the major requirements, students must also complete one general education pattern:

1. PC General Education Pattern
2. IGETC Pattern
3. CSU General Education Pattern

Electives as needed to complete the 60 minimum units to complete the degree.

**Biological and Physical Science Associate in Arts**

The Associate of Arts degree in Biological and Physical Science is suggested for students planning entry into an allied health program or a career in the sciences.

**Program Learning Outcomes:** Students will apply the scientific method to analyze physical and biological processes; use scientific terminology appropriately; draw appropriate conclusions from laboratory activities; critically analyze scientific information as presented in the media; describe relationships between natural science and human activities; identify levels of organization within natural systems; describe energy transfer within biological and physical systems; describe cellular structures and functions; explain basic physiological processes; describe DNA's role as the primary information-bearing molecule of life; select the appropriate qualitative and quantitative methods to analyze physical systems; describe the structure and properties of matter.

The Associate of Arts degree in Biological and Physical Science may be awarded to students who complete the Porterville College graduation requirements for an Associate of Arts degree through any of the three general educational patterns (the Porterville College General Education checklist, CSU General Education Breadth Requirements, or Intersegmental General Education Transfer Curriculum), including major requirements of at least eighteen (18) units in the biological and physical sciences from the following list (at least one course must be taken from each group):

**Group I - Biological Sciences (4 or more units are required from this group)**
- ANAT P110 - Human Anatomy 4 units
- BIOL P105 - Introductory Biology 5 units
- BIOL P106 - Introductory Biology 5 units
- BIOL P110 - Principles of Biology 4 units
- BIOL P118 - Nutrition 3 units
- MICR P106 - Microbiology 5 units
- PHYL P101 - Introductory Physiology 5 units

**Group II - Physical Sciences (4 or more units are required from this group)**
- ASTR P101 - Elementary Astronomy 4 units
- CHEM P101A - General Chemistry 5 units
- CHEM P101B - General Chemistry II 5 units
- CHEM P106 - Introduction to Chemical Principles 4 units
- ERSC P110 - Introduction to Earth Science 4 units
- GEOL P110 - Introduction to Geology 4 units
- PHSC P112 - Physical Science 4 units
- PHYS P102A - General College Physics 4 units
- PHYS P102B - General College Physics 4 units
- PHYS P104A - Physics for Scientists and Engineers 4 units
- PHYS P104B - Physics for Scientists and Engineers 4 units

Total to a minimum of 18 combined units

**Biological and Physical Science Associate in Science**

The Associate in Science degree in Biological and Physical Science is suggested for students who plan to continue their studies in the sciences at a four-year university with a goal of obtaining a bachelor’s or higher degree in the sciences or a medical related field.

**Program Learning Outcomes:** Students will apply the scientific method to analyze physical and biological processes; use scientific terminology appropriately; evaluate results from laboratory activities; critically analyze scientific information as presented in the media; assess the relationships between natural science and human activities; identify levels of organization within natural systems and related to biological and physical processes; describe energy transfer within biological and physical systems; describe cellular structures and functions; explain basic physiological processes; describe and evaluate DNA’s role as the primary information-bearing molecule of life; apply the appropriate qualitative and quantitative methods to analyze and solve problems; describe the structure and properties of matter and the relationship between matter and energy.
The Associate in Science degree in Biological and Physical Science may be awarded to students who complete the Porterville College Graduation Requirements for an Associate in Arts degree through any of the three general education patterns (the Porterville College General Education checklist, CSU General Education Breadth Requirements, or Intersegmental General Education Transfer Curriculum), including major requirements of at least eighteen (18) units in the biological and physical sciences from the following list (at least one course must be taken from each group):

**Group I - Biological Sciences (5 or more units are required from this group)**
- BIOL P105 - Introductory Biology 5 units
- BIOL P106 - Introductory Biology 5 units
- MICR P106 - Microbiology 5 units
- PHYS P101 - Introductory Physics 5 units

**Group II - Physical Sciences (4 or more units are required from this group)**
- CHEM P101A - General Chemistry 5 units
- CHEM P101B - General Chemistry II 5 units
- CHEM P106 - Introduction to Chemical Principles 4 credits
- PHYS P102A - General College Physics 4 units
- PHYS P102B - General College Physics 4 units
- PHYS P104A - Physics for Scientists & Engineers 4 units
- PHYS P104B - Physics for Scientists & Engineers 4 units

**Business Associate in Arts**

Porterville College’s two-year Business degree prepares a student to work in an exciting and growing field. The Business program is a great opportunity for people who enjoy performing a variety of tasks and working as part of a team. Successful graduates are in great demand and enjoy health and life insurance, excellent working conditions and other fringe benefits such as modern offices.

Graduates have a wide range of career options including: business, industry, research, and agriculture. They work in multiple-speciality areas including: accounting, finance, marketing, management, human resources, logistics, and information systems.

Program Learning Outcomes: Students will analyze business, economic, or financial principles and explain their application to the real-world; apply written and verbal communication skills in a business relationship, a teamwork setting or a leadership position; apply the importance of ethical behavior in the business environment; demonstrate technological competency by using technology effectively in the business environment or workplace; explain the significance of international cooperation to the success of global business.

Required-26 or 27 units from the below courses:
- BSAD P011 - Business Mathematics 3 units
- BSAD P132 - Business Communication 3 units
- BSAD P140 - Business Law 3 units
- BSAD P160 - Intro to Entrepreneurship 3 units
- OFFT P030 - Human Relations in Business 2 units
- MKTG P124 - Principles of Marketing 3 units
- INFS P010 - Introduction to Word Processing (Word) 2 units

**Business Administration Associate in Arts**

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.

Graduates from a four-year schools have a wide range of career options including: Business, industry, teaching, research, and agriculture. They work in multiple specialty areas including: Accounting, finance, marketing, management, human resources, logistics, and information systems.

Program Learning Outcomes: Students will analyze business, economic, or financial principles and explain their application to the real-world; apply written and verbal communication skills in a business relationship, a teamwork setting or a leadership position; apply the importance of ethical behavior in the business environment; demonstrate technological competency by using technology effectively in the business environment or workplace; explain the significance of international cooperation to the success of global business.

Required-27 units from the below courses:
- ACCT P110 - Financial Accounting 3 units
- BSAD P120 - Prin/Management/Organization 3 units
- INFS P001 - Intro. to Computers 3 units
- OR
- INFS P010 - Introduction to Word Processing (Word) 2 units

General Education: In addition to completing the major requirements, students must also complete one general education pattern:
1. PC General Education Pattern
2. IGETC Pattern
3. CSU General Education Pattern

Electives as needed to complete the 60 minimum units to complete the degree.
Electives as needed to complete the 60 minimum units to complete the degree.

**Child Development Associate in Arts**

**Required Courses: 18 units**

CHDV P117 - Teaching in a Diverse Society 3 units  
CHDV P119 - Health, Safety and Nutrition 3 units  
CHDV P122 - Child, Family and Community 3 units  
CHDV P143 - Practicum/Field Experience 3 units  
CHDV P144 - Introduction to Curriculum 3 units  
CHDV P223 - Child Growth and Development 3 units

General Education: In addition to completing the major requirements, students must also complete one general education pattern:

1. PC General Education Pattern  
2. IGETC Pattern  
3. CSU General Education Pattern  

Electives as needed to complete the 60 minimum units to complete the degree.

**Art: Commercial Associate in Arts**

**Program Learning Outcomes:** Students will construct an engaging and dynamic layout by applying the principles of design to the concept and components of the project; apply a range of approaches to using typography in projects; create a design or illustration for a specific client or a specified audience; identify the elements of good storytelling and apply these elements to his/her illustrations; identify and apply a variety of techniques in drawing, painting, and digital media for the creation of illustrations; describe, deconstruct, and evaluate contemporary and historical examples of illustrations and layouts for their purposes and use of visual language; generate original solutions to visual problems by applying the creative process of research, brainstorm, refinement, critique, and finished project; assemble a portfolio of finished airbrush paintings, illustrations, and graphic designs that exhibit the technical skills and artistic vision necessary for entry-level work in illustration, airbrush painting, and commercial layout and design.

Required 21 units from the following courses:

**Core Classes - 18 units required**

ART P103 - Fundamentals of Drawing 3 units  
ART P106 - 2-D Design 3 units  
ART P112 - Modern Art History 3 units  
CGRA P110 - Introduction to digital Arts 3 units  
CMRT P102 - Commercial Layout and Design 2 units  
CMRT P103 - Illustration 2 units  
CMRT P105 - Air Brush 2 units

**Electives - 3 units required**

ART P104 - Basic Painting 2 units  
ART P118 - Figure Drawing 2 units  
CGRA P111 - Digital Graphic Design 3 units  
PHOT P101 - Introduction to Photography 3 units

General Education: In addition to completing the major requirements, students must also complete one general education pattern:

1. PC General Education Pattern  
2. IGETC Pattern  
3. CSU General Education Pattern  

Electives as needed to complete the 60 minimum units to complete the degree.

**Communication Studies Associate in Arts for Transfer**

The Associate in Arts in Communication Studies for Transfer program is designed to prepare students to continue studies toward a B.A. degree in Communication Studies or for entry level into a variety of career options that require competent and ethical communication skills. Students who pursue advanced Communication degrees enjoy a wealth of career options ranging from Public Relations, Human Resources, college professor, and several options in Mass Communications such as radio and television. Communication courses focus on how people use messages to generate meaning within and across various contexts, cultures, and channels.

**Program Learning Outcomes:** Construct and deliver a presentation with communicative competence and confidence; demonstrate the dynamics of effective communication in a variety of settings and contexts; demonstrate GELO’s for the school.

Students must satisfy both of the following requirements in order to earn the Communication Studies AA-T degree:

4. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
   b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

5. Obtainment of a minimum grade point average of 2.0.

**Program Requirements:**

Students must complete the following:

**Core - 3 units**

COMM P101 Public Speaking 3 units

**List A - 6 units**

COMM P102 Interpersonal Communication 3 units  
COMM P105 Argumentation & Debate 3 units

**List B - 6 units**

Any course from List A not used  
COMM P106 Intercultural Communication 3 units  
COMM P170 Oral Interpretation 3 units

**List C - 3 units**

Any course from List A or B not used
In addition to the above “major specific” courses, students must complete the rest of the CSU GE or IGETC pattern requirements. Course “double-dipping” is allowed to satisfy these areas with courses from the above Major lists.

Remaining units must be transfer-level electives to reach a total of 60 units.

**English Associate in Arts**

*Program Learning Outcomes:* The student will implement skills for thinking critically about individual texts; relate texts to the social, cultural, and historical contexts in which they were produced; extend, deepen, and refine research and writing skills, particularly the ability to write correctly documented essays; read literary works from a variety of genres and determine their literary significance; identify and utilize the critical approaches that are most likely to illuminate the meaning; apply the nuances of language in both reading and expression.

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

**Required:**

- ENGL P101B - Composition and Literature 3 units
- ENGL P102 - English Literature: Beowulf to Pope and the Age of Reason 3 units
- OR
- ENGL P104 - English Literature: Romantics to the Present 3 units
- ENGL P130 - Survey of American Literature 3 units

**An additional nine (9) units must be selected from the following:**

- ENGL P103 - Shakespeare Survey 3 units
- ENGL P112 - Forms of Literature: Chicano Literature 3 units
- ENGL P113 - Forms of Literature: Chicano Drama 3 units
- ENGL P114 - Greek and Roman Mythology 3 units
- ENGL P115 - Forms of Literature: Women Writers 3 units
- ENGL P116 - Forms of Literature: The Short Story 3 units
- ENGL P117 - Forms of Literature: American Indian Literature 3 units
- ENGL P118 - Introduction to the Bible as Literature 3 units
- ENGL P119 - Forms of Literature: Poetry 3 units
- ENGL P140 - Creative Writing 3 units
- ENGL P141 - Magazine Article Writing 3 units

General Education: In addition to completing the major requirements, students must also complete one general education pattern:

1. PC General Education Pattern
2. IGETC Pattern
3. CSU General Education Pattern

Electives as needed to complete the 60 minimum units to complete the degree.

**History Associate in Arts for Transfer**

The Associate in Arts in History for Transfer degree is designed for students planning to transfer to the California State University or other institutions to continue studies toward a B.A. in History or for other programs that require an introductory foundation of the knowledge and skills to interpret and build understanding of our political, economic, and social past. Students who pursue History degrees at transfer institutions establish a foundation for careers in education, law, politics, information management, business, travel, government, and journalism. Additionally, History students also find success in museum, library, and archival w Students must satisfy the following requirements in order to earn the Associate in Arts in History for Transfer degree:

*Program Learning Outcomes:* The student will demonstrate knowledge and understanding of United States, Western and/or World histories through recalling and analyzing significant events, peoples, ideas, individuals, organizations, and movements involved in the processes of historical change and continuity; critically read topics in history, analyzing primary and secondary sources, identifying problems, theses, arguments, points of view, evidence, and conclusions; critically communicate in writing and speaking about topics in history, addressing problems, formulating theses, making arguments, analyzing and utilizing supporting evidence, and deriving conclusions and assessments.

Students must also complete, at a minimum, the following:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
   b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0.

**Completion of 18 semester units in History as follows:**

**CORE: Required 6 Credits of US History:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<td>HIST P117 Hist of the US from the Colonial Period to 1877</td>
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</tr>
<tr>
<td>HIST P118 Hist of the US from 1877 to the Present</td>
<td>3</td>
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**Complete 6 Credits from LIST A**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST P101 World History to 1500 OR</td>
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</tr>
<tr>
<td>HIST P104 History of Western Civilization I</td>
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</tr>
<tr>
<td>HIST P102 World History from 1500 to the Present OR</td>
<td>3</td>
</tr>
<tr>
<td>HIST P105 History of Western Civilization II</td>
<td></td>
</tr>
</tbody>
</table>
Complete 6 Credits from LIST B (One 3-Credit course from each of the following 2 areas):

**Multicultural/Diversity (One course NOT used in List A):**
- HIST P101 World History to 1500 3 units
- HIST P102 World History from 1500 to the Present 3 units
- HIST P108 Early Latin American History 3 units
- HIST P109 Modern Latin American History 3 units
- HIST P119 Mexican American History 3 units
- HIST P120 History of the Middle East 3 units
- HIST P121 History of East Asia 3 units
- HIST P123 History of Mexico 3 units

**Other History Course: (LIST A courses OR LIST B course NOT used above), OR**
- History P107 California History 3 units

**Major Total** 18

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**Information Systems Associate in Arts**

The Information Systems Program is designed for students who are pursuing a career in the computer and information technology field. The Program offers both a certificate and an Associate Degree as well as prepares students for transferring to four-year institutions.

Careers are available in data communications and networking, computer software engineering, database administration, computer systems analysis and design.

**Program Learning Outcomes:** Students will demonstrate a comprehensive understanding of various types of information systems and their roles in our economy and society; exhibit proficiency in using common computer hardware, software, and the Internet; design, construct, and troubleshoot computer programs; design, construct, and implement data communications networks; demonstrate an understanding of the systems development process and plan, analyze, design, and implement information systems; discuss social, ethical, privacy, and security issues involved in the use of information systems.

Twenty (20) units required from the following two groups:

**Required (13 units)**
- INFS P100 - Introduction to Information Systems 4 units
- INFS P113 - Structured Programming (Visual Basics) 3 units
- INFS P210 - Systems Analysis and Design 3 units
- INFS P220 - Data Communications and Networking 3 units

**Electives (7 units)**
- BSAD P101 - Introduction to Business 3 units
- INFS P005 - Introduction to Windows 1 unit
- INFS P010 - Introduction to Word Processing (Word) 2 units
- INFS P020 - Introduction to Spreadsheet (Excel) 2 units
- INFS P030 - Introduction to Database (Access) 2 units
- INFS P050 - Introduction to the Internet 1 unit
- INFS P052 - Introduction to Web Design 3 units
- INFS P055 - Internet Research 2 units
- INFS P056 - Web Page Design Practicum 2 units

**General Education:** In addition to completing the major requirements, students must also complete one general education pattern:
1. PC General Education Pattern
2. IGETC Pattern
3. CSU General Education Pattern

Electives as needed to complete the 60 minimum units to complete the degree.

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**Liberal Arts Associate in Arts**

The Associate Degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “area of emphasis.” This area of emphasis would be an ideal choice for students who plan to transfer to the California State University (CSU) or University of California (UC). Students can satisfy general education requirements plus focus on transferable course work that relate to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

**Program Learning Outcomes:** Demonstrate competency in various areas including: math, English, social science, humanities, and natural and physical sciences; apply written and verbal communication skills in personal and professional environment; describe the importance of a liberal education; apply critical thinking skills.

- Choose either Option A: Porterville College Local General Education Pattern, Option B: CSU General Education Breadth or Option C: IGETC (Intersegmental General Education Transfer Curriculum) for the general education pattern which relates to your educational goal. Completion of the Porterville College Local General Education Pattern DOES NOT prepare a student for transfer. If you are planning to transfer to a four-year school, depending on your transfer goal, you should select Option B or C only. Please consult with a counselor or educational advisor if you have any question about which option is right for you.
- Complete 18 units in one “Area of Emphasis” from those outlined below. (Note: Where appropriate, courses in the “Area of Emphasis” may also apply toward general education areas on the general education pattern.)
- All classes listed below transfer to the CSU system and courses in BOLD also transfer to the UC system. Please refer to www.assist.org for articulation agreements and transfer details for each course.

**Requirements**

General Education: Porterville College General Education, CSU General Education Breadth or IGETC (31-40 units).

Areas of Emphasis: A minimum of 18 units are required in one Area of Emphasis listed below. Courses selected may also be used to fulfill GE areas. Refer to each transfer institution policy.

Electives: Elective units may be necessary to total 60 overall units required for the associate degree. These units must be transferable to the CSU and/or UC for appropriate credit (2-11 units).

**Total Units** 60
## Programs of Study

### Areas of Emphasis:

Choose one of: Arts and Humanities, or Social and Behavioral Sciences, or Mathematics and Science.

### Arts and Humanities

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL P101</td>
<td>Beginning American Sign Language</td>
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<tr>
<td>ART P101</td>
<td>Art Studio Fundamentals</td>
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<tr>
<td>ART P103</td>
<td>Fundamentals of Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART P104</td>
<td>Basic Painting</td>
<td>2</td>
</tr>
<tr>
<td>ART P105</td>
<td>Mixed Media Sculpture</td>
<td>2</td>
</tr>
<tr>
<td>ART P106</td>
<td>2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART P110</td>
<td>Ancient Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART P111</td>
<td>Renaissance and Baroque Art History</td>
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<tr>
<td>ART P112</td>
<td>Modern Art History</td>
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<tr>
<td>ART P117</td>
<td>Advanced Drawing</td>
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<tr>
<td>ART P118</td>
<td>Figure Drawing</td>
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<tr>
<td>ART P119</td>
<td>Advanced Painting</td>
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<tr>
<td>ART P120</td>
<td>Head Sculpture</td>
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<td>ART P122</td>
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<td>ART P134</td>
<td>Portrait Painting</td>
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<td>COMM P101</td>
<td>Introduction to Public Speaking</td>
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<td>COMM P102</td>
<td>Interpersonal Communication</td>
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<td>DRMA P101</td>
<td>Introduction to Theatre</td>
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<td>DRMA P102</td>
<td>Introduction to Contemporary Drama</td>
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<td>ENGL P101B</td>
<td>Composition and Literature</td>
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<tr>
<td>ENGL P102</td>
<td>English Literature: Beowulf to Pope</td>
<td>3</td>
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<td>ENGL P103</td>
<td>Shakespeare Survey</td>
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<td>English Lit.: Romantics to the Present</td>
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<td>Forms of Lit.: Chicano Literature</td>
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<td>ENGL P113</td>
<td>Forms of Lit.: Chicano Drama</td>
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<td>ENGL P114</td>
<td>Greek and Roman Mythology</td>
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<td>ENGL P115</td>
<td>Forms of Lit.: Women Writers</td>
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<td>ENGL P116</td>
<td>Forms of Lit.: The Short Story</td>
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<tr>
<td>ENGL P117</td>
<td>Forms of Lit.: American Indian Lit.</td>
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<td>ENGL P118</td>
<td>Intro to the Bible as Literature</td>
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<td>ENGL P119</td>
<td>Forms of Literature: Poetry</td>
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<td>ENGL P130</td>
<td>Survey of American Literature</td>
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<td>ENGL P140</td>
<td>Creative Writing</td>
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<td>ENGL P141</td>
<td>Magazine Article Writing</td>
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<tr>
<td>HIST P104</td>
<td>History of Western Civilization I</td>
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<td>HIST P105</td>
<td>History of Western Civilization II</td>
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<td>MUSC P110</td>
<td>Exploring the World Through Music</td>
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<td>MUSC P111</td>
<td>Music Appreciation I</td>
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<td>MUSC P112</td>
<td>Music Appreciation II</td>
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<td>MUSC P113</td>
<td>Introduction to Music Literature</td>
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<td>MUSC P117</td>
<td>College Chorale</td>
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<td>MUSC P118</td>
<td>Chamber Singers</td>
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<td>MUSC P119</td>
<td>Women’s Chorus</td>
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<td>MUSC P121</td>
<td>Chamber Music Ensemble</td>
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<td>MUSC P130</td>
<td>Studio Band</td>
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<tr>
<td>MUSC P143A</td>
<td>Beginning Class Piano I</td>
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<tr>
<td>MUSC P143B</td>
<td>Beginning Class Piano II</td>
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<td>MUSC P143C</td>
<td>Intermediate Class Piano</td>
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<td>MUSC P143D</td>
<td>Advanced Class Piano</td>
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<tr>
<td>PHIL P106</td>
<td>Introduction to Philosophy</td>
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<td>PHIL P107</td>
<td>Introduction to Logic</td>
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<td>PHIL P108</td>
<td>Introduction to Philosophy of Religion</td>
<td>3</td>
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<td>PHIL P109</td>
<td>Existence and Reality</td>
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<td>PHIL P110</td>
<td>Introduction to Ethics</td>
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<td>PHIL P111</td>
<td>Critical Thinking and Composition</td>
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<td>PHIL P112</td>
<td>The Ethics of Living and Dying</td>
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<td>SPAN P101</td>
<td>Elementary Spanish</td>
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<td>SPAN P103</td>
<td>Intermediate Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN P104</td>
<td>Intermediate Spanish</td>
<td>5</td>
</tr>
</tbody>
</table>

### Social and Behavioral Sciences

These courses emphasize the perspective, concepts, theories and methodologies typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>ADMJ P123</td>
<td>Constitutional Rights of the Accused</td>
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<td>ANTH P101</td>
<td>Intro. to Physical Anthropology</td>
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<td>Cultural Anthropology</td>
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<td>Introduction to Archaeology</td>
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<td>ANTH P105</td>
<td>North American Indians</td>
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<td>ANTH P107</td>
<td>Magic, Witchcraft, and Religion</td>
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<td>CHDV P142</td>
<td>Prin./Pract. of Teaching Young Children</td>
<td>3</td>
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<td>CHDV P143</td>
<td>Practicum/Field Experience</td>
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<td>CHDV P223</td>
<td>Child Growth and Development</td>
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<td>ECON P102</td>
<td>Principles of Economics: Micro</td>
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<tr>
<td>GEOG P113</td>
<td>Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST P104</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST P105</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST P108</td>
<td>Early Latin America History</td>
<td>3</td>
</tr>
<tr>
<td>HIST P117</td>
<td>History of the US/Colonial Period to 1877</td>
<td>3</td>
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<tr>
<td>HIST P118</td>
<td>History of the US from 1877 to Present</td>
<td>3</td>
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<tr>
<td>HIST P119</td>
<td>Mexican American History</td>
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</tr>
<tr>
<td>HIST P120</td>
<td>History of the Middle East</td>
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</tr>
<tr>
<td>HIST P121</td>
<td>History of East Asia</td>
<td>3</td>
</tr>
<tr>
<td>HIST P123</td>
<td>History of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>HMSV P102</td>
<td>Intro. to Alcoholism/Substance Abuse</td>
<td>3</td>
</tr>
<tr>
<td>HMSV P105</td>
<td>Intro./Counseling/Multicultural Populations</td>
<td>3</td>
</tr>
<tr>
<td>HMSV P120</td>
<td>Introduction to Social Welfare</td>
<td>3</td>
</tr>
<tr>
<td>POLS P101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POLS P102</td>
<td>Intro. to Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>POLS P103</td>
<td>Intro. to International Politics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC P101A</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC P110</td>
<td>Abnormal Psychology</td>
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<tr>
<td>PSYC P121</td>
<td>Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC P126</td>
<td>Lifespan Human Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYC P133</td>
<td>Psychology of Personal and Social Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PSYC P223</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
Mathematics and Science

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations. Students must take at least one course in each of the following areas: physical science, biological science, and mathematics.

AGRI P106 - Introduction to Soil Science 3 units
AGRI P131 - Introduction to Plant Science 3 units
ANTH P101 - Intro. to Physical Anthropology 3 units
ASTR P101 - Elementary Astronomy 4 units
BIOL P105 - Introductory Biology 5 units
BIOL P106 - Introductory Biology 5 units
BIOL P110 - Principles of Biology 4 units
BIOL P118 - Nutrition 3 units
CHEM P101A - General Chemistry 5 units
CHEM P101B - General Chemistry II 5 units
CHEM P106 - Introduction to Chemical Principles 4 units
CHEM P108 - Basic Principles/Organic Chemistry 4 units
ERSC P110 - Introduction to Earth Science 4 units
GEOG P114 - Physical Geography 3 units
GEOL P110 - Introduction to Geology 4 units
MATH P101 - Trigonometry 5 units
MATH P102 - Precalculus Functions/Graphs 5 units
MATH P103 - Calculus 1/Analytic Geometry 4 units
MATH P104 - Calculus 2/Analytic Geometry 4 units
MATH P122 - Introduction/Probability/Statistics 5 units
MATH P205 - Calculus 3/Analytic Geometry 4 units
MATH P206 - Differential Equations 4 units
PHSC P112 - Physical Science 4 units
PHYL P101 - Introductory Physiology 5 units
PHYS P102A - General College Physics 4 units
PHYS P102B - General College Physics 4 units
PHYS P104A - Physics for Scientists and Engineers 4 units
PHYS P104B - Physics for Scientists and Engineers 4 units

LVN to ADN Associate in Science

LVN to RN nursing education prepares the graduate to provide services to those who need healthcare. Nursing is an art and science incorporating knowledge from the behavioral, biological and physical sciences. Nursing embodies a holistic concept of health in which the physical, psychological, intellectual, social and spiritual aspects of human functioning are interrelated, interdependent, and of equal importance. The LVN to ADN Degree program is for students already possessing a LVN license, nursing prerequisites, IV certification and experience as an LVN which allows advanced placement in the ADN program. ADN coursework is completed over two semesters. The successful RN may begin employment in a wide variety of entry level positions. The role of a new graduate is usually that of a staff nurse. With additional education, a nurse may advance to a position of supervisor, administrator, clinical specialist, educator, or researcher. Upon successful completion of the LVN to ADN Degree program, graduates are eligible to take the National Council Licensure Examination for licensure as a Registered Nurse in the State of California.

Program Learning Outcomes: Upon completion of the program, the graduate shall be able to function as a Provider of Care, Manager of Care, and Member of Profession; Student Learning Outcomes by Level in order to assist the student through the transition of the curriculum the Student Learning Outcomes have been defined for each level and included in Appendix A. Terminal Objectives facilitate the integration of information relevant to nursing and patient care. Upon completion of the program, the graduate will demonstrate the following: Develop/coordinate/evaluate care to individuals, families, groups, communities, and populations; able to identify the rationale for care and competently deliver this care to an increasingly complex and diverse population in multiple environments, utilizing the nursing process; educate clients, families, and health care professions under their supervision using appropriate teaching principles, strategies, and current information; demonstrate effective communication with clients, families, and other health care team members in a health care settings; advocate for the client, profession, and the interdisciplinary health care team in an effort to ensure that clients, families, and communities are well informed and included in care planning; anticipates risks to the client and provides appropriate interventions to achieve optimal client outcomes; demonstrate critical thinking to problem solve, organize, and prioritize care for individual for a group of clients; serve as a leader and partner in the interdisciplinary health care team; integrates current technology to provide competent client care; management human and fiscal resource in an efficient and cost effective manner; accountable for the lifelong acquisition of knowledge and skills to effect change in health care practices and outcomes; demonstrate accountability for the provision and evaluation of nursing care that conforms to professional standards and incorporates legal and ethical responsibilities of the nurse especially the rights of the clients.

Program Prerequisites

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English P101A - (Expository Composition)</td>
<td>4 units</td>
<td></td>
</tr>
<tr>
<td>Anatomy P110 - (Human Anatomy)</td>
<td>4 units</td>
<td></td>
</tr>
<tr>
<td>Physiology P101 - (Introductory Physiology)</td>
<td>5 units</td>
<td></td>
</tr>
<tr>
<td>Microbiology P106 - (Microbiology)</td>
<td>5 units</td>
<td></td>
</tr>
<tr>
<td>IV Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>California Vocational Nursing License in good standing (copy of the license)</td>
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</table>

Documentation of one year work experience as an LVN

General Education

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Units</th>
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<tbody>
<tr>
<td>MATH P051</td>
<td></td>
<td>5 units</td>
</tr>
<tr>
<td>COMM P101 or P102</td>
<td></td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC P101A</td>
<td></td>
<td>3 units</td>
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</tbody>
</table>
PROGRAMS OF STUDY

The Porterville College

PROGRAMS OF STUDY

64

Total 20 units

PHYS P104A - Physics for Scientists and Engineers  4 units
MATH P206 - Differential Equations  4 units
MATH P205 - Calculus 3 with Analytical Geometry  4 units
MATH P104 - Calculus 2 with Analytical Geometry  4 units
MATH P103 - Calculus 1 with Analytical Geometry  4 units

Required Courses

MATH P103 - Calculus 1 with Analytical Geometry  4 units
MATH P104 - Calculus 2 with Analytical Geometry  4 units
MATH P205 - Calculus 3 with Analytical Geometry  4 units
MATH P206 - Differential Equations  4 units
PHYS P104A - Physics for Scientists and Engineers  4 units

Total 20 units

Mathematics Associate in Science for Transfer

The Associate in Science in Mathematics for Transfer is designed to prepare students to continue studies toward a B.A. or B.S. degree in Mathematics or for entry-level into a variety of career options. Students who pursue a Mathematics degree enjoy a wealth of career options ranging from Business, Engineering, Computer Science, Education, the Sciences and the many others.

Program Learning Outcomes: Use mathematics to investigate, model, and solve a variety of real-world problems; use a variety of problem-solving methods to solve equations and related applications; use technology as a tool for exploring mathematical concepts; demonstrate an understanding of concepts and skills needed for future mathematics courses or courses in related disciplines; demonstrate a solid understanding of functions from multiple perspectives; use numerical, graphical, and symbolic representations to solve problems and communicate with others; demonstrate an ability to work with mathematical abstractions; analyze mathematical relationships, and make plausible conjectures.

Students must satisfy both of the following requirements in order to earn the Associate in Science in Mathematics for Transfer degree:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   a. 40 units from either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
   b. A minimum of 20 semester units in the major as determined by the required courses described below.
2. Obtained of a minimum grade point average of 2.0. Students must earn a “C” or better in all courses required of the major.

Nursing Associate in Science

Registered nursing education prepares the graduate to provide services to those who need healthcare. As needs are varied so are educational programs, which may proceed from the simpler to the more complex in accordance with the career ladder concept. The progression is as follows: nurse assistant (CNA), licensed vocational nurse (LVN), registered nurse (RN), and other nurses with Bachelor of Science, Master of Science or Doctorate in Nursing and special certifications. The successful RN may begin employment in a wide variety of entry-level positions. The role of a new graduate is usually that of a staff nurse.

With additional education, a nurse may advance to a position of supervision, administrator, clinical specialist, educator, or researcher. Associate Degree Nursing (ADN) is a four-semester program after the prerequisite courses have been completed. In addition, students must complete all the Porterville College general education requirements for graduation. Upon successful completion of the ADN Program, graduates are eligible to take the National Council Licensure Examination for licensure as a Registered Nurse in the State of California.

Program Learning Outcomes: The Porterville College Associate Degree Nursing Program is designed to prepare graduate to competently transition from student to entry-level Registered Nurse as defined by these roles: Provider of Care, Manager of Care, and Member of the Profession.

Program Prerequisites:

English P101A - (Expository Composition)  4 units
Anatomy P110 - (Human Anatomy)  4 units
Physiology P101 - (Introductory Physiology)  5 units
Microbiology P106 - (Microbiology)  5 units

General Education(additional nursing/GE required for the Associate Degree):

Math P051 - (Intermediate Algebra)  5 units
Communication P101 - (Introduction to Public Speaking)
or Communication P102 (Interpersonal Communication)  3 units
Psychology P101A - (General Psychology)  3 units
Sociology P101 - (The Social World) or Anthropology P102 (Cultural Anthropology)  3 units
Social Science - History P117 or P118 or Political Science P101  3 units
Physical Science–Chemistry P106 recommended (Chemistry is a prerequisite of Microbiology)  3 units
Humanities - Philosophy P112 (The Ethics of Living and Dying) or other humanities course listed on the general education list  3 units
Education P101 (College Planning and Success Strategies) or Education P102, P107 or Nursing P100  1-2 units

Remediation Program: Students who do not meet the eligibility requirements (Prerequisite Validation Cut-Score of 75% and Composite Score of 62% on the Assessment Test) may successfully complete all of the following remediation requirements to be considered eligible for enrollment in the ADN Program:

• Completion of EDUC P076-Effective Learning Skills with a “B” grade or higher
• Completion of NURS P110-Pathophysiology for Nursing with a “B” grade or higher
• Completion of a Certified Nursing Assistant course (CNA) with a “C” grade or higher or Current CNA certification with proof of recent work experience
• Completion of NURS P100-Strategies for Nursing Success with a “CR” grade
• Repeat Assessment Testing with a score of 67% or higher

*Successful completion of the Remediation Program must be completed within 12-months of initial application to the ADN Program to be considered eligible. Students wishing to be reconsidered must provide proof of successful completion of all remediation steps.

First Semester
NURS P120 - Fundamentals of Nursing 4.5 units
NURS P121 - Medical-Surgical Nursing I 4.5 units
NURS P122 - Pharmacology 3 units

Second Semester
NURS P123 - Medical Surgical Nursing 2 4.5 units
NURS P124 - Obstetrics-Maternity Nursing 3 units
NURS P127 - Pediatric Nursing 3.5 units

Third Semester
NURS P126 - Medical-Surgical Nursing 3 5.5 units
NURS P125 - Mental Health-Psychiatric Nursing 3.5 unitst

Fourth Semester
NURS P128 - Medical-Surgical Nursing 4 7 units
NURS P129 - Gerontology-Community Nursing 2 units

Office Technology Associate in Arts

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.

With this degree, a student can pursue a career as an administrative assistant, executive secretary, records technician, office receptionist, or whatever office position he/she wishes to obtain in the world of commerce, locally or globally.

Program Learning Outcomes: Analyze business and administrative support principles and explain their application to the real-world; apply written and verbal communication skills in a business relationship, a teamwork setting or an administrative support position; apply the importance of ethical behavior in the business environment; demonstrate technological competency by using technology effectively in the business environment or workplace.

Required 26-27 units from the courses below:

ACCT P010 - Practical Accounting 3 units
ACCT P110 - Financial Accounting 3 units
BSAD P101 - Introduction to Business 3 units
BSAD P120 - Principles of Management/Organization 3 units
INFS P001 - Introduction to Computers 3 units
INFS P100 - Introduction to Information Systems 4 units

General Education: In addition to completing the major requirements, students must also complete one general education pattern:
1. PC General Education Pattern
2. IGETC Pattern
3. CSU General Education Pattern

Electives as needed to complete the 60 minimum units to complete the degree.

Photography Associate in Arts

Program Learning Outcomes: The student will explain the fundamentals of manual camera operation, including the evaluation of light and exposure; identify and apply strategies for good composition in the taking of a photography and in the making of a print; photographically illustrate an idea or concept; develop and print a high quality black and white photography; create a high quality photograph that illustrates experimentation and exploration in the use of color; recognize the best lighting situation for the desired outcome and the style of image to be used; identify, set up, and correctly use appropriate and professional studio lighting for portraits, still lifes, and advertising illustrations; produce a professional portfolio of photographs that have the technical quality and artistic vision necessary for entry level work in photography.

Required 24 units from the courses below.

Core courses - 21 units required
ART P112 - Modern Art History 3 units
CGRA P110 - Introduction to Digital Arts 3 units
PHOT P101 - Introduction to Photography 3 units
PHOT P102 - Intermediate Photography 3 units
PHOT P103 - Advanced Photography 3 units
PHOT P104 - Color Photography 3 units
PHOT P125 - Studio Photography 3 units

Electives - 3 units required
ART P101 - Art Studio Fundamentals 3 units
CGRA P112 - Digital Imaging 3 units
PHOT P105 - Adv. Color Photography 3 units

General Education: In addition to completing the major requirements, students must also complete one general education pattern:
1. PC General Education Pattern
2. IGETC Pattern
3. CSU General Education Pattern
Evaluates as needed to complete the 60 minimum units to complete the degree.

Social Science Associate in Arts

Program Learning Outcomes: The student will demonstrate knowledge of fundamental American institutions and their development through an understanding of the core concepts, theories, and methods used in history or political science; demonstrate an understanding of the core concepts, theories, and methods used in the social sciences to understand human development, behavior, events, or problems; demonstrate knowledge of some of the major findings of the social sciences; demonstrate an understanding of the core social, philosophical, psychological, or historical variables that have shaped one’s own point of view; apply concepts and tools from the social sciences to explain or analyze a social phenomenon, processes, events, conflicts, or issues; present social science information according to appropriate academic standards.

Required Courses (18 units total)

List A (one course)
- HIST P117 - History of U.S./Colonial Period to 1877 3 units
- HIST P118 - History of the U.S. from 1877 to the Present 3 units
- POLS P101 - American Government 3 units

List B (one course)
- ANTH P102 - Cultural Anthropology 3 units
- ECON P101 - Principles of Economics (Micro) 3 units
- ECON P102 - Principles of Economics (Macro) 3 units
- GEOG P113 - Cultural Geography 3 units
- PHIL P106 - Introduction to Philosophy 3 units
- PSYC P101A - General Psychology 3 units
- SOCI P101 - The Social World 3 units

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

- Anthropology
- Child Growth and Development P223
- Economics
- Geography
- History
- Human Services
- Philosophy
- Political Science
- Psychology
- Sociology

General Education: In addition to completing the major requirements, students must also complete one general education pattern:
1. PC General Education Pattern
2. IGETC Pattern
3. CSU General Education Pattern

Electives as needed to complete the 60 minimum units to complete the degree.

Studio Art Associate in Arts for Transfer

This Associate in Arts in Studio Art for Transfer degree is designed to prepare students for transfer to a four-year university to continue their studies toward earning a B.A. in Art or Studio Art. The students who achieve this Studio Art AA-T degree will have the skills necessary to create many kinds of 2-D and 3-D art projects. They will be trained to use visual media to generate ideas, solve visual problems, and enhance perception and to think and respond critically to visual information in their lives. They will be able to identify and describe the historical and cultural contexts of works of art in order to evaluate the relationship between works of art and their time and culture. They will also be able to assess the role of the visual arts in contemporary culture as a vehicle of human expression in order to evaluate and value that creative impulse in their own lives.

Program Learning Outcomes: The student will create basic 2-D, 3-D, and digital art projects; use drawing, painting, sculpture, photography, and digital arts to generate ideas, solve visual problems, and enhance perception; recognize, describe, analyze, and employ the visual language inherent in all art forms and visual media; identify and describe the historical and cultural contexts of works of art in order to evaluate the relationship between works of art and their time and culture; assess the role of the visual arts in contemporary culture as a vehicle of human expression in order to recognize, evaluate, and value that creative impulse in their own lives.

Students must satisfy the following requirements in order to earn the Associate in Arts in Studio Art for Transfer degree:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
   b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0.

Core Courses (12 units)
Complete the following courses to total 12 units.

- ART P103 - Fundamentals of Drawing 3 units
- ART P106 - 2-D Design 3 units
- ART P107 - 3-D Design 3 units
- ART P114 - Renaissance to Contemporary Art History 3 units

List A: Art History Restricted Electives (3 units)
Select one course to total 3 units from the following:

- ART P113 Pre-Historic to Medieval Art History 3 units

List B: Studio Art Restricted Electives (9 units)
Select three courses for a total of 9 units from the following:

- ART P116 - Introduction to Painting 3 units
- ART P123 - Introduction to Sculpture 3 units
- ART P124 - Figure Drawing 3 units
The student will construct an engaging and dynamic layout by applying the principles of

**CERTIFICATES OF ACHIEVEMENT**

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 Certificate of Achievement is awarded to a student for completion of a formal instructional program with a minimum of 18 units, in a specified discipline, designed to give the learner the skills, knowledge and aptitudes 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.

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

**Accounting-Paraprofessional**

The Accounting-Paraprofessional Certificate is designed for students who wish to pursue a career in the field of entry-level accountancy. This certificate program is designed for those that do not yet wish to become a CPA.

Accounting is an essential skill for business careers. Annual salaries of entry-level staff accountants in metropolitan areas rank in the top ten of all college graduates according to leading business journals. This certificate program is designed for those that do not yet wish to become a CPA. Students completing this certificate may work for a CPA or as a staff accountant, bookkeeper, and/or accounting assistant.

*Program Learning Outcomes:* The student will analyze financial principles and explain their application to the real-world; apply written and verbal communication skills in an accounting relationship, a teamwork setting or a leadership position; apply the importance of ethical behavior in the accounting environment; demonstrate technological competency by using technology effectively in the accounting environment or workplace.

A certificate may be earned in Accounting upon the satisfactory completion of the following (26 or 27 units):

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ACCT P020</td>
<td>Computerized Accounting</td>
<td>1</td>
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<tr>
<td>ACCT P110</td>
<td>Financial Accounting</td>
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<tr>
<td>ACCT P120</td>
<td>Managerial Accounting</td>
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<td>ACCT P122</td>
<td>Cost Accounting</td>
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<tr>
<td>BSAD P130</td>
<td>Income Tax for Individuals and Business</td>
<td>3</td>
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<tr>
<td>BSAD P140</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>INFS P020</td>
<td>Introduction to Spreadsheet-Excel</td>
<td>2</td>
</tr>
<tr>
<td>OFFT P030</td>
<td>Human Relations in Business</td>
<td>2</td>
</tr>
<tr>
<td>INFS P001</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>INFS P100</td>
<td>Introduction to Information Systems</td>
<td>4</td>
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<tr>
<td>BSAD P101</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BSAD P120</td>
<td>Principles of Management/Organization</td>
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</tbody>
</table>

**Administration of Justice**

*Program Learning Outcomes:* Identify the procedures involved in the justice system from arrest to release; identify how the criminal justice system works as a system; identify the importance of the inter-cooperation of all three parts of the criminal justice system; identify the steps that are taken from the point of arrest by the police officer to the release of the defendant from prison.

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

**Group I - 15 units required**

<table>
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<th>Course Code</th>
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<tbody>
<tr>
<td>ADMJ P101</td>
<td>Public Safety Report Writing</td>
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<tr>
<td>ADMJ P102</td>
<td>Intro. to Administration of Justice</td>
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<tr>
<td>ADMJ P103</td>
<td>Introduction to Law</td>
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<tr>
<td>ADMJ P104</td>
<td>Criminal Law</td>
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<td>ADMJ P107</td>
<td>Expl. Contemp. Multicultural Issues</td>
<td>3</td>
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<td>ADMJ P109</td>
<td>Criminal Justice Communications</td>
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<tr>
<td>ADMJ P111</td>
<td>Intro. to Behavioral/Correctional Science</td>
<td>3</td>
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<td>ADMJ P121</td>
<td>Juvenile Delinquency</td>
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<tr>
<td>ADMJ P122</td>
<td>Probation and Parole</td>
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**Group II - 9 units required**

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<tr>
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<tr>
<td>ADMJ P050</td>
<td>Correctional Officer Core Training Academy</td>
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<tr>
<td>ADMJ P051A</td>
<td>PC832-Arrest and Control</td>
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<td>ADMJ P051B</td>
<td>PC832-Firearms</td>
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<tr>
<td>ADMJ P066A</td>
<td>Police Reserve Training, Level III</td>
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<td>ADMJ P066B</td>
<td>Police Reserve Training, Level II</td>
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<td>ADMJ P105</td>
<td>Principles/Procedures/Justice System</td>
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<tr>
<td>ADMJ P106</td>
<td>Legal Aspects of Evidence</td>
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<td>ADMJ P108</td>
<td>Principles of Investigations</td>
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<td>ADMJ P113</td>
<td>Interviewing and Counseling in Corrections</td>
<td>3</td>
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<tr>
<td>ADMJ P114</td>
<td>Control and Supervision in Corrections</td>
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<tr>
<td>ADMJ P115</td>
<td>Legal Aspects of Corrections</td>
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<tr>
<td>ADMJ P117</td>
<td>Police Operations</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ P118</td>
<td>Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ P123</td>
<td>Constitutional Rights of the Accused</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ P140</td>
<td>Field Work/Administration of Justice Police Cadet</td>
<td>3</td>
</tr>
</tbody>
</table>

Art: Commercial Art

*Program Learning Outcomes:* The student will construct an engaging and dynamic layout by applying the principles of...
design to the concept and components of the project; apply a range of approaches to using typography in projects; create a design or illustration for a specific client or a specific audience; identify the elements of good storytelling and apply these elements to his/her illustrations; identify and apply a variety of techniques in drawing, digital media, and/or painting for the creation of illustrations; describe and evaluate contemporary and historical examples of illustrations and layouts for their purposes and use of visual language; generate original solutions to visual problems by applying the creative process of researching, brainstorming, refinement, critique, and finished project; assemble a portfolio of commercial artworks that exhibit the technical skills and artistic vision necessary for entry-level work in the field of 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. Nineteen (19) units required.

**Group I - 10 units required**
- ART P103 - Fundamentals of Drawing 3 units
- ART P106 - 2-D Design 3 units
- CMRT P102 - Commercial Layout and Design 2 units
- CMRT P103 - Illustration 2 units

**Group II - 5 units required**
- ART P112 - Modern Art History 3 units
- CGRA P110 - Introduction to Digital Arts 3 units
- CMRT P105 - Air Brush 2 units

**Group III - 4 units required**
- ART P104 - Basic Painting 2 units
- ART P118 - Figure Drawing 2 units
- PHOT P101 - Introduction to Photography 3 units

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**Art: Studio**

*Program Learning Outcomes:* The student will create basic 2-D and 3-D art projects; use drawing, painting, and sculpture to generate ideas, solve visual problems, and enhance perception; recognize, describe, analyze, and employ the visual language inherent in all art forms and visual media; identify and describe the historical and cultural contexts of works of art in order to evaluate the relationship between works of art and their time and culture; assess the role of the visual arts in contemporary culture as a vehicle of human expression in order to recognize, evaluate, and value the creative impulse in their own lives.

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. Twenty (20) units required.

**Group I - 11 units required**
- ART P101 - Art Studio Fundamentals 3 units
- ART P103 - Fundamentals of Drawing 3 units
- ART P104 - Basic Painting 2 units
- ART P112 - Modern Art History 3 units

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**Group II - 7 units required**
- ART P055 - Gallery Tours .5 + .5 = 1 unit
- ART P105 - Mixed Media Sculpture 2 units
- ART P106 - 2-D Design 3 units
- ART P118 - Figure Drawing 2 units

**Group III - 3 units required**
- APDS P104 - Jewelry 2 units
- APDS P102 - Ceramics 2 units
- ART P110 - Ancient Art History 3 units
- ART P111 - Renaissance and Baroque Art History 3 units

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**Child Development Associate Teacher Certificate**

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

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

**Core Courses**

- DSS1 Child, Growth and Development (3 units)
  - CHDV P223 - Child Growth and Development 3 units
  - PSYC P223 - Child Psychology 3 units

- DSS2 Child, Family and Community (three units)
  - CHDV P122* - Child, Family and Community 3 units

- DSS3 Program and Curriculum (6 units)
  - CHDV P144 - Introduction to Curriculum (DSS5) 3 units
  - CHDV P143* - Practicum/Field Experience 3 units

**Support Courses (select 6 additional units)**

- CHDV P117 - Teaching in a Diverse Society 3 units
- CHDV P119 - Health, Safety and Nutrition (DSS7) 3 units

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

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

- **DSS1** - Three units in Child, Growth and Development
- **DSS2** - Three units in Child, Family and Community
- **DSS3** - Six units 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 the application is complete at Tulare County Office of Education in Visalia, and they will also submit the 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 Permit

Twenty-four (24) units in child development courses required.
Twelve (12) units must be from the core courses.
Twelve (12) additional units required in child development support courses.
Sixteen (16) units 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 units required)

DSS1 Child, Growth and Development (three units)
CHDV P223 - Child Growth and Development 3 units
PSYC P223 - Child Psychology 3 units

DSS2 Child, Family and Community (three units)
CHDV P122 - Child, Family and Community 3 units

DSS3 Program and Curriculum (six units)
CHDV P144 - Introduction to Curriculum 3 units
CHDV P143* - Practicum/Field Experience 3 units
*Includes laboratory

Support Courses (select 12 additional units)
CHDV P117 - Teaching in a Diverse Society 3 units
CHDV P119 - Health, Safety and Nutrition (DSS7) 3 units
CHDV P142* - Principles and Practices of Teaching Young Children 3 units
CHDV P239 - Observation and Assessment 3 units
*Includes laboratory

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

Plus:
A total of 16 general education units which 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 the application is complete at Tulare County Office of Education in Visalia, and they will also submit the 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

Program Learning Outcomes: Completion of transfer level coursework; pass state certification examination for substance abuse counselor requirement.

Core Classes (19 units required)
HMSV P101 - Introduction to Human Services 3 units
HMSV P103 - Ethics and Human Services Workers 3 units
HMSV P104 - Basic Interviewing and Counseling Skills 3 units
HMSV P105 - Introduction to Counseling with Multicultural Populations 3 units
HMSV P109 - Group Counseling Strategies 1.5 units
HMSV P110 - Group Counseling Process 1.5 units
PSYC P101A - General Psychology 3 units

Choose one of the following:
PSYC P110 - Abnormal Psychology 3 units
PSYC P126 - Lifespan Human Development 3 units
PSYC P133 - Psychology of Personal/Social Adjustment 3 units
SOCI P101 - The Social World 3 units

Option A - Mental Health/Substance Abuse (16-19 units required)
HMSV P102 - Introduction to Alcohol/Substance Abuse 3 units
HMSV P106 - Psychopharmacology of Alcohol/Drug Abuse and Psychotherapeutic Medications 3 units
HMSV P107 - Understanding Psychopathology and Treating Co-occurring Disorders 3 units
HMSV P108 - Counseling Approaches and Techniques 3 units
HMSV P111 - Case Management 3 units
HMSV P112, P134-P135 - Internship [5 units for CAADAC] 2 - 5 units

Option B - Geriatrics (3 1/2 units required)
HMSV P134-P135 - Internship .5 units
HMSV P114 - Issues and Intervention in Geriatric Mental Health 3 units

Option C - Developmental Disabilities (7 units required)
HMSV P134-P135 - Internship 1 unit
PSYT P020A - Developmental Disabilities 2.5 units
PSYT P020B - Understanding/Promoting Development and Adjustment of the Developmentally Disabled 2 units
PSYT P020C - Principles and Practices of Behavior Support for the Developmentally Disabled 2 units

Information Systems

The Information Systems Program is designed for student who are pursuing a career in the computer and information technology field. The Program offers both a certificate and an Associate Degree as well as prepares students for transferring to four-year institutions.

Careers in data communications and networking, computer software engineering, database administration, computer systems analysis and design.

Program Level Outcomes: The student will demonstrate a comprehensive understanding of various types of information systems and their roles in our economy and society; exhibit proficiency in using common computer hardware, software,
and the Internet; design, construct, and troubleshoot computer programs; design, construct, and implement data communications networks; demonstrate an understanding of the systems development process and plan, analyze, design, and implement information systems; discuss social, ethical, privacy, and security issues involved in the use of information systems.

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

**Required (13 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INST P100 - Preparation for Professional Health Careers</td>
<td>1 unit</td>
</tr>
<tr>
<td>EDUC P107 - Strategies for Personal and Academic Success</td>
<td>1 unit</td>
</tr>
<tr>
<td>EDUC P105 - Introduction to Information Systems</td>
<td>4 units</td>
</tr>
<tr>
<td>INFS P113 - Structured Programming (Visual Basics)</td>
<td>3 units</td>
</tr>
<tr>
<td>INFS P210 - Systems Analysis and Design</td>
<td>3 units</td>
</tr>
<tr>
<td>INFS P220 - Data Communications and Networking</td>
<td>3 units</td>
</tr>
<tr>
<td>INFS P051 - Web Page Design (HTML)</td>
<td>2 units</td>
</tr>
<tr>
<td>INFS P052 - Introduction to Web Design</td>
<td>3 units</td>
</tr>
<tr>
<td>INFS P053 - Advanced Web Page Design Using HTML</td>
<td>2 units</td>
</tr>
<tr>
<td>INFS P055 - Internet Research</td>
<td>2 units</td>
</tr>
<tr>
<td>INFS P056 - Web Page Design Practicum</td>
<td>2 units</td>
</tr>
</tbody>
</table>

**Electives (7 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD P101 - Introduction to Business</td>
<td>3 units</td>
</tr>
<tr>
<td>INFS P005 - Introduction to Windows</td>
<td>1 credit</td>
</tr>
<tr>
<td>INFS P010 - Introduction to Word Processing (Word)</td>
<td>2 units</td>
</tr>
<tr>
<td>INFS P020 - Introduction to Spreadsheet (Excel)</td>
<td>2 units</td>
</tr>
<tr>
<td>INFS P030 - Introduction to Database (Access)</td>
<td>2 units</td>
</tr>
<tr>
<td>INFS P050 - Introduction to the Internet</td>
<td>1 unit</td>
</tr>
<tr>
<td>INFS P051 - Web Page Design (HTML)</td>
<td>2 units</td>
</tr>
<tr>
<td>INFS P052 - Introduction to Web Design</td>
<td>3 units</td>
</tr>
<tr>
<td>INFS P053 - Advanced Web Page Design Using HTML</td>
<td>2 units</td>
</tr>
<tr>
<td>INFS P055 - Internet Research</td>
<td>2 units</td>
</tr>
<tr>
<td>INFS P056 - Web Page Design Practicum</td>
<td>2 units</td>
</tr>
</tbody>
</table>

**Instructional Aide**

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 units). The balance of courses may be selected from the fields of child development or social science. Please see the 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.

**Program Learning Outcomes:** Describe the different educational systems in the state of California; apply techniques to improve and/or maintain personal health; demonstrate competency in various areas including math, English, social science, humanities, and natural and physical sciences; apply written and verbal communication skills in personal and professional environments.

**Group I - Education (choose 1 course)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC P101 - College Planning and Success</td>
<td>1 unit</td>
</tr>
<tr>
<td>EDUC P102 - Personal and Career Exploration</td>
<td>2 units</td>
</tr>
<tr>
<td>EDUC P103 - Introduction to Teaching</td>
<td>3 units</td>
</tr>
<tr>
<td>EDUC P107 - Strategies for Personal and Academic Success</td>
<td>2 units</td>
</tr>
<tr>
<td>INST P055A - Introduction to College and Career Planning</td>
<td>1.5 units</td>
</tr>
<tr>
<td>INST P100A - Preparation for Professional Health Careers</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD P132 - Business Communications</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGL P101A - Advanced Composition and Literature</td>
<td>4 units</td>
</tr>
<tr>
<td>PHIL P111 - Critical Thinking and Composition</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Group II - Writing (choose 1 course)**

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

**Group III - Communications (choose 1 course)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI P103 - Agricultural Sales</td>
<td>3 units</td>
</tr>
<tr>
<td>MRKT P124 - Principles of Marketing</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM P101 - Introduction to Public Speaking</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM P102 - Interpersonal Communication</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Group IV - Mathematics (choose one course)**

Any college-level mathematics course numbered from P051-P055 and P101-P299 | 4 units |

**Group V - Biological and Physical Sciences (choose one course)**

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

**Group VI - History/Political Science (choose 1 course)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST P117 - History of U.S. /Colonial Period to 1877</td>
<td>3 units</td>
</tr>
<tr>
<td>HIST P118 - History of U.S. from 1877 to the Present</td>
<td>3 units</td>
</tr>
<tr>
<td>POLS P101 - American Government</td>
<td>3 units</td>
</tr>
<tr>
<td>POLS P102 - Introduction to Comparative Politics</td>
<td>3 units</td>
</tr>
<tr>
<td>POLS P103 - Introduction to International Politics</td>
<td>3 units</td>
</tr>
<tr>
<td>POLS P106 - State and Local Government</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Group VII - Social/Behavioral Science (choose 1 course)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ P111 - Introduction to Behavioral and Correctional Science</td>
<td>3 units</td>
</tr>
<tr>
<td>ADMJ P123 - Constitutional Rights of the Accused</td>
<td>3 units</td>
</tr>
<tr>
<td>AGRI P102 - Agricultural Economics</td>
<td>3 units</td>
</tr>
<tr>
<td>ANTH P102 - Cultural Anthropology</td>
<td>3 units</td>
</tr>
<tr>
<td>ANTH P105 - North American Indians</td>
<td>3 units</td>
</tr>
<tr>
<td>ANTH P107 - Magic, Witchcraft, and Religion</td>
<td>3 units</td>
</tr>
<tr>
<td>CHDV P223 - Child Growth and Development</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON P101 - Principles of Economics (Macro)</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON P102 - Principles of Economics (Micro)</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG P113 - Cultural Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG P114 - Physical Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>HIST P104</td>
<td>History of Western Civilization I</td>
</tr>
<tr>
<td>HIST P105</td>
<td>History of Western Civilization II</td>
</tr>
<tr>
<td>HMSV P120</td>
<td>Introduction to Social Welfare</td>
</tr>
<tr>
<td>POLS P110</td>
<td>Modern Political Ideology</td>
</tr>
<tr>
<td>PSYC P101A</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYC P110</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>PSYC P223</td>
<td>Child Psychology</td>
</tr>
<tr>
<td>SOCI P101</td>
<td>The Social World</td>
</tr>
<tr>
<td>SOCI P102</td>
<td>Social Sociology/Social Problems</td>
</tr>
<tr>
<td>SOCI P120</td>
<td>African American Experience</td>
</tr>
<tr>
<td>SOCI P121</td>
<td>Mexican-American Experience</td>
</tr>
<tr>
<td>SOCI P127</td>
<td>Women and Society</td>
</tr>
</tbody>
</table>

**Group VIII - Analytical Thinking (choose 1 course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI P104</td>
<td>Computer Applications in Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>INF S P001</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>INF S P100</td>
<td>Introduction to Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>A mathematics course numbered P101 through P299</td>
<td>4 units</td>
<td></td>
</tr>
<tr>
<td>PHIL P107</td>
<td>Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHIL P110</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL P111</td>
<td>Critical Thinking and Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Group IX - Multicultural Studies (choose 1 course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTH P105</td>
<td>North American Indians</td>
<td>3</td>
</tr>
<tr>
<td>ANTH P107</td>
<td>Magic, Witchcraft, and Religion</td>
<td>3</td>
</tr>
<tr>
<td>CHDV P117</td>
<td>Teaching in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>EDUC P105</td>
<td>Understanding Cultural Diversity in U.S. Schools</td>
<td>2</td>
</tr>
<tr>
<td>ENGL P112</td>
<td>Forms of Literature: Chicano Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P113</td>
<td>Forms of Literature: Chicano Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P117</td>
<td>Forms of Literature: American Indian Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIST P108</td>
<td>Early Latin America History</td>
<td>3</td>
</tr>
<tr>
<td>HIST P119</td>
<td>Mexican American History</td>
<td>3</td>
</tr>
<tr>
<td>HIST P120</td>
<td>History of the Middle East</td>
<td>3</td>
</tr>
<tr>
<td>HIST P121</td>
<td>History of East Asia</td>
<td>3</td>
</tr>
<tr>
<td>HIST P123</td>
<td>History of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>HMSV P105</td>
<td>Introduction to Counseling with Multicultural Populations</td>
<td>3</td>
</tr>
<tr>
<td>PHIL P113</td>
<td>Introduction to the World’s Religions</td>
<td>3</td>
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<tr>
<td>SOCI P120</td>
<td>African American Experience</td>
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</tr>
<tr>
<td>SOCI P121</td>
<td>Mexican American Experience</td>
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**Group X - Health Education**

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>HLED P112</td>
<td>Health Education</td>
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</table>

**Group XI - Humanities (choose 1 course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART P101</td>
<td>Art Studio Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ART P110</td>
<td>Ancient Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART P111</td>
<td>Renaissance and Baroque Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART P112</td>
<td>Modern Art History</td>
<td>3</td>
</tr>
<tr>
<td>DRMA P101</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>DRMA P102</td>
<td>Introduction to Contemporary Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P101B</td>
<td>Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P102</td>
<td>English Literature: Beowulf to Pope and the Age of Reason</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P103</td>
<td>Shakespeare Survey</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P104</td>
<td>English Literature: Romanticst to the present</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P113</td>
<td>Forms of Literature: Chicano Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P114</td>
<td>Greek and Roman Mythology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P115</td>
<td>Forms of Literature: Women Writers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P116</td>
<td>Forms of Literature: The Short Story</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P118</td>
<td>Introduction to the Bible as Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P119</td>
<td>Forms of Literature: Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P130</td>
<td>Survey of American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P140</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL P141</td>
<td>Magazine Article Writing</td>
<td>3</td>
</tr>
<tr>
<td>HUM P114</td>
<td>Topics in Humanities</td>
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<tr>
<td>MUSC P110</td>
<td>Exploring the World through Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSC P111</td>
<td>Music Appreciation I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC P112</td>
<td>Music Appreciation II</td>
<td>3</td>
</tr>
<tr>
<td>PHIL P106</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL P108</td>
<td>Introduction to Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td>PHIL P109</td>
<td>Existence and Reality</td>
<td>3</td>
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<tr>
<td>PHIL P110</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL P112</td>
<td>The Ethics of Living and Dying</td>
<td>3</td>
</tr>
<tr>
<td>PHIL P113</td>
<td>Introduction to the World’s Religions</td>
<td>3</td>
</tr>
<tr>
<td>SPAN P101</td>
<td>Elementary Spanish</td>
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<tr>
<td>SPAN P102</td>
<td>Elementary Spanish</td>
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</tr>
<tr>
<td>SPAN P103</td>
<td>Intermediate Spanish</td>
<td>5</td>
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<tr>
<td>SPAN P104</td>
<td>Intermediate Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN P105</td>
<td>Spanish for Bilingual Students</td>
<td>4</td>
</tr>
<tr>
<td>SPAN P106</td>
<td>Spanish for Bilingual Students</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
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<td>48</td>
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</tbody>
</table>

**Additional Units**

Select as additional units 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 units)

**Office Technology**

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.

With this certificate, a student can pursue a career as an administrative assistant, executive secretary, records technician, office receptionist, or whatever office position he/she wishes to obtain in the world of commerce, locally or globally.

**Program Learning Outcomes**: The student will analyze business and administrative support principles and explain their application to the real-world; apply written and verbal communication skills in a business relationship, a teamwork setting or an administrative support position; apply the importance of ethical behavior in the business environment; demonstrate technological competency by using technology effectively in the business environment or workplace.

Twenty-six or twenty-seven (26-27) units are required from the courses below

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD P011</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BSAD P132</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>INFS P010</td>
<td>Introduction to Word Processing (Word)</td>
<td>2</td>
</tr>
<tr>
<td>OFFT P030</td>
<td>Human Relations in Business</td>
<td>2</td>
</tr>
<tr>
<td>OFFT P105</td>
<td>Administrative Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OFFT P101A</td>
<td>Beginning Keyboarding</td>
<td>2</td>
</tr>
</tbody>
</table>
**PROGRAMS OF STUDY**

OFFT P101B - Intermediate Keyboarding 2 units

**PROGRAMS OF STUDY**

ACCT P010 - Practical Accounting 3 units
OR
ACCT P110 - Financial Accounting 3 units

INFS P001 - Introduction to Computers 3 units
OR
INFS P100 - Introduction to Information Systems 4 units

BSAD P101 - Introduction to Business 3 units
OR
BSAD P120 - Principles of Management/Organization 3 units

**Psychiatric Technology**

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.

**Program Learning Outcomes:** The Porterville College Psychiatric Technician Program is designed to prepare graduates to competently transition from student to entry-level Psychiatric Technicians as defined by these roles: Provider of Client Care, Member of Healthcare Team, and Member of Profession.

To be considered for the Psychiatric Technician program you must:

- Complete the Porterville College assessment test
- Complete the following program prerequisites with a grade “C” or higher (these classes must be taken within five years of starting the PT program):
  - Nursing Fundamental Concepts (PTVN P009) - required
  - Anatomy P052 - required
  - English P050 and Math P061 with a grade of “C” or higher or have equivalent scores on the assessment tests is recommended
- Four to six general education courses are recommended
- Submit completed application form to the Health Careers Office with the following:
  - Official High School transcripts
  - If you did not complete the 12th grade, but have high school proficiency or GED, submit official test scores
  - Porterville College assessment scores
  - A copy of your unofficial Porterville College transcripts
  - Official transcripts from any other colleges attended
  - If you have any work or volunteer experience in the health field, include a letter of verification of length of time.
- An American Heart Association BLS - Healthcare Provider card valid through the entire 18-month program is required (you may provide proof of certification to the Health Careers Office after acceptance into the program).

*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 units
- PTVN P010B - Introduction to Medical/Surgical Nursing 5 units
- PTVN P010C - Life Span Development 2 units
- PTVN P010D - Clinical Practice 6 units

Second Semester

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

Third Semester

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

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.

**Technical Illustration: Photography**

**Program Learning Outcomes:** The student will explain the fundamentals of manual camera operation, including the evaluation of light and exposure; identify and apply strategies for good composition in the taking of a photograph and in the making of a print; photographically illustrate an idea or concept; develop and print high quality black and white and color photographs; recognize the best lighting situation for the desired outcome and the style of image to be used; identify, set up, and correctly use appropriate and professional studio lighting for portraits, still lifes, and advertising illustrations; produce a professional portfolio of photographs that have the technical quality and artistic vision necessary for entry level work in photography.
Students may earn this certificate by completing the requirements listed below with a 3.0 grade point average. Twenty-two (22) units required.

**Group I (12 units required)**
- CGRA P110 - Introduction to Digital Arts 3 units
- PHOT P101 - Introduction to Photography 3 units
- PHOT P102 - Intermediate Photography 3 units
- PHOT P104 - Color Photography 3 units

**Group II (6 units required)**
- ART P101 - Art Studio Fundamentals 3 units
- ART P112 - Modern Art History 3 units
- PHOT P125 - Studio Photography 3 units

**Group III (4 units required)**
- CGRA P112 - Digital Imaging 3 units
- PHOT P103 - Advanced Photography 3 units
- PHOT P124 - Landscape Photography 1 unit

**Vocational Nurse**

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; and 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.

**Program Learning Outcomes:** The Porterville College Vocational Nursing Program is designed to prepare graduates to competently transition from student to entry-level Vocational Nurse as defined by these roles: Provider of Client Care, Member of Healthcare Team, and Member of Profession.

To be considered for the Vocational Nursing Program you must:

- Submit completed application form to the Health Careers Office with the following:
  - Official High School transcripts
  - If you did not complete the 12th grade, but have high school proficiency or GED, submit official test scores
  - Porterville College assessment scores
  - A copy of your unofficial Porterville College transcripts
  - Official transcripts from any other colleges attended
  - If you have any work or volunteer experience in the health field, include a letter of verification of length of time.
  - An American heart Association BLS - Healthcare Provider card valid through the entire 18-month program is required (you may provide proof of certification to the Health Careers Office after acceptance into the program).

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 units
- PTVN P010B - Introduction to Medical/Surgical Nursing 5 units
- PTVN P010C - Life Span Development 2 units
- PTVN P010D - Clinical Practice 6 units

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

**Third Semester**
- VNRS P035A - Leadership 2 units
- VNRS P035B - Maternity Nursing 2 units
- VNRS P035C - Cardiovascular System 2 units
- VNRS P035D - Respiratory System 2 units
- VNRS P035E - Neurological System 2 units
- VNRS P035F - Clinical Practice 6 units

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.

**JOB SKILLS CERTIFICATE**

**EMT-1**

The certificate is required by the State of California EMS Agency through the County of Tulare (or other certifying county) for certification of Emergency Medical Technician I. The certification is required for employment as an EMT I. The student must be 18 years of age by the end of the course to be certified as specified by the California Department of Health.

**Program Learning Outcomes:** Describe and demonstrate the proper patient assessment procedure for medical emergencies,
trauma emergencies, airway management, breathing, and circulation interventions; describe and explain the pathophysiology of common diseases in the pre-hospital setting; describe the role and identify the responsibilities of the EMT-Basic; pass the national Registry Examination for certification as an EMT-Basic.

Completion of six and half (6.5) units required to receive this skills award.

Students may earn this certificate by completing the required courses with a minimum grade of “C”.

**Required Courses**

- EMTC P050 - Emergency Medical Technician I 6.5 units

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### Industrial Technology

Industrial Maintenance Skills Award prepares individuals for a job as a building or a production line maintenance technician. Completion of nine and half (9.5) units required to receive this skills award.

*Program Learning Outcomes:* Identify the terms used in industry in the subject areas of pneumatic, mechanical, welding and electrical control; identify the principles of electrical theory, electrical motor theory, timer controls, industrial sensors, DC motor drives and AC variable frequency drives, and conveyor systems; demonstrate manufacturing processes in the following areas: mechanical devices, refrigeration, air conditioning, pumps, and piping systems; demonstrate the fundamentals of industrial fluid power which includes pneumatics and hydraulics, and electrical theory; identify the functions and a minimum of three methods of entering a PLC program.

Students may earn this certificate by completing the required courses with a minimum grade of “B”.

**Required Courses**

- INDT P050 - Industrial Maintenance I 5 units
- INDT P051 - Industrial Maintenance II 4.5 units

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### Wildland Firefighter

Wildland Firefighter Skills Award successful completion will result in the student meeting the “Basic 32” training requirements of the Federal fire agencies and issuance of the appropriate related certificates.

Graduates of this Academy will meet the minimum wildland fire training requirements typically necessary to apply for seasonal wildland fire control positions with most State and Federal fire agencies in California.

*Program Learning Outcomes:* Identify basic fire service organization and command and control systems; identify basic elements of wildland fire behavior; identify basic wildland fire control terminology, principles and procedures; demonstrate ability to perform essential basic fire ground tasks with minimal supervision; demonstrate ability to use, inspect and maintain basic wildland fire fighting tools/equipment; identify basic fire line safety principles and procedures.

Completion of six and one half (6.5) units required to receive the skills award. Students may earn this certificate by completing the required course with a minimum grade of “B”.

**Required Courses**

- FIRE P051 - Interagency Basic Wildland Firefighter Academy 6.5 units
Course Descriptions
**GENERAL COURSE 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**
- 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**
- Generally certificate and associate-degree-level courses. Baccalaureate transferability is subject to review by individual institutions to which the student may transfer. ENGL P050, ENGL P052, MATH P061 and MATH P061L are the exception and are not associate degree level.

**P070-P089**
- Developmental classes. These classes are not intended for certificate, associate or baccalaureate degree programs. However, credit may be awarded.

**P090-P099**
- 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 |
| Chemistry                                       | CHEM |
| Child Development                               | CHDV |
| Commercial Art                                 | CMRT |
| Communications                                 | COMM |
| Computer Graphics                              | CGRA |
| Drama                                           | DRMA |
| Earth Science                                  | ERSC |
| Economics                                       | ECON |
| Education                                       | EDUC |
| Emergency Medical Technician                    | EMTC |
| English                                         | ENGL |
| English for Second Language Learners            | EL2  |
| English as a Second Language                    | ENSL |
| Ethnic Studies                                  | ETHN |
| Fire Technology                                | FIRE |
| General Studies                                | GNS & GENS |
| Geography                                       | GEOG |
| Geology                                         | GEOL |
| Graphic Arts                                    | GRPH |
| Health Careers                                 | HCRS |
| Health Education                               | HLED |
| History                                         | HIST |
| Human Services                                 | HMSV |
| Industrial Maintenance                         | INDT |
| Information Systems                            | INFS |
| Interdisciplinary Studies                      | INST |
| Life Science                                    | LISC |
| Marketing                                       | MKTG |
| Mathematics                                     | MATH |
| Microbiology                                    | MICR |
| Music                                           | MUSC |
| Nursing                                         | NURS |
| Office Technology                               | OFFT |
| Philosophy                                      | PHIL |
| Photography                                     | PHOT |
| Physical Education                             | PHED |
| Physical Science                               | PHSC |
| Physics                                         | PHYS |
| Physiology                                      | PHYL |
| Political Science                              | POLS |
| Psychiatric Technology                         | PSYT |
| Psychology                                      | PSYC |
| Sociology                                       | SOCI |
| Spanish                                         | SPAN |
| Vocational Nursing                             | VNRS |
| 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 of 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.

Course Description
Unit: Each course carries a specified unit value. This is indicated at the right of the title line. In California Community Colleges, generally, for each unit 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 other selected 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 unit value designation will show two numbers, hyphenated, instead of the usual one number.

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.

Course Identification Number C-ID
The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by the other California community colleges are comparable in content and scope to course offered on their own campuses, regardless of their unique titles or local course number. Thus, if a catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, student should always go to www.assist.org to confirm how each college’s course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbers system is useful for student attending more than one community college and is applied to many of the transferable courses students need as a preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designation courses fit into their educational plans to transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

ACCOUNTING

P010 – Practical Accounting 3 units
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. Approved for pass/no pass grading option. This course may be repeated one time. (A)

P020 – Computerized Accounting 1 unit
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 designed to present a commercial general ledger software package that is user friendly for accounting students. Topics include operating general ledger software and the principles of processing accounting data that apply to most commercial integrated account software packages. (A)

P110 – Financial Accounting 3 units
Prerequisite: None.
Recommendation: Math P061; Business P011; eligible for level 2 English placement, and Information Systems P001.
Total lecture 54 hours. This course is the first part of the introduction to basics of accounting and provides students with a working knowledge of the concepts, purposes, and basic principles of accounting within the business systems. Topics include preparing, analyzing and interpreting the complete accounting cycles of service and merchandising business; concepts of accruals, deferrals, and valuation; and computerized accounting systems using commercial general ledger software. Approved for pass/no pass grading option. (A)

P120 – Managerial Accounting 3 units
Prerequisite: Accounting P110 or equivalent, with a “C’’ or better.
Total lecture 54 hours. This course is the second and final part of the introduction to basic principles of accounting and provides students with a working knowledge of the concepts, purposes, and basic principles of accounting within the business systems. Topics include cost concepts and cost allocation; costing systems, activity based systems, cost behavior analysis, the budgeting process, quality management, and financial performance measurement. Approved for pass/no pass grading option. (A)

P122 – Cost Accounting 3 units
Prerequisite: Accounting P120.
Total lecture 54 hours. This course provides students with the basic concepts and tools associated with cost management information systems. Topics include traditional and contemporary business decision making techniques that are used in planning
and controlling the costs of running manufacturing, service or merchandising business, product costing systems, and Activity Based Accounting. (A/CSU)

P130 – Income Tax for Individuals and Business 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course provides students with knowledge and training in income tax reporting procedures for individuals, partnerships, and corporations. Topics include types of tax structures, itemized deductions, accounting periods and methods, tax research, corporate formations, and corporate income tax. (A/CSU)

ADMINISTRATION OF JUSTICE

P051A – PC 832 Arrest and Control 2 units
Prerequisite: None.
Total lecture 30 hours, total laboratory 18 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. Approved for pass/no pass grading option. (A)

P051B – PC 832 Firearms 1 credit
Prerequisite: Administration of Justice P051A 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 18 hours. This course is a Peace Officer Standards and Training (P.O.S.T.) approved course. It is the follow-on 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 firing range 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. Approved for pass/no pass grading option. (A)

P066A – Police Reserve Training, Level III 7 units
Prerequisite: None.
Total lecture 108 hours, total laboratory 54 hours. This course provides required training for Level III Police Reserve Officers in accordance with PC. 832.6 and P.O.S.T. regulations. P.O.S.T. has mandated the curriculum. Approved for pass/no-pass grading option. (A)

P066B – Police Reserve Training, Level II 10 units
Prerequisite: Administration of Justice P066A.
Total lecture 170 hours, total laboratory 90 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 successful completion, the student will be qualified to apply for a position as a reserve officer. Completion of this course and Administration of Justice P066A will give the student completion of 75 percent of the Basic P.O.S.T. Police Academy and allow the student to take the P.O.S.T. entrance exam to be admitted to level I at a community college offering the Basic P.O.S.T. Academy. Approved for pass/no-pass grading option. (A)

P073A-ZZ – Adv. Peace Officer Training 0 to 12 units
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 pass/no-pass grading system. Credits do not count toward the associate degree. This is an open-entry/open-exit course.

P101 – Public Safety Report Writing 3 units
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. Approved for pass/no pass grading option. (A/CSU)

P102 – Introduction to Administration of Justice 3 units
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 option. Approved for pass//no pass grading option. (A/CSU/UC)

P103 – Introduction to Law 3 units
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 pass/no pass grading option. (A/CSU)
COURSE DESCRIPTIONS

P104 – Criminal Law 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course will cover historical development, philosophy of law and constitutional provisions; definitions, classifications of crime, and their application to the system of criminality; legal research, study of case law, methodology, and concepts of law as a social force. Law as it affects the correctional component of the justice system will be clearly identified. Approved for pass/no pass grading option. (A/CSU)

P105 – Principles & Procedures of the Justice System 3 units
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 Criminology System; law enforcement, judicial, corrections. A past, present and future exposure to each sub-system procedure from initial entry to final disposition and the relationship each segment maintains with its system members. (A/CSU)

P106 – Legal Aspects of Evidence 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. The 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; admissibility of evidence in the courtroom; procedures for formally admitting evidence during trial; judicial decisions interpreting individual rights and case studies. Approved for pass/no pass grading option. (A/CSU)

P107 – Exploring Contemporary Multicultural Issues 3 units
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 pass/no pass grading option. (A/CSU)

P108 – Principles of Investigation 3 units
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. Approved for pass/no pass grading option. (A/CSU)

P109 – Criminal Justice Communications 3 units
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 individual who wishes to examine the process by which people, acting collectively, make and remake their social and cultural worlds. Topics include a study of effective oral and written communications, including varied aspects of criminal justice agency interrogation, observation recording, field note taking and current trends in criminal justice reporting. (A/CSU)

P111 – Intro to Behavioral and Correctional Science 3 units
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. Approved for pass/no pass grading option. (A/CSU)

P113 – Interviewing and Counseling in Corrections 3 units
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. (A/CSU)

P114 – Control and Supervision in Corrections 3 units
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 officers in a hostile prison environment. The causes and effects of abusive tactics will also be discussed. Approved for pass/no pass grading option. (A/CSU)

P115 – Legal Aspects of Corrections 3 units
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. (A/CSU)

P117 – Police Operations 3 units
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. (A/CSU)
P118 – Introduction to Criminology 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. A study and discussion of current theories of crime causation, types of criminal behavior, sociological and psychological factors contributing to crime, and the methods of dealing with criminals. (A/CSU)

P121 – Juvenile Delinquency 3 units
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, sub-cultures 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. Approved for pass/no pass grading option. (A/CSU)

P122 – Probation and Parole 3 units
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. Approved for pass/no pass grading option. (A/CSU)

P123 – Constitutional Rights of the Accused 3 units
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 pass/no pass grading option. (A/CSU)

P140 – Field Work/Admin of Justice Police Cadet 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 18 hours, total laboratory 108 hours. Students may earn a maximum of 12 units. Maximum of six units 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. This course may be repeated three times. (A/CSU)

AGRICULTURE

P101 – Introduction to Agribusiness 3 units
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 AG-AB 104 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

P102 – Agricultural Economics 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
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 AG-AB 124L of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU/UC)

P103 – Agricultural Sales 3 units
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 AG-AB 112L of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU/UC)

P104 – Computer Applications in Agriculture 3 units
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 104 of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

P106 – Introduction to Soil Science 3 units
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 AG-AB 128L of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU/UC)
P107 – Agricultural Marketing 3 units
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 AG-AB 120L of the California Community College Statewide Agriculture Curriculum and Course Identification Numbering System. (A/CSU)

P117 – Plant Propagation/Production 3 units
Prerequisite: None
Total lecture 45 hours, total laboratory 27 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 C-ID AG-EH 116L of the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

P131 – Introduction to Plant Science 3 units
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 units
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)

P136 – Introduction to Ornamental Horticulture 3 units
Prerequisite: None
Total lecture 54 hours. This is a general course in environmental horticulture with an emphasis on nursery operations, landscaping, turf management, and floral industries. Topics include basic botany, cultural practices, propagation, structures and layout, pest management, planting, container gardening and houseplants, floral design, plant identification, turfgrass installation and care, and survey of career opportunities. (A/CSU)

P139 – Floriculture Crop Production 3 units
Prerequisite: None
Total lecture 54 hours. Analysis, description, and operation of greenhouses and other structures and facilities as they relate to floriculture. Included are the following: (A) Relationships of light, temperature, moisture, aeration, humidity, and fertility of floricultural crops; (B) Identification and investigation of major greenhouse grown crops including foliage plants, flowering potted plants, bedding plants, cut flowers, color and specialty crops; (C) Planning and implementing several cropping plans for floriculture plants and products. This course contains the same content as the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

P140 – Landscape Design 3 units
Prerequisite: None.
Total lecture 54 hours. This is a general course in the study and implementation of the art and science of landscape design, including principles of design, the design process, drafting, graphics, and presentation methods. Project emphasis is placed upon residential and small commercial sites. This course contains the same content as the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

P141 – Landscape Business Management 3 units
Prerequisite: None.
Total lecture 54 hours. Introduction to professional landscape management practices, including bidding, estimating, contracts and various business management practices. This course contains the same content as the California Community College Statewide Agriculture Curriculum and Course Articulation Model. (A/CSU)

AMERICAN SIGN LANGUAGE

P101 – Beginning American Sign Language 4 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 72 hours. Fundamentals of American Sign Language (ASL). Introduces the history of ASL, deaf culture, basic vocabulary and grammatical structure, techniques of signing, and nonverbal aspects of American Sign Language. (A/CSU)

P102 – Beginning American Sign Language II 4 units
Prerequisite: ASL P101 with a “C” or higher or demonstrated skill level.
Recommendation: Eligible for level 2 English placement.
Total lecture 72 hours. Fundamentals of American Sign Language (ASL). This course is a continuation of the study of American Sign Language ASL P101. Emphasis is on the development of ASL vocabulary and receptive skills. Instruction includes a natural approach to teaching a second language by exposing students to authentic conversations in the classroom. This course builds students’ receptive and expressive skills in ASL and fingerspelling as well as their knowledge of Deaf culture. It is designed for the student or professional interested in working and interacting with Deaf people. (A/CSU)

ANATOMY

P052 – Intro and Survey of Anatomy and Physiology 2 units
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. Does not meet the Associate in Arts degree requirement in science. (A)

P110 – Human Anatomy 4 units
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 animal and human preserved specimens, models, and dissection of the
CAT. Designed for students majoring in nursing, physical education, and the medical and para-medical professions. Approved for pass/no-pass grading option. (A/CSU/UC)

ANTHROPOLOGY

P101 – Introduction to Physical Anthropology  3 units
Prerequisite: None.
Recommendation: Eligible for level 1 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 pass/no-pass grading option. (A/CSU/UC)

P102 – Cultural Anthropology  3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course will cover an introduction to the methods and theories involved in the study of western and non-western societies. Areas of investigation include subsistence patterns, religion, language, folklore and kinship. Approved for pass/no-pass grading option. (A/CSU/UC)

P103 – Introduction to Archaeology  3 units
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. (A/CSU/UC)

P105 – North American Indians  3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Descriptive study of Indian culture and societies in North America. Discussion of prehistoric, protohistoric, historic and modern culture. Designed to provide an understanding and appreciation of the Indians of North America. Course is also offered online. (A/CSU/UC)

P107 – Magic, Witchcraft, and Religion  3 units
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. Approved for pass/no-pass grading option. (A/CSU/UC)

ART

P050 – Art Studio  1 unit
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. This course may be repeated three times. (A)

P055 – Gallery Tours .5 unit
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 pass/no-pass grading option. However, students may apply for a letter grade. This course may be repeated three times. (A)

P101 – Art Studio Fundamentals  3 units
Prerequisite: None.
Total lecture 54 hours. This course is an introduction to art through its processes and media. The foundation course for all studio art classes. (A/CSU/UC)

P103 – Fundamentals of Drawing  3 units
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. This course will introduce principles, elements, and practices of drawing, employing a step-by-step approach that progressively builds technical and observational skills and trains visual perception. Exploring a variety of subject matter and drawing media, this course provides a solid foundation for individual creative expression and is required for the Art Studio Major and certificate and for the Commercial Art Major and certificate. (A/CSU/UC)

P104 – Basic Painting  2 units
Prerequisite: None.
Total lecture 18 hours, total laboratory 54 hours. This is a beginning painting course that will concentrate on basic skill development. Students will become familiar with the fundamental materials, techniques, and ideas of painting. Emphasis will be placed on the exploration and application of these elements and on the development of the students problem solving abilities. Required course for Art Studio major and certificate. Recommended for Commercial Art major and certificate. (A/CSU/UC)

P105 – Mixed Media Sculpture  2 units
Prerequisite: None.
Total lecture 36 hours, total laboratory 36 hours. This course provides a solid foundation for individual creative expression and is required for the Art Studio Major and certificate and for the Commercial Art Major and certificate. Required course for Applied Design and Art Studio majors. (A/CSU/UC)

P106 – 2-D Design  3 units
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. Introduction to the art and composition, including the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion, Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments, Required course for the Art Studio Major and certificate and for the Commercial Art Major and certificate and for the Photography certificate. recommended for the Photography Major. (A/CSU/UC)

P107 – 3-D Design  3 units
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials or non-representational three-dimensional studio projects. (A/CSU)
P104 – Basic Painting 3 units
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, discussions, and readings. Fulfills a transfer-level requirement in Arts and satisfies a Humanities requirement for an A.A. degree. (A/CSU/UC)

P111 – Renaissance and Baroque Art History 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. A chronological survey of European painting, architecture, and sculpture of the Middle Ages, renaissance, and Baroque periods from the 7th century AD to the mid 18th century. The course will discuss the physical, social, and historical contexts and visual language of these works of art through illustrated lectures, discussion, and readings. Required for Art History and Fine Arts majors. Fulfills transfer-level requirements in Arts and Humanities and satisfies a humanities requirement for an A.A. degree. (A/CSU/UC)

P112 – Modern Art History 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. A chronological survey of art of the modern world beginning with the Neoclassical art of the mid 18th century in Europe and the United States and concluding with the contemporary art of the present day. The course will discuss the physical, social, and historical contexts and visual language of these works of art through illustrated lectures, discussions, and readings. Required for Art History and Fine Arts majors; recommended for certificates in Applied Design and Photography. Fulfills transfer level requirements in Arts and Humanities and satisfies a humanities requirement for an A.A. degree. (A/CSU/UC)

P113 – Pre-Historic to Medieval Art History 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
This course provides an overview of western art and architecture from prehistory through the medieval period. The course follows a historical chronology with illustrated lectures, discussion, and reading. (A/CSU)

P114 – Renaissance to Contemporary Art 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
This course provides an overview of art and architecture from the Renaissance to the Contemporary period. The course follows a historical chronology with illustrated lectures, discussions, and reading. (A/CSU)

P116 – Introduction to Drawing 3 units
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. Introduction to principles, elements, and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to material and subject matter. Not open to students with credit in ART P104-Basic Painting. (A/CSU)

P117 – Advanced Drawing 2 units
Prerequisite: Art P103.
Total lecture 18 hours, total laboratory 54 hours. Drawing used as a vehicle in the exploration and expression of ideas. Originality, self-expression, experimentation, and skill refinement will be emphasized in the creation of two-dimensional imagery. Instruction is individualized. (A/CSU/UC)

P118 – Figure Drawing 2 units
Prerequisite: None.
Total lecture/studio 72 hours. This beginning course in drawing focuses on the human figure as subject. The class will draw from the live model in various media and will explore a variety of approaches to depicting the human form. Required for Fine Arts majors, recommended for Commercial Art majors. (A/CSU/UC)

P119 – Advanced Painting 2 units
Prerequisite: Art P104.
Total lecture 18 hours, total laboratory 54 hours. Painting used as a vehicle in the exploration and expression of ideas. Originality, self-expression, experimentation, and skill refinement will be emphasized in the creation of two/three-dimensional imagery. Instruction is individualized. Recommended Art Studio and Commercial Art majors. (A/CSU/UC)

P120 – Head Sculpture 2 units
Prerequisite: None.
Total lecture 18 hours, total laboratory 54 hours. A study of realistic human sculpture. Instruction in anatomy and expression in facial structure. Learning simple techniques in modeling clay, construction of molds and plaster casting. Recommended for Fine Arts major. (A/CSU/UC)

P121 – Figurative Sculpture 2 units
Prerequisite: None.
Total lecture 18 hours, total laboratory 54 hours. In this course, the student will learn to sculpt the human figure in wire, clay, and plaster. A variety of processes and techniques in sculpting the human form will be demonstrated in class. Historical and contemporary examples of figurative sculpture will be presented pictorially. Recommended for Fine Arts major. (A/CSU/UC)

P122 – Advanced Figure Drawing 2 units
Prerequisite: Art P118.
Total lecture/studio 72 hours. This course is for students wishing to specialize in the study of the human form. The class will explore, through various media and techniques, the expressive character of the human figure. (A/CSU/UC)

P123 – Introduction to Sculpture 2 units
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. Introduction to three dimensional sculpture principles, techniques, and concepts utilizing a wide range of material and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context. Not open to students with credit in ART P105-Mixed Media Sculpture. (A/CSU)
COURSE DESCRIPTIONS

ASTRONOMY

P101 – Elementary Astronomy 4 units
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 pass/no-pass grading option. (A/CSU/UC)

P105 – Introductory Biology 5 units
Prerequisite/Corequisite: 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. (A/CSU/UC)

P106 – Introductory Biology 5 units
Prerequisite/Corequisite: 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. (A/CSU/UC)

P110 – Principles of Biology 4 units
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. (A/CSU/UC)

P118 – Nutrition 3 units
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. (A/CSU/UC)

BUSINESS

P059 – Issues in Bus Comm Leadership: Leadership Skills 1 unit
Prerequisite: None.
Recommendation: Acceptance by the Chamber of Commerce into Leadership Porterville.
Total lecture 18 hours. This course provides students with knowledge and training necessary for leadership roles in an organization or community. Topics include visionary leadership, personal goal setting, and assessment of individual leadership styles, effective communication skills, group dynamics, and the group process. This course is offered only on a pass/no-pass grading system. (A)

P101 – Introduction to Business 3 units
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. Course is also offered online (A/CSU/UC)

P120 – Principles of Management/Organization 3 units
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. (A/CSU/UC)

P124 – Principles of Marketing 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course is designed to provide an active-learning approach involving students in the operational, promotional and developmental problems of marketing from local to global issues. Topics include buying, pricing, sales promotion, salesmanship, public relations, stock control and record keeping. [Also listed as Marketing P124] (A/CSU)

P132 – Business Communications 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course includes oral and written communications development through individual and group performance. Topics include 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. Approved for pass/no pass grading option. (A/CSU)

P140 – Business Law
Prerequisite: None. Recommendation: Eligible for level 2 English placement. Total lecture 54 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. Course is also offered online. Approved for pass/no pass grading option. (A/CSU/UC)

P150 – Quantitative Methods for Business Decision Making
Prerequisite: Math P051. Total lecture 54 hours. This course is designed to provide students with the knowledge and skills necessary for the formulation and solution of quantitative models which are used in the business decision-making process. Included topics are matrix algebra and systems of equations, differential calculus, functions, probabilities, and linear programming. (A/CSU/UC)

P160 – Introduction to Entrepreneurship
Prerequisite: None. Recommendation: Eligible for Level 2 English placement. Total lecture 54 hours. This course will introduce students to the world of business from the point of view of running a business as an entrepreneur. Students will create a business plan for a hypothetical company. This plan will include a description of the business, location, products, services, analysis of competition, market survey, marketing strategies, organizational structure, legal issues, business forms, financial plans, and financial projections. Activities will include reading, writing, discussion, direct, and indirect research of the following topics: Raising capital, financial analysis, negotiation, marketing, budgeting, business math, accounting principles, team work, problem solving, and decision making. This course is approved for pass/no-pass grading option. This course is also offered online. (A/CSU)

P165 – Entrepreneurial Finance
Prerequisite: Eligible for Level 2 English placement, and Math P061. Total lecture 54 hours. This course provides students with an understanding of the core financial aspects of business entrepreneurship in sole proprietorships, partnerships, limited liability companies, and private corporations. Topics include financial statements, break-even analysis, working capital management, time value of money, and capital budgeting. (A/CSU)

CHEMISTRY

P101A – General Chemistry
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 structures of atoms, chemical bonding, and physical properties are emphasized. (A/CSU/UC)

P101B – General Chemistry II
Prerequisite: Grade of “C” or higher in Chemistry P101A. 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, coordination compounds, electrochemistry, and nuclear chemistry. (A/CSU/UC)

P106 – Introduction to Chemical Principles
Prerequisite: None. Recommendation: Math P055 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. (A/CSU/UC)

CHILD DEVELOPMENT

P033 – Family Child Care Management (Licensing and Business Aspects)
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. (A)

P110 – School-Age Child Care Programs
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. (A/CSU)

P111 – School-Age Child Care Practicum
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 curriculum development in a school-age care 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)

P115 – Introduction to Early Intervention
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 approved for pass/no pass grading option. (A/CSU)
P116 – Parenting and Child Guidance 3 units
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 – Teaching in a Diverse Society 3 units
Prerequisite: None.
Total lecture 54 hours. An examination of the major social, economic, and psychological processes involved in interactions and relationships as related to differences in personal and group characteristic and how these processes impact work with young children and their families in early education programs. Various approaches will be explored, with emphasis on an anti-bias approach. Self-examination, reflection and integration of practices to promote equity and deepening understanding of how to best support children as they gain a sense of identity and become respectful and confident members of our complex, diverse society. Course is approved for pass/no pass grading option. (A/CSU)

P118 – Young Child with Special Needs 3 units
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. Course is approved for pass/no pass grading option. (A/CSU)

P119 – Health, Safety and Nutrition 3 units
Prerequisite: None.
Total lecture 54 hours. Introduction to the laws, regulations, standards, policies and procedures, and early childhood curriculum related to child health, safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified, along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. Course is approved for pass/no pass grading option. (A/CSU)

P120 – Child Abuse 3 units
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 pass/no-pass grading option. Course is also offered online. (A/CSU)

P121 – Zero to Three 3 units
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. Course is approved for pass/no pass grading option. (A/CSU)

P122 – Child, Family and Community 3 units
Prerequisite: None.
Total lecture 54 hours. An examination of the developing child in a societal context focusing on the interrelationship of family, school and community with an emphasis on historical and cultural factors which influence the family and processes of socialization with an emphasis on the importance of respectful, reciprocal relationships that support and empower families. Course is offered online. Course is approved for pass/no pass grading option. (A/CSU/UC)

P142 – Prin and Practices of Teaching Young Children 3 units
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs and environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting the physical, social, creative and intellectual development of all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. Course is approved for pass/no pass grading option. (A/CSU)

P143 – Practicum/Field Experience 3 units
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, assessment and knowledge of curriculum areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Course is approved for pass/no pass grading option. (A/CSU)

P144 – Introduction to Curriculum 3 units
Prerequisite: None.
Total lecture 54 hours. This course presents an overview of knowledge and skills related to providing an appropriate curriculum and environment for young children from birth to age six. Students will examine the teacher’s role in supporting development and the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, and math and science. (A/CSU)

P161 – Infant Care and Development 3 units
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 Day 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 is to provide the student with an understanding of the
growth and development of infants through firsthand observations and experiences with infants. Course is approved for pass/no pass grading option. (A/CSU)

P223 – Child Growth and Development 3 units
Prerequisite: None.
Total lecture 54 hours. Examination of the major developmental milestones for children, both typical and atypical, from conception through adolescence in the areas of physical, psychosocial, and cognitive. Emphasizing interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Course is also offered online. [Equivalent to Psychology P223] (A/CSU/UC)

P231 – Children’s Literature 3 units
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, fable and fairy tales. In addition this course will expose the students to the California Preschool learning Foundation’s language and literacy standards reading and speaking. Course is also offered online. (A/CSU)

P239 – Observation and Assessment 3 units
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning in order to join with families and professionals in promoting children’s success and maintain quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. Course is approved for pass/no pass grading option. (A/CSU)

P244 – Supervision of Adults 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course is a study of methods and principles of program and professional assessment and growth, evaluation and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments including the ECERS, DRDP, California Preschool Learning Foundations from the CDE and professional growth requirements from the California Child Care Consortium and the Teacher Credentialing Department will be thoroughly discussed in an in-depth analysis of ongoing assessment and its importance in program and professional development. Students will develop knowledge and skills to meet professional standards to ensure effective individual competencies in personnel management skills, effective interpersonal communication and collaboration with colleagues, including knowledge of how adults learn and the importance of mentoring others in the child development field. 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. Course is approved for pass/no pass grading option. (A/CSU)

P245 – Early Childhood Educ Business Management 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement, previous experience or current involvement in a preschool program.
Total lecture 54 hours. This course provides students and child development professionals with an analysis of appropriate record keeping and business practices necessary to effectively run a daycare business. The course will focus on the financial process, enrollment of children, parent-caregiver relationships, fees, forms for children and staff, payroll, purchasing, principles and practices, parent manual, contracts and legal requirements. Students explore a variety of business settings including family daycare, franchise, and individual ownership. Course is approved for pass/no pass grading option. (A/CSU)

P246 – Administration of Programs for Young Children 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. Exploration of the overall operations and human relations aspects of administering children’s programs. Business management practices, community relations, labor relations and staff management, personnel practices, parent and community involvement, and credentials will be addressed. Designed to meet the California State Child Development Permit Matrix requirements for the Site Supervisor. (A/CSU)

COMMERCIAL ART

P102 – Commercial Layout and Design 2 units
Prerequisite: None.
Total lecture/studio 72 hours. This course is for those interested in how design layouts are produced in advertising, print media, the web, etc. Basic design concepts and methods used in the construction of layouts are explored through both digital and traditional media. Required for the major and certificate in Commercial Art and for the certificates in Applied Design and Technical Illustration. (A/CSU)

P103 – Illustration 2 units
Prerequisite: None.
Total lecture/studio 72 hours. This introductory course in illustration balances an emphasis on concept and individual expression with continuous development of skills. Students will work in drawing, painting, and digital media to produce illustrations with commercial applications, such as for books, magazines, and graphic novels, and for advertising, editorial, and technical purposes. Required for majors and certificates in Commercial Art. (A/CSU)

P105 – Air Brush 2 units
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. (A/CSU)

COMMUNICATIONS

P101 – Introduction to Public Speaking 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course provides a practical introduction to the fundamental principles of public speaking through an
COURSE DESCRIPTIONS

p110 – Introduction to Digital Arts 3 units
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. This introductory course will teach basic theory and techniques for producing art and design using the computer. The student will work with digital imaging and graphics software applications such as Adobe Photoshop, Illustrator, and InDesign to create bitmap images and vector graphics for art projects in print media and the digital environment. Required for the Commercial Art Major and certificate, and Photography Major and certificate. Recommended for the Art Studio Major. (A/CSU)

p112 – Digital Imaging 3 units
Prerequisite: Computer Graphics P110.
Total lecture 36 hours, total laboratory 54 hours. This course explores the tools, techniques, and concepts of digital image creation on the computer. The student will use Adobe Photoshop and its bit-mapped environment to design and create original artwork from digital images. Through a series of lessons and projects, students will develop a proficiency in digital imaging. (A/CSU)

DRAMA

p101 – Introduction to Theatre 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Survey of major dramatic forms and works for the theater. Study of historical theatrical literary periods and their relationships to the socioeconomic, religion, and political issues of the times. Introduction to the literature of significant playwrights. This course meets requirement for general education. (A/CSU/UC)

p102 – Introduction to Contemporary Drama 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. Study of the creative process and techniques of staging a theatrical production. Survey of the mass media; style and techniques in film, radio, and television drama. Includes an introduction to dramatic evaluation and review. (A/CSU/UC)

EARTH SCIENCE

p110 – Introduction to Earth Science 4 units
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. C-ID GEOL 121 (A/CSU/UC)
P114 – Physical Geography 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course is a basic study of physical geography and the earth as a system. Important elements include 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 pass/no-pass grading option. (Equivalent to GEOG P114). (A/CSU/UC)

ECONOMICS

P101 – Principles of Economics (Microeconomics) 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement. Successful completion of Algebra 1 (Mathematics P055).
Total lecture 54 hours. Principles of economic analysis and decision making from the viewpoint of the individual consumer, worker and firm. Emphasis on the price system allocation of resources and income, supply and demand analysis, the structure of American industry, and applications to current economic policy and problems. Approved for pass/no-pass grading option. (A/CSU/UC)

P102 – Principles of Economics (Macroeconomics) 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement. Successful completion of Algebra 1 (Mathematics P055).
Total lecture 54 hours. Principles of economic analysis and decision making from the viewpoint of the society. Emphasizes national income analysis, unemployment, inflation, economic growth, fiscal and monetary policies, international trade and applications to current economic policy and problems. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

EDUCATION

P076 – Effective Learning Skills 1 credit
Prerequisite: None.
Total lecture 18 hours. This course focuses on effective learning skills for first semester and returning college students whose placement require remedial courses. The course will introduce students to skills that will help them in their academic courses at Porterville College and throughout their education. Skills to be presented: goal setting, stress reduction techniques, time management strategies and learning strategies based on their learning style. The course will also cover career awareness, exploration and planning. Approved for pass/no pass grading option. Credits do not count toward the associate degree.

P077 – Learning Strategies 2 units
Prerequisite: None.
Total lecture 36 hours. This course is designed for students with learning disabilities or learning deficits. This course will address learning styles and the development and utilization of compensatory strategies in their academic endeavors. A specific focus will be placed on the development of student learning profiles and technology. Specific study strategies using multi-sensory methods will be explored. Strongly recommended for students placing in remedial skill level. Credits do not count toward the associate degree. Approved for pass/no-pass grading option. This course may be repeated two times.

P090 – Educating Parents about the Educational Opportunities Available to Their Children 0 units
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 unit
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. (A/CSU)

P102 – Personal and Career Exploration 2 units
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 careers; and investigate factors that often determine career choices. This will give students a broad overview of career selection, planning, and actual achievement. (A/CSU)

P103 – Introduction to Teaching 3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 36 hours, total arranged 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 pass/no-pass grading option. (A/CSU)

P105 – Understanding Cultural Diversity in U.S. Schools 2 units
Prerequisite: None.
Recommendation: Eligible for level 1 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. Students will learn about the educational opportunities available to Latin students. (A/CSU)

P107 – Strategies for Personal and Academic Success 2 units
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 re-entry adults returning to schools. Course is approved for pass/no pass grading option. (A/CSU)
COURSE DESCRIPTIONS

P108 – College Success for Student-Athletes  1 unit
Prerequisite: None.
This course addresses current topics and challenges relevant to student-athletes. Topics include: academic and life skills, transitional and transfer issues, goal setting, time management, career decision making, educational planning, personal and social responsibility, and stress management. (A/CSU)

EMERGENCY MEDICAL TECHNICIAN

P050 – Emergency Medical Technician I  6.5 units
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. This course may be repeated three times. (A)

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. A student may challenge their initial placement by taking a written Prerequisite Challenge Exam.

On the basis of the student’s performance in a composition class during the first two weeks of a semester, a student may also 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 initial placement that will be of the greatest benefit to the student in his or her college English program.

Students who are originally placed in English P083 (level 4) and who earn a grade of “C” or higher in the course may advance to English P071. Students who are originally placed in English P071 (level 3) and who earn a grade of “C” or higher in the course may advance to English P050 (level 2). Students earning less than “C” in a level 2 course may qualify for English P101A only by repeating the English P050 course until a “C” grade proficiency is attained.

P050 – College Writing  4 units
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 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. Credits do not count toward the associate degree.

P052 – Advanced Reading Techniques  3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. A course designed to develop critical reading skills sufficient to successfully comprehend college level material. The course includes instruction in critical reading, distinguishing between fact or opinion, summarizing, outlining and vocabulary development through a combination of lecture and class activities. Credits do not count toward the associate degree.

P051 – Basic Writing Skills  3 units
Prerequisite: Eligible for level 3 English placement or a grade of “C” or better 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 and short essays. Students will review grammar and punctuation and be introduced to rhetorical modes. Readings used for analysis and as models for writing. Students will read one book-length work and write a minimum of 4,000 words. Credits do not count toward the associate degree.

P059 – Learning Skills for Basic Writing .5 or 1 unit
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 pass/no-pass grading basis. Open-entry/open-exit course. Credits do not count toward the associate degree. This course may be repeated three times.

P050 – Advanced Reading Techniques  3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. A course designed to develop critical reading skills sufficient to successfully comprehend college level material. The course includes instruction in critical reading, distinguishing between fact or opinion, summarizing, outlining and vocabulary development through a combination of lecture and class activities. Credits do not count toward the associate degree.

P071 – Basic Writing Skills  3 units
Prerequisite: Eligible for level 3 English placement or a grade of “C” or higher in English P081.
Total lecture 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. Emphasis will include vocabulary development, reading strategies, not taking, distinguishing fact from opinion as well as identifying author’s purpose, tone, audience and theme from a selection of college level reading materials. Credits do not count toward the associate degree.

P079 – Learning Skills for Developmental Reading .5 or 1 unit
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 pass/no-pass grading basis. Open-entry/open-exit course. Credits do not count toward the associate degree. This course may be repeated three times.

P080 – Learning Skills for Basic Writing .5 or 1 unit
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 pass/no-pass grading basis. Open-entry/open-exit course. Credits do not count toward the associate degree. This course may be repeated three times.

P081 – Basic Reading  3 units
Prerequisite: None.
Total lecture 54 hours. This course covers basic reading and study skills. Instruction is designed to improve students’ reading comprehension and vocabulary. Class work on assignments will emphasize study skills, dictionary skills, textbook reading skills
and elements of fiction, including main idea, details, characters, setting, plot, symbols, and themes. Credits do not count toward the associate degree.

**P083 – Basic Writing**
*Prerequisite: 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. Credits do not count toward the associate degree.

**P083R – Basic Reading and Writing**
*Prerequisite: Eligible for Level 4 placement.*
Total lecture 108 hours. This course covers basic reading and writing techniques to prepare students for college-level reading and writing tasks. Reading instruction is designed to improve students’ reading comprehension and vocabulary. Writing instruction includes grammar, punctuation, paragraph structure, and the writing process. Compositions are assigned in response to readings, emphasizing the relationship between reading and writing. Credits do not count toward the associate degree.

**P101A – Expository Composition**
*Prerequisite: Eligible for level 1 English placement or grade of “C” or higher in English P050.*
Total lecture 72 hours. The study of writing, including paragraph development, essay organization, logic, a writing process, and research paper writing. Reading in a variety of rhetorical modes used as models for writing. Instruction and experience in writing research papers. Students will read at least two book-length works and write a minimum of 8,000 words, including an argumentative research paper. (A/CSU/UC).

**P101B – Advanced Composition and Literature**
*Prerequisite: Grade of "C" or higher in English P101A.*
Total lecture 54 hours. A study of fiction, poetry, drama representing a variety of cultural experiences from different critical viewpoints. Discussion of content, form and theme to stimulate critical thinking and an understanding of, as well as appreciation for, the aims and significance of literary art. Students are required to read one book-length work and a novel, as well as selected works of literature from different genres. Course includes advanced instruction in the art of expository writing, with particular emphasis on argumentation as a means of conveying the students’ critical viewpoints. Course emphasizes an understanding of the relationship of language to logic. Critical thinking is taught within the context of literary. Course is also offered online. (A/CSU/UC).

**P102 – Eng Lit: Beowulf to Pope and the Age of Reason**
*Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.*
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. The course includes a detailed study of Beowulf, Chaucer, Spencer, 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 heritage. (A/CSU/UC)

**P103 – Shakespeare Survey**
*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. (A/CSU/UC)

**P104 – English Literature: Romantics to the Present**
*Prerequisite: None.  
Recommendation: 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 includes a detailed study of the works of Byron, Wordsworth, Shelley, Dickens, Wilde, and others. Required for students whose major or minor is English. Recommended for students who wish to extend their knowledge of their cultural inheritance. (A/CSU/UC)

**P105 – English Literature: Women Writers**
*Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.*
Total lecture 54 hours. This course will address women as writers representing multiple theater movements. (A/CSU/UC)

**P106 – English Literature: Chicano Drama**
*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 multiple theater movements. (A/CSU/UC)

**P107 – English Literature: American Indian Literature**
*Prerequisite: None.  
Recommendation: Eligible for level 2 English placement.*
Total lecture 54 hours. Students explore the American Indian experience as recorded in fiction, non-fiction, poetry, drama, and essay. They will consider how literature created by Native Americans brings to light tribal traditions, values, and practices. While studying the literature they will consider historical, geographical, political, and economic circumstances. (A/CSU/UC)

**P108 – English Literature: Roman to Renaissance**
*Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.*
Total lecture 54 hours. A detailed study of the works of Greek and Roman authors, Chaucer, and Shakespeare. (A/CSU/UC)

**P110 – English Literature: British Literature, 1600-1800**
*Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.*
Total lecture 54 hours. Study of the short story as a literary art form, emphasizing the contemporary scene. (A/CSU/UC)

**P111 – English Literature: British Literature, 1800-1900**
*Prerequisite: None.  
Recommendation: Eligible for level 2 English placement.*
Total lecture 54 hours. Study of fiction, poetry, and drama of the late 19th and early 20th centuries with an emphasis on the relationship of literature to contemporary culture. (A/CSU/UC)

**P112 – Forms of Literature: Chicano Literature**
*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). (A/CSU/UC)

**P113 – Forms of Literature: Chicano Drama**
*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 multiple theater movements. (A/CSU/UC)

**P114 – Forms of Literature: Women Writers**
*Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.*
Total lecture 54 hours. This course will address women as writers representing multiple theater movements. (A/CSU/UC)
P19 – Introduction to the Bible as Literature 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Exploration of the Bible as a literary work foundational to western culture. Emphasis will be given to the Old Testament and the New Testament Gospels; other New Testament and non-canonical works may be included. (A/CSU/UC)

P119 – Forms of Literature: Poetry 3 units
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. (A/CSU/UC)

P130 – Survey of American Literature 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Lecture, 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. (A/CSU/UC)

P134 – Introduction to Research for Writing 1 unit
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 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Instruction in the writing of fiction, including the short story and personal narrative, and poetry. Students will learn and apply the elements of the craft and learn to write appropriately for publications; in addition they will read and critically analyze appropriate models. Intended for students seeking a career in writing or with a strong interest in writing. Especially recommended for English majors. (A/CSU)

P141 – Magazine Article Writing 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Exploration of professional, nonfiction magazine writing, including methods of locating, researching, querying and production. Principles of marketing selection, sales techniques, and interviewing procedures. (A/CSU)

ENGLISH FOR SECOND LANGUAGE LEARNERS

P070A – Intermediate, Pron, Reading, and Writing 5 units
Prerequisite: None.
Recommendation: Completion of EL2 P080B with a grade of “C” or higher, or an appropriate score on the English proficiency examination.
Total lecture 90 hours. This course—the first of a two-semester series—is intended for matriculated students with intermediate 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 at the intermediate-advanced level.

P070B – Intermediate Conversation, Reading, and Comp 5 units
Prerequisite: None.
Recommendation: English for Second Language Learners P070A or higher, or appropriate score on the English proficiency examination.
Total lecture 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.

P080A – Basic Structure, Pronunciation, and Comp 5 units
Prerequisite: None.
Recommendation: Concurrent enrollment in English P050 or P101A or eligible for level 2 English placement.
Total lecture 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 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.

P080B – Basic Reading, Vocabulary, and Grammar 5 units
Prerequisite: None.
Total lecture 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.

ENGLISH AS A SECOND LANGUAGE

P090 – Intro to English as a Second Language 0 units
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.

ETHNIC STUDIES

P120 – African American Experience 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course is an interdisciplinary 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. Approved for pass/no-pass grading option. [Equivalent to SOCI P120]. (A/CSU/UC)

FIRE TECHNOLOGY

P050 – Fire Fighter I Academy 13 units
Prerequisite: Fire Technology P101 and EMTC P050 or equivalent with “C” or better.
Recommendation: Current affiliation with a fire service agency that will provide personal protective clothing and medical clearance and completion of a self-contained breathing apparatus (SCBA) “fit test,” is recommended.
Total lecture 180 hours, total laboratory 180 hours. This Academy is accredited by the Office of the California State Fire Marshal (CSFM) and is designed to provide the basic educational and practical training elements required for CSFM certification as Firefighter 1. In most California fire departments, Firefighter 1 level certification is a prerequisite for entry-level job applicants. While this course meets or exceeds the basic Firefighter 1 educational and practical training elements, eligibility for Firefighter 1 certification also requires on-the-job experience that is NOT an element of this Academy. Approved for pass/no pass grading option. (A)

P051 – Interagency Basic Wildland Firefighter Academy 6.5 units
Prerequisite: None.
Recommendation: Current first aid and CPR certification at Public Safety First Aid level or above as defined by California Health and Safety Code.
Total lecture 90 hours, total laboratory 81 hours. This course is designed to provide the basic educational and practical training elements required for issuance of the California Department of Forestry and Fire Protection’s Basic Wildland Firefighter (“Basic 67”) certificate. Successful completion of this course will also result in the student meeting the “Basic 32” training requirements of the Federal fire agencies and issuance of the appropriate related certificates. Graduates of this academy will meet the minimum wildland fire training requirements typically necessary to apply for seasonal wildland fire control positions with most State and Federal fire agencies in California. Course is approved for pass/no pass grading option. (A)

P056 – Fire Apparatus Driver/Operator 1A:
Emerg Vehicle Operations 2 units
Prerequisite: Member of a fire organization. California Drivers License, Class B, fire fighter restricted (minimum).
Recommendation: Eligible for level 2 English placement. Fire Fighter I training recommended.
Total lecture 32 hours, total laboratory 14 hours. This course provides the student with information on driver responsibilities, recognized standards, and related laws for fire apparatus. Topics include basic inspections, documentation, maintenance, and troubleshooting fire apparatus, and techniques on driving and positioning fire apparatus. Each student also has the opportunity to increase his or her driving skills during simulated driving conditions. (A)

P057 – Fire Apparatus Driver/Operator 1B: Pump Operation 2 units
Prerequisite: Member of a fire organization.
Recommendation: Eligible for level 2 English placement. Fire Fighter I training.
Total lecture 32 hours, total laboratory 12 hours. A 40-hour course encompassing types and design of fire service pumps and their operations. Updated to reflect the 2009 NFPA 1002 Standards for Fire Apparatus Driver/Operator Professional Qualifications and requires a textbook and student supplement. This course provides the student with information on pump construction and theory of pump operations. Topics include: methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps. Each student also has the opportunity to increase his or her pumping skills during simulated pumping conditions. (A)

P101 – Principles of Emergency Services 3 units
Prerequisite: None.
Total lecture 54 hours. Provides an introduction to fire protection education, 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, basic fire chemistry and physics, basic fire control strategy and tactics, and common fire protection systems. (A/CSU)

P102 – Fire Prevention Technology 3 units
Prerequisite: None.
Total lecture 54 hours. This course 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 built-in fire protection systems, fire investigation, and fire and life-safety education. (A/CSU)

P103 – Fire Protection Equipment and Systems 3 units
Prerequisite: None.
Total lecture 54 hours. This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. (A/CSU)

P104 – Building Construction for Fire Protection 3 units
Prerequisite: None.
Total lecture 54 hours. This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. (A/CSU/UC)

P105 – Fire Behavior and Combustion 3 units
Prerequisite: None.
Total lecture 54 hours. This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled. (A/CSU)

GENERAL STUDIES

P055 – Student Government 1 unit
Prerequisite: None.
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 budgeting procedure; and group dynamics. Students conduct their own affairs in a democratic manner. Field trips may be arranged. This course may be repeated three times. (A)

**GEOGRAPHY**

P113 – Cultural Geography 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.  
Total lecture 54 hours. Introduces understanding the impact of human culture on the earth, including language, religion, population dynamics, food production, economic and political organization, settlement systems, natural resource exploitation, culture history, and globalization. Approved for pass/no pass grading option. (A/CSU/UC)

P114 – Physical Geography 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.  
Total lecture 54 hours. This course is a basic study of physical geography and the earth as a system. Important elements include 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 pass/no-pass grading option. [Equivalent to ERSC P114]. (A/CSU/UC)

**HEALTH CAREERS**

P101 – Techniques of Teaching in HealthCareers Program 1 unit  
Prerequisite: None.  
Total lecture 18 hours. A study of the variety of teaching techniques which are applicable to classroom instruction and clinical supervision of students pursuing a health profession. Teaching techniques should focus on delivery of the theory and content of a program and assessment of student performance in the classroom and in the clinical setting. The range of teaching techniques should be from general lecture format to more creative approaches of teaching. (A/CSU)

P110 – Intro to Health of the Underserved Minorities and Linguistic Minority Communities 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.  
Total lecture 54 hours. This class is required for the MedPEP: Medicos Para el Pueblo program participants who are pursuing a career in the health professions. The course immerses students in the health care dynamics and processes pertaining to underserved/underrepresented minorities in California. The course establishes a historical framework of health care policies and practices, then proceeds to focus on the health care related demographics pertaining to underserved minorities, including birth/mortality rates, population growth patterns, incidence of chronic diseases, availability and utilization of public services, and health insurance issues. (A/CSU)

**HEALTH EDUCATION**

P112 – Health Education 3 units  
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. This course is also offered online and as a hybrid. Course is approved for pass/no-pass grading option. (A/CSU/UC)

**HISTORY**

P101 – World History to 1500 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 2 English placement.  
A comparative survey of the political, economic, social, religious, intellectual, and cultural development of world civilizations from the rise of the first complex societies to 1500 CE. Approved for pass/no-pass grading option. (A/CSU/UC)

P102 – World History from 1500 to the Present 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 2 English placement.  
A comparative survey of the political, economic, religious, intellectual, and cultural development of world civilizations from 1500 to the present, including the interconnections and interdependencies of the modern world. Approved for pass/no-pass grading option. (A/CSU/UC)

P104 – History of Western Civilization I 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 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 1648. (A/CSU/UC)

P105 – History of Western Civilization II 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.  
Total lecture 54 hours. A study of the historical, cultural, social, economic, religious, philosophical, and political development of Western Civilization from 1648 until the present. (A/CSU/UC)
P107 – California History 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.  
Total lecture 54 hours. A survey of the growth and development of California politically, socially, and economically from 1542 to the present, emphasizing twentieth century issues. Approved for pass/no-pass grading option. (A/CSU/UC)

P108 – Early Latin American History 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.  
Total lecture 54 hours. A survey of the social and political history of early Latin America from the Pre-Columbian civilizations, the Iberian conquest and settlement, the 300 years of colonial development, through independence by the 1820s. Approved for pass/no-pass grading option. Not open to students with credit in History P108 before Fall 2010, History 8B or History 8. (A/CSU/UC)

P109 – Modern Latin American History 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.  
Total lecture 54 hours. A survey of the social and political history of Latin America from independence through 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 pass/no-pass grading option. (A/CSU/UC)

P117 – History/US from Colonial Period to 1877 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.  
Total lecture 54 hours. A survey of the historical, political, and social development of the United States from the beginning of the colonial period to 1877. (A/CSU/UC)

P118 – History/US from 1877 to the Present 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.  
Total lecture 54 hours. A survey of the historical, political, and social development of the United States from 1877 to the present. (A/CSU/UC)

P119 – Mexican American History 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 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 pass/no-pass grading option. (A/CSU/UC)

P120 – History of the Middle East 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 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 pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P121 – History of East Asia 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.  
Total lecture 54 hours. A survey of the social and political history of East Asia from the foundations of literate Asian civilization through the transition into modern nations and their adaptation to a changing contemporary world. The course focuses on China, Japan, and Korea, giving substantial attention to the philosophical and religious traditions that bestow distinctive characteristics on the East Asian region and on each of the three countries. Approved for pass/no-pass grading option. (A/CSU/UC)

P123 – History of Mexico 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 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 pass/no-pass grading option. (A/CSU/UC)

HUMAN SERVICES

P101 – Introduction to Human Services 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 English placement.  
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. (A/CSU)

P102 – Intro to Alcoholism and Substance Abuse 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 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 is also reviewed. (A/CSU)

P103 – Ethics and Human Services Workers 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 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 professional associations, certifications, licensure, counselor burnout and the recovering counselor, and associated problems/issues. Approved for pass/no-pass grading option. (A/CSU)

P104 – Basic Interviewing and Counseling Skills 3 units  
Prerequisite: None.  
Recommendation: Eligible for level 1 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 pass/no-pass grading option. (A/CSU)

P105 – Intro to Counseling with Multicultural Populations 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 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. Approved for pass/no-pass grading option. (A/CSU)

P106 – Psychopharmacology of Alcohol and Drug Abuse and Psychotherapeutic Medications 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
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. (A/CSU)

P107 – Understanding Psychopathology and Treating Co-occurring Disorders 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course reviews the major concepts, definitions, and features of co-occurring mental health disorders associated with addiction (either as cause or consequence). Skills in recognizing co-occurring disorders, referral and case management of clients and appropriate scope of practice are emphasized. Common types of mental health issues associated with addiction, including mood, anxiety, and adjustment disorders, post traumatic stress disorder, and unresolved issues of childhood abuse, are covered as well as an overview of appropriate treatment and management approaches. Approved for pass/no-pass grading option. (A/CSU)

P108 – Counseling Approaches and Techniques 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course provides an overview of the key theorists in the addiction counseling field and the impact of their particular theoretical approaches. Current scientific and research addiction counseling strategies are presented with students given tools and techniques to analyze appropriate content and applications for individual and group activities. The historical overview discusses the progression of theories from the physical effects of substance abuse; to psychological factors impacting relapse tendencies; and more recent theories providing a holistic approach (treating the whole person). Concepts of treating like skills deficits, social skills deficits, and psychological deficits are discussed in the course with students being provided an introduction to case management, treatment planning, setting of goals, and progress charting. (A/CSU)

P109 – Group Counseling Strategies 1.5 units
Prerequisite: None.
Corequisite: HMSV P10 Group Process.
Recommendation: Eligible for level 1 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. (A/CSU)

P110 – Group Counseling Process 1.5 units
Prerequisite: None.
Corequisite: HMSV P109 Counseling Strategies.
Recommendation: Eligible for level 1 English placement.
Total lecture 27 hours. An introduction to the process, dynamics, types and problem, 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. Approved for pass/no-pass grading option. (A/CSU)

P111 – Case Management 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
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. (A/CSU)

P112 – Internship / Mental Health/Substance Abuse Care 2 units
Prerequisite: Successful completion of HMSV P101, HMSV P103, HMSV P104, HMSV P105, HMSV P109, and HMSV P110, 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 management, crisis management, education, referral, report and record keeping and consultation. Approved for pass/no-pass grading option. (A/CSU)

P114 – Issues and Interventions in Geriatric Mental Health 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. An overview of psychosocial issues facing the elderly 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. Approved for pass/no pass grading option. (A/CSU)

P120 – Introduction to Social Welfare 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 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)
P134 – Human Services Internship (Certificate) 1 unit
Prerequisite: Human Service P110 with a “C” grade or better. Recommendation: Eligible for level 1 English placement. Total laboratory and/or field work 54. Observation and participation in mental health and alcohol/substance abuse service agencies. Examples of settings include a social model recovery alcohol/substance abuse center or a mental health clinic. Supervision of students will be emphasized in the twelve following areas: screening, intake, orientation, assessment, treatment, planning, counseling, case management, crisis management, education, referral, report and record keeping, and consultation. Approved for pass/no pass grading option. This course may be repeated three times. (A/CSU)

P135 – Human Services Internship (Certificate) 2 units
Prerequisite: Successful completion of HMSV P101, HMSV P103, HMSV P104, HMSV P105, HMSV P109, and HMSV P110, unless student is already working in the field. Recommendation: Eligible for level 1 English placement. Total laboratory and/or field work 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. Approved for pass/no pass grading option. This course may be repeated three times. (A/CSU)

INDUSTRIAL TECHNOLOGY

P050 – Industrial Maintenance 5 units
Prerequisite: None. Total lecture 54 hours, total laboratory 144 hours. This course provides foundational skills training for maintenance technicians. Topics will include 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 pass/no-pass grading option. (A)

P051 – Industrial Maintenance II 4.5 units
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 pass/no-pass grading option. (A)

INFORMATION SYSTEMS

P001 – Introduction to Computers 3 units
Prerequisite: None. Recommendation: Office Technology P101A; eligible for level 2 English placement. Total lecture 54 hours. This course is designed to provide students with fundamental concepts of microcomputer hardware and software. Software covered is Microsoft Word, Microsoft Excel, and Microsoft PowerPoint to familiarize students with some of these most widely used software applications. Students are expected to use computers outside of the classroom to accomplish the assignments and to enhance their understanding of the subject matter. A research project will also be assigned to help students to critically evaluate the advances of today’s computer technology. Students will be required to purchase a USB flash drive. (A)

P005 – Introduction to Windows 1 unit
Prerequisite: None. Recommendation: Information Systems P001. Total lecture 18 hours. A course designed to provide an overview of Microsoft Windows using the most current version. Various components of the software such as control panel, accessory programs and system customization will be discussed and drilled in hands-on activities. Upon successful completion of the course, students will be prepared to take other Windows-based microcomputer applications. Approved for pass/no-pass grading option. (A)

P010 – Introduction to Word Processing – Word 2 units
Prerequisite: None. Recommendation: Office Technology P101A. Total lecture 36 hours. This course will familiarize students with the basic and advanced functions of Microsoft Word for Windows. Included topics are: creating, editing, illustrating, and formatting letters, tables, memos, outlines, forms, reports, merging word documents, and integrating Word with other programs. Approved for pass/no-pass grading option. This course may be repeated one time. (A)

P020 – Introduction to Spreadsheet – Excel 2 units
Prerequisite: None. Recommendation: Information Systems P001 and P005. 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 2007. 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 pass/no-pass grading option. (A)

P030 – Introduction to Database – Access 2 units
Prerequisite: None. Recommendation: Information Systems P001 and P005. 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 pass/no-pass grading option. (A)

P050 – Introduction to the Internet 1 unit
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. Students will be required to purchase a USB flash drive.
tool. Specific topics such as Web browsers, search engines, e-mail, news groups and basic page design will be discussed. Course is also offered online. Approved for pass/no-pass grading option. (A)

P052 – Introduction to Web Design 3 units 
Prerequisite: None. 
Recommendation: Information Systems P001 and P050. 
Total lecture 54 hours. This course provides hands-on learning in Web design and publishing using several web authoring tools, including Dreamweaver and Microsoft FrontPage; as well as examining other programs. Students will learn how to create web pages with various links, pictures, images, tables, and CSS layout. Use of HTML, XHTML, and CSS will 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 pass/no-pass grading option. (A)

P055 – Internet Research 2 units 
Prerequisite: None. 
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 beginner students first learning about the Internet and the Web as well as those with more online experience. The main topics of the course are managing and using information from the Internet and researching specialized databases (medical, Government, legal, maps, and people). 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 exercises and projects provided in the textbook. Approved for pass/no pass grading option. This course may be repeated one time. (A)

P070 – Basic Computer Skills 1 unit 
Prerequisite: None. 
Total laboratory 54 hours. This course will provide the student with a basic working knowledge of computers. Topics include keyboard and mouse operations, accessing the network, saving and copying files, basic computer components, introducing software, and introducing the Internet. Credits do not count toward the associate degree.

P100 – Introduction to Information Systems 4 units 
Prerequisite: None. 
Recommendation: Eligible for level 2 English placement and Math P055. 
Total lecture 72 hours. An overview of computer-based information systems and end-user productivity software. Lecture topics include information systems concepts, computer hardware, software, networks, e-commerce, systems development, security, privacy, and social and ethical issues. Hands-on lab components include operating systems, Internet, word processor, spreadsheet, database, and presentation software. This transfer-level course is designed for students who are transferring to four-year institutions or majoring in Information Systems. It meets the analytical thinking requirement for graduation and is offered both online and in transitional classroom format. (A/CSU/UC)

P113 – Structured Programming – Visual Basic 3 units 
Prerequisite: Information Systems P100. 
Total lecture 54 hours. This is an introductory course in computer programming using the Visual Basic programming language. Students design, write, and debug programs using the principles of structured programming. Topics covered include: programming language structure and syntax, algorithm development, design considerations, program development tools, error handling and debugging, functions and subprograms, selection and looping structures, and array processing. Students will learn how to develop and implement Visual basic programs through hands-on individual assignments as well as full-scale team projects. A clear understanding of information systems concepts is essential for enrollment in this course. (A/ CSU)

P210 – Systems Analysis and Design 3 units 
Prerequisite: Information Systems P100. 
Total lecture 54 hours. This course provides an overview of the systems analysis and design concepts and process. The five phases of the systems development life cycle and various structures methodologies and development tools will be examined. Topics include analyzing the business case, requirements modeling, data and process modeling, development strategies, output and user interface design, data design, systems architecture, implementation, operation and support, and security. A case study approach will be emphasized throughout the course to provide students with real-life experience as a systems analyst and project leader. Knowledge of information systems, office applications, programming languages, data communications, and networking are essential for students to contribute to team projects and to complete this course successfully. (A/CSU)

P220 – Data Communications and Networking 3 units 
Prerequisite: None. 
Recommendation: Information Systems P100. 
Total lecture 54 hours. This course provides a baseline level of knowledge for success in the computer network industry and preparation for networking certifications, including the MCSA, MCSE, CAN and CCNA designations. Students are exposed to industry topics such as Networked Attached Storage (NAS), Cable Installation and Management, as well as Fix and Mobil WIMAX. This course provides up-to-date coverage of the networking operating systems, Microsoft Windows XP and Sever 2003 technologies. (A/CSU)

INTERDISCIPLINARY STUDIES

P055A – Transition to College and Career Planning 1.5 units 
Prerequisite: None. 
Total lecture 27 hours. This course prepares high school students with the transition from high school to the college environment. This class will cover learning strategies, college resources and how to navigate the college website for registration and other educational online tools. Students will be informed about the college culture and receive specific instruction on the college curriculum, majors, programs, services, graduation/transfer requirements, registration and policies. Satisfies Porterville College graduation requirement for Area A. (A)

P055B – Introduction to College Writing 1 unit 
Prerequisite: None. 
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 unit 
Prerequisite: None. 
Total lecture 18 hours. This course will focus on college reading skills and introduce strategies to improve students’ ability to read critically. (A)
P055D – Introduction to College Math  1 unit
Prerequisite: None.
Total lecture 18 hours. This course will cover basic math concepts and strategies in preparing for elementary and intermediate algebra. This includes defining the integers, rational numbers, set of real numbers, and set of complex numbers. Arithmetic operations on these sets of numbers will be covered including whole powers and square roots. Special emphasis will be placed on fractions and negative numbers. Solving of basic one and two step linear equations will be covered. An introduction to set theory and set operations will also be included. (A)

P100A – Preparation for Professional Health Careers  1 unit
Prerequisite: None. Concurrent enrollment in Interdisciplinary Studies P100B, P100C and P100D.
Recommendation: Eligible for Level 2 English Placement.
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/CSU)

P100B – Preparation for Introductory Biology  1 unit
Prerequisite: None.
Total lecture 18 hours. This course will introduce students to the curriculum required to complete the biological and physical science major. Students will receive basic instruction in biology and skills necessary for successful completion of Biology P105 and P106. (A/CSU)

P100C – Preparation for General Chemistry  1 unit
Prerequisite: None.
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/CSU)

P100D – Preparation for Introductory Trigonometry  1 unit
Prerequisite: Math P051 or equivalent.
Total lecture 18 hours. This course will introduce students to trigonometry which is required to continue on to pre-calculus and calculus. Students will receive basic instruction in trigonometry and skills necessary for successful completion of MATH P101 Trigonometry. (A/CSU)

LIFE SCIENCE

P111 – Life Science Laboratory Associate  1 unit
Prerequisite: Biology P110 or Biology P105 or Biology P106 or Anatomy P110 or Physiology P101 or Microbiology P106.
Total laboratory 54 hours Student will learn and apply life science laboratory techniques and procedures required for the preparation and maintenance of the educational laboratory. Student will assist in preparation and maintenance of equipment and materials. Approved for pass/no-pass grading option. (A/CSU)

MARKETING

P124 – Principles of Marketing  3 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
Total lecture 54 hours. This course is designed to provide an active-learning approach involving students in the operational, promotional and developmental problems of marketing from local to global issues. Topics include buying, pricing, sales promotion, salesmanship, public relations, stock control and record keeping. [Also listed as Business Administration P124]. (A/CSU)

MATHEMATICS

P051 – Intermediate Algebra  5 units
Prerequisite: Mathematics 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). (A)

P051L – Intermediate Algebra Laboratory .5 unit
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 only on a pass/no-pass grading system. (A)

P055 – Elementary Algebra  5 units
Prerequisite: Math P061.
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, integers, polynomials, products and factorings, linear equations, algebraic fractions, exponents and radicals, quadratic equations, ratio, proportion, variation and graphing of functions. This course is also offered as a hybrid (A)

P055L – Elementary Algebra Laboratory .5 unit
Prerequisite: Concurrent enrollment in Mathematics P055.
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 pass/no-pass grading system. This course may be repeated one time. (A)

P061 – Pre-Algebra  5 units
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

P061L – Pre-Algebra Laboratory  .5 unit
Prerequisite: Concurrent enrollment in Mathematics P061L.
Total laboratory 27 hours. The practice of computational skills and 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 pass/no-pass grading system.
P101 – Trigonometry
Prerequisite: Mathematics 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). (A/CSU/UC)

P102 – Precalculus Functions and Graphs
Prerequisite: Mathematics P101 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. (A/CSU/UC)

P103 – Calculus 1 with Analytic Geometry
Prerequisite: Mathematics P102.
Total lecture 90 hours. Begins a sequence of three courses in calculus. Coverage includes the study of limits, continuity, derivatives, and integration. Extensive applications of the calculus to include related rates; optimization of functions of one variable; calculation of areas, volumes, arc length, surface area, work, fluid force, and centers of mass. (A/CSU/UC)

P104 – Calculus 2 with Analytic Geometry
Prerequisite: Mathematics P103.
Total lecture 90 hours. Continues the study of calculus begun in MATH P103. Attention and greater detail is given to the techniques of integration and applications of integration. Other topics include the study of exponential, logarithmic, and inverse trigonometric functions; Infinite series and the expansion of functions into power series; parametric and polar representations of curves. The course ends with a brief introduction to differential equations. (A/CSU/UC)

P122 – Introduction to Probability and Statistics
Prerequisite: Mathematics 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. (A/CSU/UC)

P205 – Calculus 3 with Analytic Geometry
Prerequisite: Mathematics P104.
Total lecture 90 hours. Concludes the study of calculus begun in MATH P103. The concepts of the derivative and the definite integral are extended to functions of several variables in the form of partial derivatives and multiple integrals. In addition, the theory of limits, derivatives, and integrals are extended to vector-valued functions. Considerable attention is given to topics in vector calculus such as vector fields, line integrals, divergence and curl, the Fundamental Theorem of Line Integrals, Green’s Theorem, Stokes’s Theorem, and the Divergence Theorem. C-ID MATH 230 (A/CSU/UC)

P206 – Differential Equations
Prerequisite: Mathematics P205.
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; solutions by Laplace transforms; an introduction to linear algebra, including techniques for solving linear systems of equations and the concepts of basis and dimension; exploration of the relationships between linear algebra and differential equations; boundary-value problems. C-ID MATH 240 (A/CSU/UC)

MICROBIOLOGY

P106 – Microbiology
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 pass/no-pass grading option. (A/CSU/UC)

MUSIC

P109 – History of Rock and Roll
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
This course is a general overview of rock and roll music and includes study of the impact of rock and roll on social, economic, cultural and political structures, as well as a chronological history of rock music. Not previous musical training is necessary. (A/CSU)

P110 – Exploring The World Through Music
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Music P110 involves a survey of diverse music cultures from around the world – including the Americas, Asia, Africa, Oceania, and Europe – and establishes a framework for exploring music from around the world as a human social and expressive phenomenon. The course includes lectures, discussions, films, recordings, and (when possible) live presentations as diverse means of exploring how music is used around the world for a variety of purposes – including aesthetic, religious, social, political, and commercial. A research project and oral presentation are included in the class requirements, forming a capstone project for the course. (A/CSU/UC)

P111 – Music Appreciation I
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. (A/CSU/UC)

P112 – Music Appreciation II
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. (A/CSU/UC)
P117 – College Chorale 2 units
Prerequisite: None. Vocal placement to be made during first week of class.
Total laboratory 90 hours plus 36 hours arranged. The College Chorale participates in major concerts and festivals, 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. This course may be repeated three times. (A/CSU/UC)

P118 – Chamber Singers 1 unit
Prerequisite: Concurrent enrollment in Music P117. 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. This course may be repeated three times. (A/CSU/UC)

P143 – Advanced Guitar 3 units
Prerequisite: None.
Total lecture 54 hours. A course intended for the advanced 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 pass/no-pass grading option. This course may be repeated one time. (A/CSU)

P143A – Beginning Class Piano I 2 units
Prerequisite: None.
Total lecture 36 hours. This course is designed 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 music majors not specialized in piano but who need to fulfill minimum degree requirements, and students who will be working toward elementary or single-subject music teacher certification. (A/CSU/UC)

P144A – Beginning Class Piano II 1 unit
Prerequisite: Music P143A or equivalent proficiency.
Total lecture 36 hours. This course is designed 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 music majors not specialized in piano but who need to fulfill minimum degree requirements, and students who will be working toward elementary or single-subject music teacher certification. (A/CSU/UC)

P143B – Beginning Class Piano II 2 units
Prerequisite: Music P143A or equivalent proficiency.
Total lecture 36 hours. This course is designed 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 music majors not specialized in piano but who need to fulfill minimum degree requirements, and students who will be working toward elementary or single-subject music teacher certification. (A/CSU/UC)

P143C – Intermediate Class Piano 2 units
Prerequisite: Music P143B or equivalent proficiency.
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 music majors not specialized in piano but who need to fulfill minimum degree requirements and students who will be working toward elementary or single-subject music teacher certification. (A/CSU/UC)

P143D – Advanced Class Piano 2 units
Prerequisite: Music P143C or equivalent proficiency.
Total lecture 36 hours. A course to develop more advanced keyboard techniques, sight reading, facility in playing all major and minor scales, melodic harmonization, beginning accompaniments, transpositions, and performance of more advanced piano literature. This course is designed for music majors not specialized in piano but who need to fulfill minimum degree requirements and students who will be working toward elementary or single-subject music teacher certification. (A/CSU/UC)

P155A – Beginning Guitar 3 units
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 pass/no-pass grading option. This course may be repeated one time. (A/CSU)

P155B – Intermediate Guitar 3 units
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. Approved for pass/no-pass grading option. This course may be repeated one time. (A/CSU)

P155C – Advanced Guitar 3 units
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 pass/no-pass grading option. This course may be repeated one time. (A/CSU)

NURSING

P100 – Strategies for Success in a Nursing Program 2 units
Prerequisite: None.
Total lecture 36 hours. This course is designed to prepare students for successful completion of the nursing program. The student will be given an overview of the program requirements and expectations, and he/she will acquire information and skills that facilitate student success once admitted into the program. Students will also explore nursing career options which will guide the development of their educational plan. (A/CSU)

P120 – Fundamentals of Nursing 4.5 units
Prerequisite: Acceptance in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 45 hours, total laboratory 108 hours. This Level 1 course introduces the concepts of the professional nurse, nursing skills, beginning leadership, health care environment, growth and development across the lifespan, basic physiologic and human needs in health and illness, and providing a safe environment. Beginning critical thinking skills are emphasized, within the framework of the nursing process. Correlated clinical experiences are provided with adult patients who have basic health problems with predictable outcomes. The roles of Provider of Care, Manager of Care, and Member of the Profession are introduced and integrated throughout the course. (A/CSU)
COURSE DESCRIPTIONS

P121 – Medical-Surgical Nursing 1 4.5 units
Prerequisite: Acceptance in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 45 hours, total laboratory 108 hours. This Level 1 course introduces medical surgical nursing concepts and practices as they relate to adult clients across the lifespan. Using the nursing process as the framework, the student will begin to recognize alterations in function or illness, and formulate age appropriate nursing interventions. Correlated clinical experiences are provided with adult patients who have basic health problems with predictable outcomes. The roles of Provider of Care, Manager of Care, and Member of the Profession are introduced and integrated throughout the course. (A/CSU)

P122 – Pharmacology 3 units
Prerequisite: Acceptance in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 54 hours. This Level 1 course provides the foundation knowledge base related to pharmacology in nursing, including both theoretical and mathematical aspects. The course uses the nursing process as the framework, and addresses the roles of provider of care, manager of care, and member of care, and member of the profession. Fundamental principles of pharmacodynamics, pharmacokinetics, legal and ethical issues, and nursing responsibilities are covered. Information regarding intravenous drug administration is limited to pharmacokinetics. The drug classes most commonly used in clinical practice are presented. Additionally, information regarding basic mathematical calculations related to medication administration is introduced. (A/CSU)

P123 – Medical-Surgical Nursing 2 4.5 units
Prerequisite: Acceptance in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 45 hours, total laboratory 108 hours. This Level 2 course focuses on the development of the knowledge base and skills to care for patients across the lifespan, in various settings, who have higher acuity and more complex nursing needs. The nursing process is the framework for identification and treatment of health problems, and other concerns. Correlated clinical experiences emphasize clinical decision making, patient care management, including prioritization of care, and development of psychomotor skills. Leadership and management knowledge and skills are integrated in both the theory and clinical components. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated throughout the course. (A/CSU)

P124 – Obstetrics-Maternity Nursing 3 units
Prerequisite: Acceptance in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 27 hours, total laboratory 81 hours. This Level 2 course provides a foundation for theoretical and technical knowledge base while caring for the contemporary family centered childbirth. Parent/newborn issues are viewed from a nursing process approach for the antepartum, intrapartum, postpartum, and neonatal client. Correlated clinical experiences emphasize clinical decision making, patient care management, including prioritization of care, and development of psychomotor skills.

P125 – Mental Health-Psychiatric Nursing 3.5 units
Prerequisite: Acceptance in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 36 hours, total laboratory 81 hours. This Level 3 course provides an introduction to Psychiatric Mental Health Nursing, using the nursing process as the framework to promote biopsychosocial integrity within the context of the health illness continuum across the life span. Emphasis is on therapeutic interactions and communications, biopsychosocial rehabilitation and therapeutic use of self. Correlated clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of mental health settings. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated in both the theory and the clinical components. (A/CSU)

P126 – Medical-Surgical Nursing 3 5.5 units
Prerequisite: Acceptance in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 45 hours, total laboratory 162 hours. This Level 3 course focuses on the application of previously learned knowledge as well as the development of more in depth knowledge for adult clients across the lifespan who have more diverse and complex disease states. The nursing process is the framework used in this course to present topics, such as leadership, critical thinking, pharmacology and safety. Correlated clinical experiences are provided with adult patients who have increasingly complex outcomes. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated an analyzed throughout the didactic and clinical experiences. (A/CSU)

P127 – Pediatric Nursing 3.5 units
Prerequisite: Acceptance in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 27 hours, total laboratory 81 hours. This Level 2 course provides a foundation for pediatric nursing using growth and development concepts as a framework for presenting problems and special concerns of the pediatric client. Communication, anticipatory guidance, response to hospitalization, legal and ethical issues and health care of pediatric clients are discussed. Correlated clinical experiences emphasize clinical decision making, patient care management, including prioritization of care, and development of psychomotor skills. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated in both the theory and the clinical components. (A/CSU)

P128 – Medical-Surgical Nursing 4 7 units
Prerequisite: Acceptance in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.
Total lecture 54 hours, total laboratory 216 hours. This capstone course focuses on the integration of knowledge and skills, through analysis and synthesis. The nursing process is used as the framework for providing nursing care to clients who have critical and complex medical conditions. Correlated clinical experiences...

...include preparation for practice in different roles, including provider of care, manager of care, and member of the profession. The roles are integrated throughout the course. (A/CSU)
emphasize refinement of clinical decision-making, formulating and revising priorities of care, psychomotor skills and patient care management. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated to promote success in transitioning from student to entry level Registered Nurse. (A/CSU)

P129–Gerontology-Community Nursing 2 units
Prerequisite: Appropriate standing in the Associate Degree Nursing Program or evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.

Total lecture 18 hours, total laboratory 54 hours. This Level 4 course integrates previous medical surgical knowledge and leadership skills as it applies to the aging adult. The Nursing process framework is used to explore the lifestyle and physical changes that occur with aging, apply the process of initiation health referrals and propose the outcome criteria for evaluating the aging individual's response to teaching/learning. Correlated clinical experiences will emphasize the application of interventions that will increase the older adult's functional ability. The roles of Provider for Care, Manager of Care, and Member of the Profession are integrated throughout the didactic and clinical experiences. (A/CSU)

P170–Role Transition: Bridging Nursing Theory to Practice 2 units
Prerequisite: LVN or RN Licensure; or nursing student with evaluation of skills and knowledge as outlined per the Program Policy of Granting Credit for Previous Education and/or Experience.

Total lecture 27 hours, total laboratory 27 hours. This Level 3 course is designed for the LVN who is pursing licensure as an RN or the RN who wants to update skills to re-enter the workforce. The focus is on the development of critical thinking skills, physical assessment, the nursing process, role transition, and clinical skill competencies. The roles of Provider of Care, Manager of Care, and Member of the Profession are integrated throughout the course. The lab correlated with the didactic portion and provides an opportunity for application of concepts in the Nursing Skills Lab. (A/CSU)

PHILOSOPHY

P106 – Introduction to Philosophy 3 units
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 pass/no-pass grading option. (A/CSU/UC)

P107 – Introduction to Logic 3 units
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 pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P108 – Introduction to Philosophy of Religion 3 units
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 pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P109 – Existence and Reality 3 units
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.
Photography

P101 – Basic Photography 3 units
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. Introduction to the processes, principles, and tools of photography. Topics include the development of technical and aesthetic skills, elements of design and composition, camera technology, darkroom procedures, and techniques, film concepts, other photographic materials and equipment, and contemporary trends in photography. Camera is required. Required for Photography majors and certificates. Recommended for the Art Studio Major and the Commercial Art major and certificate. (A/CSU/UC)

P102 – Intermediate Photography 3 units
Prerequisite: Photography P101 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. (A/CSU)

P103 – Advanced Photography 3 units
Prerequisite: Photography P102.
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/film and digital photography. Required for Photography majors and certificates. (A/CSU)

P104 – Color Photography 3 units
Prerequisite: Photo P101.
Total lecture 36 hours, total laboratory 54 hours. This course is a concentrated study of color photography. Students are instructed in visual analysis, color dynamics, and impact of color on mood and emotion. Practical experience in camera and darkroom color processes such as filtration, exposure calculation, analyzers and specialized equipment. Students are also instructed in digital darkroom techniques as they apply to color. Students are expected to have suitable camera. Required for Photography majors and certificates. (A/CSU)

P105 – Advanced Color Photography 3 units
Prerequisite: Photography P104.
Total lecture 36 hours, total laboratory 54 hours. This course is a continuation of Photography P104. The emphasis is on further experimentation, exploration, and refinement of traditional and digital color techniques for photography. Recommended for Photography majors and certificates. (A/CSU)

P124 – Landscape Photography 1 unit
Prerequisite: Photography P101 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. Recommended for Photography majors and certificates. This course may be repeated three times. (A/CSU)

P125 – Studio Photography 3 units
Prerequisite: Photography P101.
Total lecture 36 hours, total laboratory 54 hours. This course explores the unique problems encountered in studio work and the control of the artificially lit indoor environment. Students will be instructed in studio lighting and specialized techniques. Required for Photography majors and certificates. (A/CSU)

P130 – Graphic Art Photography 3 units
Prerequisite: Photography P101.
Total lecture 36 hours, total laboratory 54 hours. Course dedicated to the creative content and form of photography in the fine arts. Students will explore, in the darkroom, a variety of graphic process: from Kodakiths, photograms, posterization, and solarization, to non-silver processes. Students’ creative expression will be emphasized. (A/CSU)

P140 – Photograph Digital Retouching and Restoration 2 units
Prerequisite: None.
Total lecture 36 hours, total laboratory 54 hours. This course will instruct students on how to utilize photographs, negatives, slides and digital images to retouch, restore and enhance the images using Adobe Photoshop. Lectures will explore the capturing of images with various types of cameras, compositions, scanning
into computers, and retouching to produce a quality photograph. This course may be repeated three times. (A/CSU)

**PHYSICAL EDUCATION**

P103 – Beginning Weight Training 1-2 units
Prerequisite: None.
Total 54 activity hours per unit. Development of muscular knowledge, proper techniques, safety and training programs. Approved for pass/no-pass grading option. Course may be repeated three times. (A/CSU/UC)

P104 – Adaptive Physical Education – Aerobic Cond 1-2 units
Prerequisites: None.
Total of 36 in-class activity and 12 outside activity hours per unit. This course provides reasonable accommodations for students with verified physical disabilities. It is an introduction to discipline of physical Education emphasizing cardiovascular conditioning and is complimented by strength, flexibility, and nutritional elements. In the context of an individual’s physical, intellectual, and/or affective abilities and limitations the student will develop an individualized, comprehensive physical fitness plan emphasizing cardiopulmonary development. The course includes rules, equipment, etiquette, safety, nutrition, and techniques related to fitness training. Includes a brief examination of how fitness training has changed due to the influence of individuals, cultures, and medical research. Students will review and apply basic exercise physiology and fitness concepts in the context of their own abilities and limitations to develop and/or maintain their cardiovascular, strength, and flexibility levels. PHED P104 offered on a pass/no pass grading basis. This course may be repeated three times unless eligible to repeat under Title 5. (A/CSU/UC)

P106 – Shape Up .5-2 units
Prerequisite: None.
Total 27 activity hours per 1/2 unit. This course is designed to develop physical fitness parameters of cardiovascular fitness, flexibility, strength and general good health. Emphasis will be placed on safety for fitness programs, strength training, aerobic conditioning, and evaluation of individual fitness levels. This course is offered on a pass/no pass grading basis. Student may petition for a letter grade. Maximum of four credits. (A/CSU/UC)

P109 – Advanced Basketball – Women 1 unit
Prerequisite: Intermediate basketball skills.
Total 54 activity hours per unit. 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 pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P114 – Advanced Volleyball – Women 1-2 units
Prerequisite: Intermediate volleyball skills.
Total 54 activity hours per unit. Development of muscular power, endurance, agility and flexibility as well as mental training techniques. This course may be repeated three times. (A/CSU/UC)

P116 – Advanced Baseball – Men 1-2 units
Prerequisite: Intermediate baseball skills.
Total 54 activity hours per unit. 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 pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P117 – Advanced Basketball – Men 1 unit
Prerequisite: Intermediate basketball skills.
Total 54 activity hours per unit. 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 pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P122 – Varsity Basketball for Men 1 unit
Prerequisite: None.
Total 87.5 activity hours. Approved for pass/no-pass grading option. This course may be repeated three times unless eligible to repeat under Title 5. (A/CSU/UC)

P126 – Varsity Baseball 2 units
Prerequisite: None.
Total 87.5 activity hours. Approved for pass/no-pass grading option. This course may be repeated three times unless eligible to repeat under Title 5. (A/CSU/UC)

P123 – Varsity Basketball for Women 1 unit
Prerequisite: None.
Total laboratory 87.5 hours. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

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 units of work.

In order to be eligible, a student who has previously attended college must have completed 12 units of work the previous semester or 24 units the previous two semesters. A student transferring from another college must have passed 12 units the previous semester.

P122 – Varsity Basketball for Men 1 unit
Prerequisite: None.
Total laboratory 87.5 hours. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P123 – Varsity Basketball for Women 1 unit
Prerequisite: None.
Total laboratory 87.5 hours. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)

P126 – Varsity Baseball 2 units
Prerequisite: None.
Total laboratory 180 hours. Approved for pass/no-pass grading option. This course may be repeated three times. (A/CSU/UC)
COURSE DESCRIPTIONS

P101 – Introductory Physiology 5 units
Prerequisite: None.
Recommendation: Eligible for level 2 English placement.
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. 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. A detailed study of the physical and chemical basis of life. (A/CSU/UC)

P102 – Introduction to Comparative Politics 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course is an introduction to the comparative analysis of different types of political systems. It analyzes forms of government in selected countries taking into account their differing political institutions, their processes and policies, their domestic and international environments, the economic systems with which they interact, and the consequences of their differing forms. (A/CSU/UC)

P103 – Introduction to International Politics 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
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, policy making and modern security and economic issues. Approved for pass/no pass grading option. (A/CSU/UC)

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 P061. 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 on the Health Careers Division website http://www.portervillecollege.edu/healthcareers or in the Health Careers office in HC-2071.

P009 – Nursing Fundamental Concepts 2 units
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 their education in the health field are outlined. Students will also be required to research an assigned topic and write a research paper. Course is also offered online. (A)
COURSE DESCRIPTIONS

P010A – Fundamentals of Nursing
Prerequisite: Must be taken concurrently with clinical course PTVN P010D unless student has already received credit for the clinical courses.
Total lecture 36 hours. This course includes a study of the trends and issues in the field of nursing. It covers the theory and practice of basic nursing procedures using the nursing process. It includes the fundamentals of communication, therapeutic self, self-awareness, therapeutic communications, communication processes and communication barriers. Also included are effective interpersonal relationships, communication strategies and the therapeutic environment. (A)

P010B – Introduction to Medical/Surgical Nursing
Prerequisite: Must be taken concurrently with clinical course PTVN 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 normal mental and emotional development and developmental milestones of the normal infant. (A)

P010C – Life Span Development
Prerequisite: Must be taken concurrently with clinical course PTVN 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)

P010D – Clinical Practice
Prerequisite: Must be taken concurrently with theory courses PTVN P010A and PTVN 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 pass/no-pass 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
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. (A)

P020B – Understanding and Promoting Personal Development and Adjustment of the Developmentally Disabled
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 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
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 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 P020D with a grade of “C” or higher in each module.

P020D – Pharmacology: Concepts and Practices
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. (A)

P020E – Therapeutics of Communication & Relationships
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 therapeutic process and assessment of patients/clients with developmental disabilities. The principles of behavior modification are studied from historical origins to present day concepts. (A)

P020F – Clinical Practice
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 pass/no-pass grading system. (A)

Semester III
This is the third semester of a three-semester program and is offered in modules. Students must achieve a “C” or higher in each module to remain in the Psychiatric Technology Program. They must also have completed modules P020A through P020F with a grade of “C” or higher in each module.

P030A – Psychiatric Nursing Practice: Responsibilities and Approaches
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. (A)
The psychiatric technician’s role on the interdisciplinary team is discussed including documentation. (A)

P030B – Psychopathology I – Major Mental Illness 2 units
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 1.5 units
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 2.5 units
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 units
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 units
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 pass/no-pass grading system. (A)

P101A – General Psychology 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course is designed to introduce students to the scientific study of human behavior and mental processes from the perspective of both the established theories and the more contemporary approaches. The goal of this course is to promote critical thinking and skeptical inquiry through the study and application of the scientific method. Topics of study include brain physiology, neuroscience, learning and conditioning, memory, personality development, social psychology, psychopathology, emotions, motivation, therapeutic approaches, health and stress, ethics in research, and careers in psychology. Course is also offered online. C-ID PSY 110 (A/CSU/UC)

P110 – Abnormal Psychology 3 units
Prerequisite: None.
Recommendation: Psychology P101A or equivalent college course with “C” or better and English P101A or equivalent college course with “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/UC)

P121 – Adolescent Psychology 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement. Completion of Psychology P101A or equivalent college course with “C” or better.
Total lecture 54 hours. This course provides an overview of psychological theory and research as they are applied to adolescent development and the emerging adult. An emphasis is placed on stages of biological, cognitive, psychosocial, and moral development. The course also provides an overview of the common problems of adolescence: identity confusion, problematic interpersonal relationships, mental health issues, substance abuse, body image and eating disorders, delinquency and other antisocial behaviors, and school and work. (A/CSU/UC)

P126 – Lifespan Human Development 3 units
Prerequisite: None.
Recommendation: Psychology P101A or equivalent college course with a “C” or better and eligible for level 1 English placement.
Total lecture 54 hours. Surveys the developmental process from conception to death, with an emphasis on the physical, cognitive, and psychosocial changes of the normal individual. Students will apply the major theoretical perspectives of psychology to human development and analyze research findings utilizing various research methods. Approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

P133 – Psychology of Personal and Social Adjustment 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. A course intended for those interested in applying psychological insights and principles to their own lives for the purpose of achieving a better understanding of themselves through personal growth and development. Topics include theories of personality development, lifespan development, psychological factors of physical health and illness, stress, gender roles,
interpersonal relationships, psychological development, work and leisure, psychological disorders and approaches to treatment, and vocational and academic goal setting. These topics will be explored with an emphasis on both theory and practical application to everyday life. (A/CSU/UC)

P223 – Child Psychology 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. Examination of the major developmental milestones for children, both typical and atypical, from conception through adolescence in the areas of physical, psychosocial, and cognitive. Emphasizing interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. [Equivalent to CHDV P223](A/CSU/UC)

SOCIOMETRY

P101 – The Social World 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. As a survey course, The Social World provides an introduction to the discipline of sociology. This course examines the human experience as it emerges in groups by exploring fundamental concepts related to the study of modern societies, including social institutions, social structure, culture, social power, social class and social change. The course will familiarize students with the major contributors, theories, and methods of the discipline and students will learn about them as they collect their own data and analyze it in the context of their readings. The course is approved for pass/no-pass grading option.
C-ID SOCI 110 (A/CSU/UC)

P102 – Critical Sociology and Social Problems 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course offers 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 pass/no-pass grading option.
C-ID SOCI 115 (A/CSU/UC)

P106A-Z – Current Topics 1 unit
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 18 hours for each credit offered. This course offers an in-depth analysis of one or more current topics in the discipline of sociology. The course will include discussion, interpretation and application of current theories and research methods used in the discipline. Students may earn a maximum of three units, but no topic may be repeated for credit. Approved for pass/no-pass grading option. This course may be repeated three times. Course is also offered online. (A/CSU)

P120 – African American Experience 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course is an interdisciplinary 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. Equivalent to ETHN P120. Approved for pass/no-pass grading option. (A/CSU/UC)

P121 – Mexican American Experience 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course is a critical and social analysis of the Mexican American human experience. Sociological and interdisciplinary approaches, theories, and research will be employed to explore and evaluate the history, culture, and condition of the Mexican American community within the context of U.S. society and the global community. Topics addressed include the cultural diversity of Mexican Americans, historical background, socioeconomic status, health status, and the social psychological impact of social inequality. This course is approved for pass/no-pass grading option. (A/CSU/UC)

P127 – Women and Society 3 units
Prerequisite: None.
Recommendation: Eligible for level 1 English placement.
Total lecture 54 hours. This course offers a sociological analysis of the status 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 gender as social institution, the social construction of gender, social inequality, and the effects of gendered thinking in contemporary mainstream culture on the structure of social institutions and on public perception of social issues and political systems. By studying gender, the course reveals cultural distinctions among men's and women's perspectives and the political consequences of those differences for women's experiences related to health, families, religion, education, politics and work, among others. This course is approved for pass/no-pass grading option. Course is also offered online. (A/CSU/UC)

SPANISH

P101 – Elementary Spanish 5 units
Prerequisite: None.
Total lecture 90 hours. Includes the basic principles of oral and written Spanish, such as vocabulary drill and exercises, composition, reading, and conversation. This course may have an online component which requires the student to access the Internet weekly. (A/CSU/UC)

P102 – Elementary Spanish 5 units
Prerequisite: None.
Recommendation: Grade of “C” or higher in Spanish P101 or equivalent.
Total lecture 90 hours. Second semester Spanish which includes listening, speaking, grammar, reading, writing, and vocabulary. The course may have an online component which requires the student to access the Internet weekly. (A/CSU/UC)
P103 – Intermediate Spanish  
Prerequisite: None.  
Recommendation: Grade of “C” or higher in Spanish P102 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. (A/CSU/UC)

P104 – Intermediate Spanish  
Prerequisite: None.  
Recommendation: Grade of “C” or higher in Spanish P103 or equivalent.  
Total lecture 90 hours. Continuation of Spanish P103. Grammar, composition and conversations; reading of more difficult Spanish literature; drill in pronunciation. (A/CSU/UC)

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 P061. 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 on the Health Careers Divisions website [http://www.portervillecollege.edu/healthcareers](http://www.portervillecollege.edu/healthcareers) or in the Health Careers Office in HC-2071.

PTVN P010A – Fundamentals of Nursing  4 units  
Prerequisite: Must be taken concurrently with clinical course PTVN 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)

PTVN P010B – Introduction to Medical/Surgical Nursing  5 units  
Prerequisite: Must be taken concurrently with clinical course PTVN 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)

PTVN P010C – Life Span Development  2 units  
Prerequisite: Must be taken concurrently with clinical course PTVN 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)

PTVN P010D – Clinical Practice  6 units  
Prerequisite: Must be taken concurrently with theory courses PTVN P010A and PTVN 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 pass/no-pass 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.

PTVN P025A – Endocrine System  2 units  
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. (A)

PTVN P025B – Gastro Intestinal System  1.5 units  
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. (A)

PTVN P025C – Musculoskeletal System  1 unit  
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. (A)

PTVN P025D – Genito-Urinary System  1 unit  
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. (A)
COURSE DESCRIPTIONS

P025E – Diseases and Disorders of the Eye and Ear 1 unit
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. (A)

P025F – Integumentary System 1 unit
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 integumentary system. (A)

P025G – Pediatrics 1.5 units
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 children from birth through adolescence. It includes the study of the physiological, biopsychosocial, and cultural factors related to growth and development. (A)

P025H – Clinical Practice 6 units
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 affiliated 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 pass/no-pass grading system. (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 units
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 units
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 units
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 units
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 units
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 units
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. (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 units per semester of General Cooperative Work Experience Education may be earned. A maximum of four units per semester of Occupational Work Experience Education may be earned up to a Total of 16 units. A combined Total of On-Campus Entrepreneurial, General Occupational Cooperative Work Experience Education, and Human Services may not exceed 16 units of which a maximum of six units may be General
Cooperative Work Experience Education. No more than eight units may be applied toward the 18-credit subject “major” required for graduation.

The student must be enrolled in and complete a minimum of seven units, including units 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 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 pass/no-pass grading option. (A/CSU)

General Work Experience Education is supervised employment of students. It is intended to assist student in acquiring desirable work habits, career awareness and positive job attitudes. The jobs held by students need not be related to their occupational goals or college program.

Occupational Work Experience Education is the extension of classroom occupational learning opportunities and career awareness into employment related to the student’s major or occupational goal.

Entrepreneurial Work Experience Education is cooperation between the student and an on-campus entrepreneurial operation.

P149N – Occupational Work Experience Education .5 unit
Prerequisite: Student’s non-paid 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. Approved for pass/no-pass grading option. (A/CSU)

P149P – Occupational Work Experience Education .5 unit
Prerequisite: Student’s paid 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. Approved for pass/no-pass grading option. (A/CSU)

P150P – Occupational Work Experience Education 1 unit
Prerequisite: Student’s non-paid 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. Approved for pass/no-pass grading option. (A/CSU)

P151N – Occupational Work Experience Education 2 units
Prerequisite: Student’s non-paid 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 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. Approved for pass/no-pass grading option. (A/CSU)

P151P – Occupational Work Experience Education 2 units
Prerequisite: Student’s paid 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 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. Approved for pass/no-pass grading option. (A/CSU)

P152N – Occupational Work Experience Education 3 units
Prerequisite: Student’s non-paid 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 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. Approved for pass/no-pass grading option. (A/CSU)

P152P – Occupational Work Experience Education 3 units
Prerequisite: Student’s paid 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 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. Approved for pass/no-pass grading option. (A/CSU)

P153N – Occupational Work Experience Education 4 units
Prerequisite: Student’s non-paid job must be related to declared major or occupational goal. Student must work 240 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of 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. Approved for pass/no-pass grading option. (A/CSU)
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. Approved for pass/no-pass grading option. (A/CSU)

**P155P – General Work Experience** 1 unit
Prerequisite: Student's non-paid job must not be related to a declared major or occupational goal. Student must work 75 hours per semester at a paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.
The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

**P156P – General Work Experience** 2 units
Prerequisite: Student's paid job must not be related to a declared major or occupational goal. Student must work 150 hours per semester at a paid job. First- and second-semester students must attend a minimum of 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. Approved for pass/no-pass grading option. (A/CSU)

**P157P – General Work Experience** 3 units
Prerequisite: Student's paid job must not be related to a declared major or occupational goal. Student must work 180 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of 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. Approved for pass/no-pass grading option. (A/CSU)

**P155N – General Work Experience** 1 unit
Prerequisite: Student's non-paid job must not be related to a declared major or occupational goal. Student must work 60 hours per semester at a non-paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.
The primary objective of the program is to give students practical experience working with others in the community while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

**P156N – General Work Experience** 2 units
Prerequisite: Student's paid job must not be related to a declared major or occupational goal. Student must work 120 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. Approved for pass/no-pass grading option. (A/CSU)

**P157N – General Work Experience** 3 units
Prerequisite: Student's non-paid job must not be related to a declared major or occupational goal. Student must work 225 hours per semester at a paid job. First- and second-semester students must attend a minimum of 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. Approved for pass/no-pass grading option. (A/CSU)

**P160P – On-Campus Entrepreneurial Work Exp Education** 1 unit
Prerequisite: Student's paid job must be in an on-campus entrepreneurial operation not 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 in an on-campus entrepreneurial operation while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

**P160N – On-Campus Entrepreneurial Work Exp Education** 1 unit
Prerequisite: Student's non-paid job must be in an on-campus entrepreneurial operation not 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 in an on-campus entrepreneurial operation while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

**P161P – On-Campus Entrepreneurial Work Exp Education** 2 units
Prerequisite: Student's paid job must be in an on-campus entrepreneurial operation not related to declared major or occupational goal. Student must work 120 hours per semester at a paid job. First- and second-semester students must attend a minimum of eight hours of scheduled seminars and activities.
The primary objective of the program is to give students practical experience working in an on-campus entrepreneurial operation while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

**P161N – On-Campus Entrepreneurial Work Exp Education** 2 units
Prerequisite: Student's non-paid job must be in an on-campus entrepreneurial operation not 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 in an on-campus entrepreneurial operation while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)
The primary objective of the program is to give students practical experience working in an on-campus entrepreneurial operation while they are in school and to help students relate their college learning experience to the world of work. Approved for pass/no-pass grading option. (A/CSU)

P162N – Occupational Work Exp Educ/Child Development 3 units
Prerequisite: Student’s non-paid job must be related to declared major in Child Development. Student must work 180 hours per semester at a nonpaid job in the Child Development career field. 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. Approved for pass/no-pass grading option. (A/CSU)

P163N – Occupational Work Exp Education/Infant/Toddler 3 units
Prerequisite: Student’s non-paid job must be related to declared major in Child Development. Student must work 180 hours per semester at a nonpaid job in the Child Development career field. 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. Approved for pass/no-pass grading option. (A/CSU)

P164N – Occupational Work Experience Ed/School Age 3 units
Prerequisite: Student’s non-paid job must be related to declared major in Child Development. Student must work 180 hours per semester at a non-paid job in the child development career field. 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. Approved for pass/no-pass grading option. (A/CSU)

P165N – Occupational Work Exp Education/Special Ed 3 units
Prerequisite: Student’s non-paid job must be related to declared major in Child Development. Student must work 180 hours per semester at a non-paid job in the child development career field. 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. Approved for pass/no-pass grading option. (A/CSU)

P166N – Occupational Work Exp Education/Police 3 units
Prerequisite: Student’s non-paid job must be related to declared major in Administration of Justice. Student must work 180 hours per semester at a non-paid job in the administration of justice career field. 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. Approved for pass/no-pass grading option. (A/CSU)
Glossary
For those who have never attended college before, the following brief explanation of common terms used at Porterville College is provided.

**A.A., Associate in Arts**: Degree granted by California Community Colleges.

**A.S., Associate in Science**: Degree granted by California Community Colleges.

**Academic Disqualification**: Students are placed in this status after being on probation for three consecutive semesters.

**Academic Probation**: Status of students who have cumulative GPAs below 2.00. A meeting with a counselor is required to register for any future semester.

**Articulation**: Articulation agreements identify specific courses or sequences of courses at one institution that are considered comparable to, or acceptable in lieu of, a course or course sequence at another institution.

**Assessment**: The process of collecting student information through standardized tests, academic transcripts, surveys, and interviews for the purpose of assisting students with the development of educational plans.

**ASSIST**: ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web (http://www.assist.org). It displays reports of 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.

**Bachelor’s Degree**: Degree granted by four-year colleges. Usually the Bachelor of Arts (B.A.) or the Bachelor of Science (B.S.).

**Catalog Rights**: Refers to the right of the student to elect to meet the graduation requirements in effect the academic year of first enrollment, as long as continuous enrollment is maintained, or at the time of graduation. Catalog rights apply only to Porterville College graduation and program requirements. If other institutions change their requirements for entrance, graduation, satisfaction of general education patterns or in other ways, it may be necessary for the student to meet the new requirements upon transfer, even if continuous enrollment has been maintained.

**Certificate of Achievement**: A certificate of achievement is awarded for the completion of a formal instructional program, with a minimum of 18 units, which is designed to give the learner the skills, knowledge and attitudes required for a specific field or endeavor.

**Class Schedule**: The listing of courses including hours, instructors, and room assignments offered each semester.

**Community Education Classes**: Fee-funded avocational and recreational classes. These classes carry no credit value.

**Credit Course**: Courses for which units are granted.

**Electives**: Courses taken by the student which do not fulfill any specific requirement but provide units toward the degree.

**General Education**: Certain groups of courses required of all degree candidates regardless of their major. These may differ for the A.A. and A.S. Degrees and for transfer.

**Grade Point Average (G.P.A.)**: The average of a student’s grades.

**Hybrid Course**: A course utilizing more than one mode of instructional delivery. Instruction may be delivered by such modes as, for example, the Internet, email, video, and the classroom.

**Job Skills Certificate**: The Job Skills Certificate (less than 18 units) document the satisfactory completion of training in a specific area of study. Job Skills Certificates are not included on transcript.

**Lower Division**: The first two years of college work, i.e., freshman and sophomore years and/or courses. By law, only lower division work can be offered at Porterville College.

**Major**: The major field of study a student plans to pursue, i.e., biology, nursing, etc.

**Matriculation**: A process to assist students in attaining their educational goals consisting of orientation, assessment, counseling and student educational plans.

**Non-Credit (ungraded) Course**: Course for which no units are given.

**Online**: Courses delivered via the Internet. Students must have access to a computer and Internet Service Provider (ISP) with an e-mail address. Online courses allow students to attend class “anytime, anywhere.” Course content and requirements are the same as traditional Face To Face (F2F) courses on the main campus.

**Open Entry/Open Exit**: Open entry/open exit allows a student to enroll in a class any day or evening throughout the school year and to finish a course any time during the school year.

**Orientation**: Orientation is recommended for all new students and should be done after assessment testing.

**Pass No-Pass Grading**: A grading system allowing a course to be taken for a grade of Pass No-Pass rather than for a letter grade of A, B, C, D, F.

**Placement**: The process of advising a student to enroll in a particular course based on valid prerequisites, valid standardized tests, and other multiple measures.
Prerequisite: A requirement which must be completed prior to enrollment in a course. If required, it is listed in the course description. Prerequisites are expressed as minimum requirements. For example, with a grade of “C” means that a grade of “C” or higher is acceptable.

Progress Disqualification: Status of students with 50 percent or more of their units with grades of W, I, or NC for three consecutive semesters. Students can only be readmitted by petition.

Progress Probation: Status of students with 50 percent or more of their units with grades of W, I, or NC. Students must see a counselor before they can register for a future semester.

Recommended: If a course has “recommended preparation” it means that it is possible, but difficult, to successfully complete the course without the recommended preparation.

Semester Unit: In general, a semester unit represents one hour of lecture or three hours of laboratory per week for a semester. Graduation requires that at least 60 semester units be completed. One semester unit is equivalent to one-and-a-half quarter units.

Student Educational Plan: A plan developed for each student which identifies the student’s educational objectives and the courses, services, and programs to be used to achieve them.

Transcript (of Record): Copy of student’s college record prepared by the Admissions and Records Office.

Update: Students must update their basic information before they can register for any semester. This can be done in the Counseling Office.

Upper Division: The last two years of college work, i.e., junior and senior years and/or courses. Upper division work is not offered nor generally accepted in transfer at Porterville College.
Administration, Faculty and Staff
CONFIDENTIAL/CLASSIFIED
MANAGEMENT PERSONNEL

Ball, Karen – Child Development Center Program Mgr.
A.A., Porterville College; B.A. Fresno Pacific University.

Brown, Carol – Administrative Assistant, President

Craig, Chris – Manager, Information Technology
A.A., Porterville College; B.S. University of Phoenix, M.B.A., University of Phoenix.

Cruz, Erin – Interim Director, Financial Aid
B.S., University of Phoenix; M.A. Fresno Pacific University.

Gurrola, Virginia – Director, A&R/Financial Aid
A.A., Porterville College; B.A. California State University, Bakersfield.

Hess, Resa – Human Resources Manager
B.A., University of Southern California.

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FACULTY/ADMINISTRATION

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A.A., Porterville College; B.S., California State University, Fresno; M.A., California State University, Fresno.

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B.A., University of California, Fresno; M.A., University of California, Fresno.

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

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.

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A.S., Porterville College; B.S., California State University, Bakersfield.

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

CLASSIFIED PERSONNEL

Anaya, Andrea – Admissions & Records Technician I
Aparicio, Angela – Child Dev. Center Associate Teacher
Bodine, Carol – Administrative Secretary
Brisson, Jennie – Human Resources Assistant
Brownfield, Marlis – College Nurse
Burcham, Victoria – Child Dev. Center-Teacher
Butler, Levern “Vern” – Network Technician
Byrom, Natasha – Maintenance Worker
Cabrera, Diana – Department Assistant III
Childress, Pam – Administrative Secretary
Childress, Ron – Public Safety & Community Service Coordinator
Haynes, Tiffany – Finanical Aid Technician
Dickey, Rhonda – Accounting Technician II
Eckhoff, Phillip – Custodian I
Fairless, Jeannie – Accounting Technician II
Fallert, Judy – Instruction Office Specialist
Figueroa, Nora – Department Assistant III
Garcia, Baldomero – Program Coordinator
Gifford, Kathie – Administrative Secretary
Gil, Terri – Assessment Assistant
Gobea, Clementina – Child Dev. Center Assistant
Gobel, Anja – Athletic Trainer Certified
Guerrero, Irene – Library Technician II

Halopoff, Janice – Admissions & Records Technician II
Harter, James “Terry” – Network Administrator
Lanning, Jana – Child Dev. Center - Teacher
Logan, Jodie – Administrative Secretary
Lopez, Daniel – Financial Aid Assistant
Luna, Tony – Program Assistant
Macias, Marinda – Department Assistant I
Martinez, Elvira – Interim Administrative Secretary
Martinez, Grace – Library Technician II
Mendez, Celia – Admissions & Records Technician
Meuer, Dolores – Graphics Technician
Minchew, Todd – Groundworker II
Moorhead, Carol – Financial Aid Technician
Morgan, Randy – Web Site Coordinator
Narvaiz, Alex – Custodian II/Groundkeeper II
Natera, Carlos – Ground Maintenance Supervisor
Nix, Annette – Administrative Secretary
Nelms, Robert “Arnie” – Custodian I
Noel, Tim – Skilled Craftsworker II
Orellana, Connie – Child Dev. Center Associate Teacher
Ortega, John – Financial Aid Technician
Phelps, Leanna – Child Dev. Center Associate Teacher
Phillips, Tammy – Child Dev. Center Assistant
Phinney, Sarah – Educational Media Design Specialist
Rameriz, Juan – Grounds Worker I
Rameriz, Martin – Skilled Craftsworker
Roberts, Lavonna – Child Development Center Teacher
Rocha, Ruben – Custodian I
Rogers, Lorraine – Instructional Assistant
Rouslsten, Donita – Accompanist
Silva, Rosario – Child Dev. Center - Office Supervisor
Sims, Jennifer – Alternative Media Specialist
Speer, Irene – Department Assistant II
Tanguma, Joe – Custodian II
Trujillo, Beatrice – Child Dev. Center Associate Teacher
Vanni, Christopher – Laboratory Technician I
Vannisco, Rebecca – Department Assistant III
Waddle, Jill – Child Dev. Center - Teacher
Whitfield, Charlene – Learning Center Technician/Computer Lab Assistant
Wright, John – Custodian I
Wright, Jolene – Admissions & Records Technician
Telephone Directory
TELEPHONE DIRECTORY

Administration
President.............................................................. 791-2316
Vice President, Academic Affairs .................. 791-2299
Vice President, Student Services....................... 791-2208

Admissions and Records
Admissions-Registration................................. 791-2220

Financial Aid
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Campus Security
Campus Security.................................................. 791-2440

Information Center
Information Center.................................................. 791-2330

Student Services
Assessment Center.............................................. 791-2329
Athletic Director.................................................. 791-2460
Bookstore............................................................. 791-2252
Counseling............................................................. 791-3663
Disabled Student Programs and Services ........ 791-2215
EOPS................................................................. 791-2224
Health Services...................................................... 791-2212
Learning Center..................................................... 791-2242
Library................................................................. 791-2318
Lost and Found..................................................... 791-2330
Student Activities.................................................... 791-2325
Tutorial Center....................................................... 791-2236
Veterans Affairs..................................................... 791-2402

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