

# PASADENA CITY COLLEGE

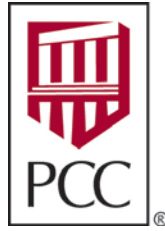
## CATALOG 2016-2017



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# PASADENA CITY COLLEGE

## 2016 -2017 Catalog and Announcement of Courses



### Pasadena Area Community College District Pasadena City College

**1570 East Colorado Boulevard  
Pasadena, California 91106-2003  
Telephone (626) 585-7123  
Web site: <http://www.pasadena.edu>**

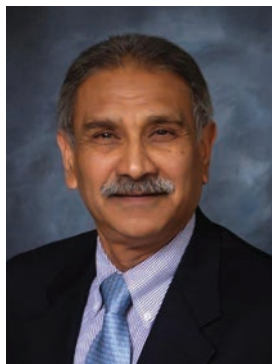
#### ACCREDITATION

Pasadena City College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Accreditation reports are available on the Pasadena City College website.

#### CAMPUS LOCATION

The Pasadena City College main campus occupies a 53-acre site centrally located in Pasadena at 1570 East Colorado Boulevard (between Hill and Bonnie Avenues). The Community Education Center is located at 3035 East Foothill Boulevard in Pasadena. The Child Development Center is located at 1324 East Green Street, just west of the main campus. Pasadena City College Rosemead is located at 4105 N. Rosemead Boulevard in Rosemead. Courses offered through Continuing Education and the Office of Economic Development are offered at other sites throughout the Community College District.

PASADENA CITY COLLEGE  
**CATALOG**  
**2016-2017**



## Welcome to Pasadena City College, home of the Lancers!

We are excited about the opportunity to serve you, whether you are entering PCC directly from high school, preparing yourself for a career change, returning to college to finish your degree, or laying the foundation for an advanced degree.

As Lancers, we pride ourselves in offering you a pathway to achieving your academic and career goals, and I am confident that we can assist you on your journey.

PCC has a stellar track record, as evidenced by our recent number one ranking in conferring Associate Degree for Transfers to the Cal State University system. Moreover, our list of distinguished alumni is filled with high achievers: from baseball pioneer Jackie Robinson (Class of 1939) and esteemed educator Jaime Escalante (Class of 1971) to State Supreme Court Justice Joyce Kennard (Class of 1970) and prolific filmmaker John Singleton (Class of 1985). Our distinguished alumni are a virtual “who’s who” of American success stories, and it is our hope that someday one of you might be added to this list.

In the pages of this catalog, you will find information on the various programs and courses that our college offers, the steps you need to take to achieve your academic goals, and our outstanding support services tailored to meet every student’s needs. Think of this document as your roadmap to success, and you are in the driver’s seat.

At PCC, we share a common goal: to deliver the resources you need to help you achieve your academic goals. Your success is our success, and it is the driving force behind everything we do here.

Thank you again for allowing us to serve you. Please know that my door is always open. I look forward to hearing about how you are doing and how I may assist you on your road to a bright future.

Onward Lancers!

Sincerely,

Rajen Vurdien, Ph.D.  
Superintendent-President







## THE PASADENA AREA COMMUNITY COLLEGE DISTRICT ORGANIZATION

The Pasadena Area Community College District is composed of the communities represented by the following school districts: Arcadia, a portion of El Monte, La Cañada Flintridge, Pasadena, Rosemead, San Marino, South Pasadena, and Temple City. It is governed by an elected seven-member Board of Trustees representing the seven trustee areas and a Student Trustee elected by the student body. The Superintendent/President of the College is the chief administrative officer of the District.

### BOARD OF TRUSTEES 2016-2017

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Assistant Superintendent/Senior Vice President, Noncredit and Offsite Campuses . . . . .	Dr. Robert H. Bell
Assistant Superintendent/Senior Vice President of Business and Administrative Services . . . . .	Dr. Richard Storti
Executive Director of Strategic Communications and Marketing . . . . .	Alexander Boekelheide

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Executive Director, Pasadena City College Foundation . . . . .	Bobbi Abram
Vice President of Human Resources . . . . .	Dr. Lisa Norman
Executive Director, Business Services . . . . .	Joe Simoneschi
Executive Director, Facilities and Construction . . . . .	Rueben C. Smith





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# OFFICIAL ACADEMIC CALENDAR — 2016-2017

## (Dates Subject to Change)

### SUMMER 2016 TERM

May 16, 2016 . . . . .	Summer session classes begin
July 4, 2016 . . . . .	Independence Day (campus closed)
August 21, 2016 . . . . .	Summer Session ends
August 21, 2016 . . . . .	Last day of Summer Intersession and officially posted graduation date

### FALL 2016 TERM

August 29, 2016 . . . . .	First day of classes (16 weeks)
September 5, 2016 . . . . .	Labor Day holiday (campus closed)
Refer to Class Schedule . . . . .	Last date to add a 16-week course. Last date to drop a 16-week course without receiving a "W"
September 16, 2016 . . . . .	Last day to petition for December graduation
November 11, 2016 . . . . .	Veteran's Day holiday (campus closed)
Refer to Class Schedule . . . . .	Last day to drop and receive a "W"
November 24 - November 27, 2016 . . . . .	Thanksgiving holiday (campus closed)
December 12-18, 2016 . . . . .	Final Examinations
December 18, 2016 . . . . .	Last day of the semester and officially posted date of graduation for this semester
December 23, 2016 - January 2, 2017 . . . . .	Winter vacation (campus closed)

### WINTER 2017 TERM

January 9, 2017 . . . . .	Winter session classes begin
January 16, 2017 . . . . .	Martin Luther King Jr. Day (campus closed)
January 27, 2017 . . . . .	Last day to petition for Spring Graduation
February 16, 2017 . . . . .	Winter Session ends
February 17-20, 2017 . . . . .	Presidents Day holiday (campus closed)



## SPRING 2017 TERM

February 21, 2017 . . . . .	First day of classes (16 weeks)
Refer to Class Schedule . . . . .	Last day to add a 16-week course. Last day to drop a 16-week course without receiving a "W"
March 31, 2017 . . . . .	Cesar Chavez Day holiday (campus closed)
April 17-20, 2017 . . . . .	Spring Break – Classes not in session
April 21-22, 2017 . . . . .	Campus closed
Refer to Class Schedule . . . . .	Last day to drop and receive a "W"
June 12-18, 2017 . . . . .	Final Examinations
June 16, 2017 . . . . .	Commencement ceremony for all 2016-2017 graduates
June 18, 2017 . . . . .	Last day of the semester and officially posted date of graduation for this semester
June 19-25, 2017 . . . . .	Classes not in session

PASADENA CITY COLLEGE  
**CATALOG**  
**2016-2017**

# *General Information*





## A BRIEF HISTORY OF PASADENA CITY COLLEGE

In 1924, in response to this community's need for higher education facilities, one year of college work was added to the program offered by Pasadena High School. Soon after, another year was added. In 1928, Pasadena High School and Pasadena Junior College merged into a four-year junior college with grades 11 to 14 inclusive.

By 1946, increased enrollment justified the establishment of a second four-year junior college—John Muir. In 1947 the official names of the two schools became Pasadena City College and John Muir College.

During the school year 1953-54, the Board of Education modified the school system organization from the 6-4-4 plan to the 6-3-2-2 plan and combined the two junior colleges into a single college, Pasadena City College, to serve freshmen and sophomores. Thus, the present college is heir to the development of junior college-level work in Pasadena since 1924.

In 1966, local voters in affected communities approved a greater Pasadena Area Junior College District, effective July 1, 1967. The name was changed to the Pasadena Area Community College District on Sept. 10, 1970.

### Embracing Change

PCC continues to offer state-of-the-art resources for its students and the greater Pasadena-area community. With voter-approved Measure P bonds totaling \$150 million, PCC constructed a two-story Bookstore, Industrial Technologies Building, a parking structure, as well as renovated the two-story Campus Center to add a WiFi Lounge and new dining areas. PCC also constructed a 69,000 square-foot Center for the Arts facility, which houses an art gallery, recital hall, and theater. It also serves as the home of the School of Visual, Media and Performing Arts.

PCC has made unique contributions to its community over the years. Albert Einstein dedicated the Observatory on campus. PCC's Registered Nursing program, founded in 1953 as one of only five pilot programs in the nation, continues to address the need for qualified nurses in California. The Artist-in-Residence program, which brings prominent professionals to work with and teach PCC students, will again be offered this spring.

Career Technical Education and academic programs have evolved with the times, supporting the development of radio and television, filmmaking, dentistry, computer science, journalism, business, industrial and consumer-product design, manufacturing, home construction, military and aviation science, music, fashion technology, and much more.

The Community Education Center showcases the College's commitment to Career Technical Education and

basic skills education. Similarly, the PCC Child Development Center has strengthened PCC's involvement in early childhood education.

### A Gateway to Education

PCC actively fosters partnerships with other institutions of higher learning. The Teacher Preparation Program at PCC creates educational pathways to California State University, Los Angeles; University of California, Riverside; Mount St. Mary's; and Pacific Oaks. This program helps students earn both a bachelor's degree and teaching credential within four years. The Transfer Center at PCC now welcomes more than 100 public and private colleges to campus each year. The Center's FAST TRACK program also helps high school students enroll in PCC classes in order to accelerate their transfer to four-year institutions.

The College is a recognized national leader in education and innovation. PCC has been honored by the Community College Futures Assembly with the National Bellwether Award for innovation, the California Community Colleges Chancellor's Student Success Award for the First Year Pathways program, and the National Tutoring Association Award of Excellence.

For more information about the history and evolution of Pasadena City College, visit the College Web site at [www.pasadena.edu](http://www.pasadena.edu).

## MISSION OF THE COLLEGE

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

At Pasadena City College we serve our students by:

- Providing courses and programs in a variety of instructional modalities that reflect academic excellence and professional integrity;
- Fostering a dynamic and creative learning environment that is technologically, intellectually and culturally stimulating;



- Challenging our students to participate fully in the learning process and encouraging them to be responsible for their own academic success;
- Respecting them as individuals who may require diverse and flexible learning opportunities;
- Supporting organizational practices that facilitate student progress towards their goals; and
- Encouraging and supporting continuous learning and professional development in those who serve our students: faculty, staff, managers, and administrators.

## INSTITUTIONAL CORE VALUES

As an institution committed to successful student learning in an environment of intellectual freedom, Pasadena City College is guided by the following essential, enduring and shared values:

### A PASSION FOR LEARNING

*We recognize that each one of us will always be a member of the community of learners.*

### A COMMITMENT TO INTEGRITY

*We recognize that ethical behavior is a personal, institutional and societal responsibility.*

### AN APPRECIATION FOR DIVERSITY

*We recognize that a diverse community of learners enriches our educational environment.*

### A RESPECT FOR COLLEGIALITY

*We recognize that it takes the talents, skills and efforts of the entire campus community, as well as the participation of the broader community, to support our students in their pursuit of learning.*

### A RECOGNITION OF OUR HERITAGE OF EXCELLENCE

*We recognize that we draw upon the College's rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and community.*

## PASADENA CITY COLLEGE GENERAL EDUCATION OUTCOMES

**1. Communication:** Use creative expression to communicate acquired knowledge or skills effectively.

### Competencies:

1.1 **Reading:** Read and comprehend written material critically and effectively at the appropriate program level.

1.2 **Writing:** Write in a clear, coherent, and organized manner, at the appropriate academic level, to explain ideas; to express feelings; and to support conclusions, claims, or theses.

1.3 **Listening:** Listen actively, respectfully, and critically.

1.4 **Creative Communication:** Create or communicate through speech, music, art and/or performance.

**2. Cognition:** Use critical thinking skills to observe, analyze, synthesize, and evaluate ideas and information.

### Competencies:

2.1 **Problem Solving:** Identify and analyze real or potential problems and develop, test, apply, and evaluate possible solutions, using the scientific method where appropriate.

2.2 **Critical Thinking and Application:** Formulate and apply knowledge, skills, ideas, and concepts to appropriate contexts.

2.3 **Quantitative Reasoning:** Apply appropriate mathematical concepts and methods to understand, analyze, and explain issues in quantitative terms.

**3. Information Competency:** Use research and technical skills effectively and ethically to achieve an objective.

### Competencies:

3.1 **Information Literacy:** Locate, retrieve, and evaluate information using appropriate research tools.

3.2 **Research Proficiency:** Conduct research and present findings effectively and ethically including the use of correct source citations.

**3.3 Technological Literacy:** Apply technology effectively to locate, evaluate, interpret, organize, and present information using appropriate research tools.

**4. Social Responsibility:** Demonstrate sensitivity to and respect for others.

**Competencies:**

**4.1 Respect for Diversity:** Demonstrate an understanding of the beliefs, opinions, and values of other people and cultures.

**4.2 Effective Citizenship:** Demonstrate an understanding of the requirements for being an informed, ethical, and active citizen of the local community, California, the nation, and the world.

**5. Personal Development:** Demonstrate an understanding of practices that promote physical, psychological, and emotional well-being.

**Competencies:**

**5.1 Awareness of Mind and Body:** Demonstrate knowledge and practices that promote a sense of self as an integrated physiological, psychological, and social being.

**5.2 Aesthetic Appreciation:** Show an informed appreciation for artistic and individual expression.

## FUNCTIONS OF THE COLLEGE

### GENERAL EDUCATION

General education provides students with the knowledge, attitudes and skills needed to be effective individuals in our society. Pasadena City College has established graduation requirements that are intended to achieve the objectives of general education. In addition to class work, students are also encouraged to participate in student government, public and departmental forums, radio and television presentations, concerts, art gallery exhibits and other College-sponsored events.

### COLLEGE TRANSFER

Students may qualify for transfer with Junior status to an accredited college or university if they follow the lower division pattern of study required of them by the four-year institution, and transfer with a minimum of 60 transferable units. Acceptance to a particular college or university depends upon conditions at the four-year institution, which are subject to change.

## CAREER AND TECHNICAL EDUCATION

Career and Technical Education supports the expansion of area businesses and industries, and economic growth in the community by promoting educational programs, training, and services that contribute to a quality workforce.

**Career and Technical Education** provides leadership and coordination for all vocational education programs offered at Pasadena City College. PCC's many career programs prepare students for entry-level employment, as well as occupational skills upgrading for those already employed. The curricula are developed in coordination with industry advisory committees that provide input to ensure the training is consistent with industry standards. Responsibilities also include coordination of articulation between PCC's occupational programs and area high schools. The office administers federal programs for career and technical education and job training and manages special grants and projects related to occupational programs and economic development services.

See Section VI for a list and details of PCC's CTE programs.

## NONCREDIT EDUCATION

The College offers a variety of courses to meet the needs of students who do not desire or need to obtain college unit credit. The Community Education Center offers noncredit (state funded) classes, and Extended Learning offers not-for-credit, fee-based classes. These classes are open to the community and are designed to provide learning opportunities, for personal interest, cultural enrichment and recreational enjoyment.

### COMMUNITY EDUCATION CENTER

The Community Education Center (CEC) provides noncredit education, training, and services designed to continuously improve California's workforce such as Small Business Development and Entrepreneur programs. The Center offers vocational, technical, and academic courses including High School Diploma Program, GED, Business Office Systems, Printing Technology, Apparel Skills, Fashion Retail, ESL, Adult Basic Education, Parent Education, enrichment classes for Seniors and disabled students, and a wealth of support programs. The Cosmetology credit program is offered at the Center. The Community Education Center is a satellite center to the main campus, with shuttle services to and from the main campus every 20 minutes. It is located at 3035 East Foothill Boulevard, Pasadena, CA, 91107. For more information, call (626) 585-3000.

## NOT-FOR-CREDIT EDUCATION AND CONTRACT EDUCATION

### PCC COMMUNITY SERVICES CLASSES

PCC Extension, Community Education offers community services classes for personal enjoyment and professional development. Personal enjoyment classes include art, music, languages, photography, writing, yoga, exercise, and travel. Professional development classes focus upon skill building, workforce training, career exploration, and include numerous certificate programs. Community Education classes are taught in classrooms and online, are fee-based, and are self-supporting. For further information or to register go to [pcclearn.org](http://pcclearn.org) or call (626) 585-7608.

### CONTRACT EDUCATION

PCC Contract Education makes available to business entities customized training programs, as well as classroom and online workforce training solutions, skill building, and career advancement for employees. For further information call (626) 585-7608.

## PASADENA CITY COLLEGE FOUNDATION

Incorporated as a nonprofit, charitable, public-benefit foundation in 1979, the Pasadena City College Foundation exists to support the growth and development of Pasadena City College.

The PCC Foundation raises money, accepts donations, is the beneficiary of bequests, realizes interest income, and accepts designated in-kind gifts all of which benefit the college and enable it to better serve the students of the Pasadena Area Community College District.

The Board of Directors of the PCC Foundation is composed of citizens from the community and representatives of the College. The PCC Foundation is organized as a 501(c)(3). For further information, please call (626) 585-7065.

## DISCLAIMER

Pasadena City College has made every reasonable effort to determine that everything stated in the *Catalog* is accurate. Courses offered, together with other matters contained herein, are subject to change without notice by the administration of Pasadena City College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the

College. The College further reserves the right to add, amend or repeal any of their rules, regulations, policies and procedures, consistent with applicable laws. The College reserves the right to change any provision in this *Catalog* at any time, with or without notice.

## CATALOG

The *Catalog* provides students with the necessary information for planning their course of study. The *Catalog* is available online at: [www.pasadena.edu](http://www.pasadena.edu).

The *Catalog* is available in alternate formats (Braille, enlarged text, e-text, etc.). Please contact the Disabled Student Programs and Services at (626) 585-3174 or Room D209.

PASADENA CITY COLLEGE  
**CATALOG**  
**2016-2017**

# *Admissions and Registration*





# SECTION I

## ADMISSIONS AND REGISTRATION

### STUDENT SUCCESS AND SUPPORT SERVICES

Matriculation is a process to help students in achieving their educational goal. Beginning Fall 2014 all first time freshmen shall be provided and participate in mandated core services as outlined in Senate Bill 1456 The Student Success Act of 2012:

1. Placement Testing
2. Orientation
3. Education Plan on File

If these core services are not completed there will be negative impacts to priority registration. Students will be moved behind those who have received and participated in core services. Students must also declare a major by the time thirty units are earned. Students who earn 100+ units will be placed at the end of priority registration.

Appeal processes are available through the Associate Vice President of Student Affairs.

#### Who Participates?

Depending on your background and educational goals, you may be exempt from some parts of the process. The following will help you decide which parts of matriculation apply to you.

##### **Admission**

All students must file an application with the College. No one is exempt.

##### **Orientation**

Orientation is a valuable experience. You do not have to participate in orientation if any of the following describes you:

1. completed an associate degree or higher;
2. enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;
3. completed these services at another community college within a time period identified by the district;

4. enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards.
5. enrolled at the college as a special admit student pursuant to Education Code section 76001. (c) Any student exempted pursuant to this section from orientation, assessment, counseling, advising, or student education plan development shall be notified that he or she is covered by an exemption and may be given the opportunity to choose whether or not to participate in that part of the services.

#### Orientation

Orientation familiarizes students with important College policies and expectations, as well as the range of services and programs available. An on-line orientation is now available on the Web at: [www.pasadena.edu](http://www.pasadena.edu). Click on Apply and Register.

#### Assessment Services

Assessment Services administers a variety of tests, inventories, surveys, and other assessment instruments to provide current information about student achievement, abilities, and skills. Placement testing is offered in the areas of Chemistry, English, English as a Second Language (ESL) and Mathematics. Services also include competency testing in English and Mathematics for the A.A. and A.S. degrees. Assessment services are available for admitted and currently enrolled students and for applicants specifically referred for assessment. Pasadena City College placement exam results are valid for two years. All first-time college students are required to take the placement exam. The New Student Online Orientation must be completed before testing at [www.pasadena.edu/orientation](http://www.pasadena.edu/orientation).

**Importance of Placement Exam:** Taking a placement exam is very important because it will assist students and their Counselor in identifying the appropriate level of Chemistry, English, ESL and Math courses they should enroll in at PCC. Students

should review *before* taking a placement exam so they can become familiar with the exam format and what to expect on the exam. Review materials are available on the Assessment website at [www.pasadena.edu/placement](http://www.pasadena.edu/placement). Pre-Assessment Workshops and Study Sessions (PAWS) are available to assist students with preparing for the exam. Please visit the Learning Assistance Center website at [www.pasadena.edu/student-services/lac/](http://www.pasadena.edu/student-services/lac/) or call 626-585-7230 for further information.

## Items to Bring For Assessment

### New and Returning Students

1. A valid photo ID (driver's license, State ID, high school ID, passport, etc.).  
**Please note: no photocopies of identification will be accepted.**
2. LancerPoint ID #
3. Pencil

### Continuing Students

1. PCC LancerPoint ID Card
2. Pencil

## Policies

### Course Enrollment Policy

The placement exams are designed for initial placement in a course sequence for Chemistry, English, ESL and Math courses. Once a student is enrolled in the course, the professor's evaluation and grade will determine whether or not a student advances to the next level. **Students may not retest to challenge or skip a course in a sequence.**

### Retest Policy

Students must wait a minimum of eight weeks to retake the placement exam. Exams may be retaken once in a one-year period.

### Assessment and Counseling

If you are in good standing, are not enrolled in pre-collegiate basic skills courses, are not seeking admission to a selective program, and meet either one of the following criteria, you are exempt from both the counseling, advisement and assessment components:

1. Have a bachelor's or higher degree from a regionally accredited educational institution; or
2. Have an educational goal of "educational development/personal development/interest" **AND** enroll in courses with no prerequisites **AND** enroll in 6 units or fewer.

## Testing

Placement testing may be waived if you have a recent (taken within one year) comparable or equivalent test score which the College accepts.

## Optional Initial Placement in Courses

Although placement exams are offered, students seeking initial placement in a sequence of courses are strongly advised to participate in the assessment process, in which a counselor will help evaluate skills, experience, aptitudes, and motivation. Based on information such as the student's goals, high school grades, test scores, work experience, and other measures, the counselor will recommend placement at the level which meets the student's needs and in which he or she has a reasonable chance of success.

## Prerequisite/Corequisite Enrollment Limitation Challenge Process

A student may file the "Pasadena City College Prerequisite/Corequisite/Enrollment Limitation Challenge," with supporting documentation, if he or she believes one or more of the following:

1. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
2. The student will be subject to undue delay in attaining his/her educational goal because of the enrollment limitation or because the prerequisite or corequisite course has not been made reasonably available.
3. The prerequisite, corequisite, or limitation on enrollment has not been established in accordance with applicable PCC policies and procedures.
4. The prerequisite or corequisite is in violation of Title 5, Sections 55002 and 55003 of the California Code of Regulations.
5. The prerequisite, corequisite, or enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

Challenge forms are available in the Counseling Office (room L104) or the Prerequisite Office (L103D). The student bears the initial burden of showing that grounds exist for the challenge. The challenge will be resolved in a timely manner, and if it is upheld, the student will be permitted to enroll in the course or program in question, provided that space was available at the time the challenge was filed. It is to the student's advantage to file the form as soon as he or she becomes aware of the alleged grounds for the challenge. **The student should review the challenge form itself for more detailed information and required procedures.**

A link to the Prerequisite Challenge Form can be found at: <http://www.pasadena.edu/admissions/registration/procedures/index.cfm>. Please bring the form to the Prerequisite Office, L103D, or fax it to (626) 585-7187 with the appropriate documentation. Forms received without documentation will be denied.

## ADMISSIONS

### Scholastic Requirements for Admission

Students who are high school graduates or the equivalent (GED, California High School Proficiency Examination), or who are 18 years of age or older and can profit from the instruction offered, may attend Pasadena City College. Certain two-year curricula have special admission requirements (See Curriculum section). Students who are under 18 and graduated from a non-accredited high school need to take the Math and English placement exam.

### Application for Admission

Individuals who wish to enroll in Pasadena City College for credit in day or evening classes must submit an online application for admission and any required official documents with complete and accurate information. Some curricula have special admissions procedures and deadlines. A re-entering student with a lapse of two consecutive primary terms must submit a new application. Once submitted, the application and any submitted supporting documents become the permanent property of the College and will not be returned to the applicant.

**Applicants who do not provide accurate information will not be considered for admission nor allowed to remain in attendance if discrepancies are discovered after enrollment. Deliberate falsification of information is a basis for disciplinary action or dismissal from the College.**

Opening of applications for the Summer session and Fall semester begin the 2nd week of February of each year, and the 1st week of October for Spring semester. Registration for classes is based on a priority system; for new and re-entering students, registration times are assigned based in part upon the admission date. It is advantageous to apply early. Priority registration is provided for students who enroll in Pasadena City College for the purpose of a degree or certificate attainment, transfer to a four-year college or university, or career advancement; please refer to [www.pasadena.edu](http://www.pasadena.edu) for details.

### Program of Study

Following clearance of admission requirements, students are advised about the availability of College orientations, financial aid, assessment services and counseling, all of which will assist them in planning their complete programs while at the College.

### Concurrent Enrollment Students

Qualified students who have not yet graduated from high school may be admitted for concurrent enrollment at Pasadena City College in advanced scholastic or vocational courses based on the approval of the school principal (parental/guardian approval required if under 18). Such students must have availed themselves of all alternate sources for obtaining the desired instruction within the student's school district and meet special admission criteria. Such students are limited to 9 units during the Fall or Spring semester and 6 units during the Summer session. Students admitted in this category are subject to the usual college regulations regarding attendance and scholarship. Courses attempted and units earned will be recorded in the same manner as regularly enrolled community college students. Students admitted in this category are not eligible to receive Title IV Federal Financial Aid.

### Open Enrollment Policy

It is the policy of Pasadena City College that, unless specifically exempted by statute, every course supported by state funds shall be open for enrollment to any person who has been admitted to the College, except that students may be required to meet prerequisites established pursuant to Title 5 of the California Code of Regulations (Sections 55200-55202).

Each class is allowed a maximum number of students which is based on the special nature of the course and/or physical limitations of the facilities. Whenever pre-enrollment in such a class reaches this number, the class is designated as "closed." Admission to the College does not guarantee space in any class.

Many, not all, classes have Wait Lists. Students may choose to be placed on a Wait List when registering for the term. If a space in a closed class opens prior to the start of the class, the first student on the Wait List will be contacted by email to enroll in the class within 48 hours from the time the email was sent. If the student misses the deadline the student will be removed from the Wait List. As space becomes available, Wait List students are contacted in numerical order based on their placement on the list. Students remaining on the Wait List must attend the first class meeting to find out if space becomes available. If so, students obtain an Add Code from the instructor and add/register for the course prior to the late add deadline.

## Counseling – Room L104, (626) 585-7251

Students have access to the counselor of their choice. Each counselor is well-informed in fields such as art, business, engineering, liberal arts, life sciences, mathematics, music, kinesiology, physical sciences, social sciences, and Career & Technology Education. Counselors can advise students regarding educational plans, career goals and personal problems. They interpret tests and analyze interests, abilities, failures and successes. Although counselors assist in long-range planning and in checking specific requirements, *the responsibility for meeting graduation requirements, course prerequisites or requirements for transfer to other colleges or universities is one which must be assumed by each student.* In the counseling offices, as well as the College Library and the Transfer Center, students have access to a reference library of catalogs from various colleges and universities.

## REGISTRATION

All students receive a registration date. Students register by using the online LancerPoint system. For information concerning the registration process, consult the current semester schedule of classes which is available within the LancerPoint system.

## Changes in the Student's Schedule

Students should exercise great care when planning their semester schedules. If a schedule change is unavoidable, required procedures must be completed before the change becomes official. Courses critical dates are listed in the online class schedule.

## Adding Courses

Students may add courses only during the course official "Add" period, subject to Course limitation and restrictions, by following required procedures.

## Dropping Courses

A student may drop courses during the course official "Drop" period. Courses dropped prior to course census date will not appear on the student transcript, courses dropped after census date will appear on the student transcript with a "W". All withdrawals/drops must be initiated prior to the end of the 12th week of a full term course (a proportionate amount of time for short-term courses). Specific deadline dates are available in the Schedule of Classes at [www.pasadena.edu](http://www.pasadena.edu). **It is the student's responsibility to officially drop courses he/she is no longer attending, Students must clear all obligations to the college prior to withdrawal. If a course is not officially dropped, the student may receive an "F" for the course.**

Withdrawal from a class after the drop deadline shall be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Should a verified condition require a withdrawal after the final drop deadline, a student may petition to the Admissions and Records Office.

A medical withdrawal includes a "W" and does not include a refund and can only be granted for all courses in a term at Pasadena City College. A partial medical withdrawal can apply only to Dance/Kinesiology activity courses.

Military withdrawals shall be authorized when a student who is a member of an active or reserve United States military service receives unexpected orders compelling a withdrawal from courses. Military withdrawals shall not be counted in progress probation and dismissal calculations.

## Academic or Administrative Drop

- a. Drop for Absenteeism – Students who fail to attend the first class meeting are considered "no shows" and may be dropped. Excessive, continuous or cumulative absence may also result in being dropped. Students must make arrangements with instructors prior to any planned absences from class.
- b. Drop for Unsafe Performance – A student whose classroom, clinical, or laboratory actions are dangerous to the health or welfare of the student or other persons may be dropped from the class.
- c. Drop for Unsatisfactory Conduct or Citizenship – A student may be dropped from class for unsatisfactory conduct or citizenship related to the class. This includes, but is not limited to, conduct in a classroom or other setting such as a laboratory, clinic, or work station. Unsatisfactory conduct or citizenship includes, but is not limited to, cheating, plagiarism, other forms of academic dishonesty, flagrant violation of instructor direction, and actions disruptive to the on-going teaching and learning process.

A student subject to class drops for condition(s) noted in (b) or (c) above will be counseled by the instructor and the school dean and given a chance to improve, except when the violation is so flagrant that immediate suspension from class is in order.

If a student is counseled for improvement but there is insufficient improvement in the judgment of the instructor and the dean, or if immediate suspension appears to be in order, a signed class drop form and a written report on the incident will be submitted to the Director of Admissions and Records. The Director of Admissions and Records will obtain and review information available and



take action deemed appropriate. The Director of Admissions and Records will inform the student of due process rights if the class drop or other discipline is imposed.

### Continuous Enrollment

For purposes of admissions and registration, students maintain continuous enrollment by being enrolled in a minimum of one class on the census day for the class for both Fall and Spring semesters.

For purposes of meeting IGETC or CSU General Education Certification, continuous enrollment is defined as attending PCC at least one semester during each academic year without missing two consecutive semesters.

### Change of Address

Any changes in contact information must be reported immediately. Update contact information online through your LancerPoint account. Students must go to the Admissions and Records Office (L113) to change their permanent address. Proof of current address must be provided.

### Study Load Regulations

#### Maximum Load

Full-time students are expected to carry 15 units per semester for normal progress. Those who would like to take more than 19.3 units per semester may submit a Special Circumstance Student Petition form to request more units online to [petition@pasadena.edu](mailto:petition@pasadena.edu) or to the petitions drop box outside the Admissions and Records Office (L113). Ordinarily, such petitions will not be considered unless the student's cumulative GPA is 2.0 or above.

Students on probation are limited to 12 units during the Fall and Spring semesters. Such students should speak with a counselor frequently regarding progress and further program limitations.

Concurrently enrolled high school students are limited to 9 units during Fall or Spring semesters and 6 for Summer sessions.

**Maximum credit in field practice or similar courses is 16 units with no more than one course enrollment per semester.**

**The maximum load for the Summer session is 8.3 units.**

Each unit of community college work is approximately three hours of recitation, study or laboratory work per week in a semester-length course. All students are expected to devote the full time indicated above for each unit of work. Students employed part time are advised to limit their college program accordingly. It is recom-

mended that the total of college and work hours not exceed 60 hours per week.

The following is a suggested guideline:

College Academic Load	Hours of Employment per Week
15 Units . . . . .	15 Hours
12 Units . . . . .	24 Hours
9 Units . . . . .	33 Hours
6 Units . . . . .	40 Hours

### Minimum Load

The college does not specify a minimum load except when the student desires to meet certain requirements such as those below.

1. Certification that a student is attending full time. Requirement: 12 or more units in a Fall or Spring semester.
2. Full-time load to maintain status as an F-1 visa (international) student. Requirement: 12 or more units per Fall or Spring semester.
3. Eligibility to participate in California Community College intercollegiate athletics. Requirement: Be enrolled in 12 or more units during the season of competition, complete 24 units between each season of competition in that sport and maintain an overall grade-point average of 2.000. Contact the Director of Kinesiology, Health and Athletic Division or the Assistant Dean, Student Affairs, for additional California Community College and/or conference requirements.
4. Eligibility to participate in student government as an office holder. Requirement: Be enrolled in 9 or more units in the Fall or Spring semester of participation, and have an overall 2.000 grade-point average.

### Summer Session Load

To determine the equivalent semester unit load for certification purposes during Summer session, multiply the number of Summer units for each course taken by 16 and divide by the number of weeks the class meets. Add the calculated equivalent units. This result may be compared to the units required during a Fall or Spring semester to determine the equivalent Summer load.

### Student Classification:

- Freshman, first semester: fewer than 15 units of college credit.
- Freshman, second semester: at least 15 units of college credit and fewer than 30.
- Sophomore, first semester: at least 30 units of college credit and fewer than 45.
- Sophomore, second semester: 45 to 60 units of college credit.



## PREREQUISITES, COREQUISITES, LIMITATIONS ON REGISTRATION AND ADVISORIES

PLAN AHEAD! All prerequisites, corequisites, and limitations on enrollment stated in the course descriptions listed in this *Catalog* will be strictly enforced at the time of registration. Students who do not meet the prerequisite requirements according to College records will not be permitted to register for the course. Students who believe they have met the prerequisite at another institution are strongly advised to have all transcripts of prior college work evaluated and on file well in advance of registration to minimize registration delays.

**Note: Unofficial transcripts are accepted for prerequisite clearance.**

### Initial Placement in Courses

Students seeking initial placement in a sequence of courses are strongly advised to participate in the assessment process, in which a counselor will help evaluate skills, experience, aptitudes, and motivation. Based on information such as the student's goals, high school grades, test scores, work experience, and other measures, the counselor will recommend placement at the level which meets the student's needs and in which he or she has a reasonable chance of success.

### Prerequisites/Corequisites/Recommended Preparation

A **"prerequisite"** is a condition of enrollment, such as successful completion of another course (with a grade of A, B, C, or P), that must be met **BEFORE** a student can register for a course or an educational program. Successful completion of a prerequisite demonstrates readiness for the subsequent course or program. By meeting the prerequisite, the student shows that he or she knows certain skills, concepts, and/or information without which the college considers success in the subsequent course or program highly unlikely.

A **"corequisite"** is a course in which a student is required to enroll *at the same time* that he or she is enrolled in another course. In the corequisite course, the student acquires certain skills, concepts, and/or information without which the College considers success in the concurrent course highly unlikely.

A **"recommended preparation"** statement in a course description means that a student is advised, but not required, to complete the identified course(s) prior to enrollment in another course or educational program. The skills, concepts, and/or information gained in the "recommended preparation" in another course or educational program will prepare stu-

dents for success in the subsequent course or program.

All prerequisites, corequisites, and recommended preparation statements listed in the course descriptions are periodically reviewed. Students – especially those new to Pasadena City College – should consult the Schedule of Classes and Counseling Services for the most current information. Students are expected to meet valid and necessary course prerequisites and corequisites.

### Prerequisite/Corequisite Enrollment Limitation Challenge Process

A student may file the "Pasadena City College Prerequisite/Corequisite/Enrollment Limitation Challenge," with supporting documentation, if he or she believes one or more of the following:

1. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
2. The student will be subject to undue delay in attaining his/her educational goal because of the enrollment limitation or because the prerequisite or corequisite course has not been made reasonably available.
3. The prerequisite, corequisite, or limitation on enrollment has not been established in accordance with applicable PCC policies and procedures.
4. The prerequisite or corequisite is in violation of Title 5, Sections 55002 and 55003 of the California Code of Regulations.
5. The prerequisite, corequisite, or enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

Challenge forms are available in the Counseling Office (room L104) or the Advising Center (L103D). The student bears the initial burden of showing that grounds exist for the challenge. The challenge will be resolved in a timely manner, and if it is upheld, the student will be permitted to enroll in the course or program in question, provided that space was available at the time the challenge was filed. It is to the student's advantage to file the form as soon as he or she becomes aware of the alleged grounds for the challenge. The student should review the challenge form itself for more detailed information and required procedures.

A link to the Prerequisite Challenge Form can be found at:

<http://www.pasadena.edu/admissions/registration/procedures/index.cfm>. Submit the completed form to Advising, L103D, or fax

it to (626) 585-7187 with the appropriate documentation. Forms received without documentation will be denied.

## RESIDENCE DETERMINATION

A student who does not qualify as a resident according to the policies and procedures described herein, must pay nonresident tuition at the rate per unit in effect for the term the student plans to attend. It is the student's responsibility to read and adhere to the following rules and procedures for residence determination as set forth in the applicable laws and regulations.

A student seeking reclassification from nonresident to resident status must complete a Supplemental Residency Questionnaire (available in the Admissions and Records Office, L113) and attach legible copies of documents in support of the claim for resident status. *The questionnaire and all supporting documentation must be submitted to the Admissions and Records Office (room L113) as early as possible to avoid delays in processing. (The residence determination date for a given semester or session is the day before the semester or session opening date.)* Additional information may be required during the residency review. The burden of proof is on the student to prove that California residence has been established.

Students classified incorrectly as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. Applications for a change in classification with respect to a previous term are not accepted.

After a final decision on residency classification is made, a student may appeal by completing a Special Circumstance Student Petition to the Director of Admissions and Records (room L113) within 30 days.

### General Summary of Residency Rules

Students are cautioned that the following statement of the rules regarding residence determination is not a complete discussion of the law, but a summary of the principal rules and their exceptions. Students should also note that changes may have been made in policies, statutes and regulations between the time this information is published and the applicable residence determination date. For the text of relevant laws and regulations, refer to the California Education Code Civil Code Section 25.1 and to California Code of Regulations, Title 5.

The State of California requires the following before a student may be classified a resident for tuition purposes: (1) evidence of one year's physical presence in California

prior to the residence determination date; (2) evidence (in the words of the state, "objective manifestations") of one year's intent to make California the home for other than a temporary purpose (the "permanent residence") prior to the residence determination date; and (3) for any student seeking reclassification from nonresident to resident status, evidence of financial independence from any nonresident of California.

A student classified as a nonresident cannot be reclassified as a resident merely because he or she has maintained continuous attendance for one year at a California institution while paying nonresident tuition. The student must meet all three criteria of presence, intent and financial independence.

For an adult student (e.g., a student 18 years of age or older) the evidence produced in support of the claim for California residence must apply directly to the student. That is, the name of the student must appear on the documents submitted. Documentation pertaining to parents, other relatives, or friends is not sufficient. If the student's residence is legally derived from (and thus is the same as) that of another person (see below), the evidence produced must apply to that other person.

### Spouses

A person's residence is not derived from that of his or her spouse; each person must establish residence separately.

### Minors

The residence of a minor is determined in accordance with the following:

1. The residence of the natural or legally adoptive parent with whom an unmarried minor lives is the residence of that minor, regardless of the length of time the minor has resided with that parent. This rule applies equally to the minor child of permanently separated parents.
2. A married minor may establish his or her own residence. A minor who was married but thereafter divorced, retains the capacity to establish his or her own residence. A minor whose marriage has been annulled must be treated as an unmarried minor since for all intents and purposes a marriage has not occurred.
3. If the minor lives alone, he or she takes the residence status of the parent with whom he or she last lived.
4. If both parents are deceased and there is no court-appointed guardian, the minor may establish residence as though he or she were an adult.
5. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

6. A student who has been an adult for less than a full year (e.g., one under 19 years of age) may under certain circumstances combine the immediate pre-majority derived California residence with the immediate post-majority California residence to satisfy the one year necessary for resident classification.

## Meeting the Criteria of Presence and Intent

The burden is on the student to demonstrate clearly both physical presence in California and intent to establish permanent California residence. Presence and intent may be manifested in many ways - no one factor is controlling - but all those ways fall into two main categories.

1. An individual who is **19 years of age or over**, and who can provide sufficient evidence that he or she has maintained a home in California continuously for the two years prior to the residence determination date, and has not been a student during the two years, is presumed to have met the presence and intent criteria, unless the individual has taken any action inconsistent with the claim of intent as described below.

An individual who is under **19 years of age** is presumed to have met the presence and intent criteria if both the individual and his or her parents can show that they have resided in California continuously for the two years prior to the residence determination date, unless the student has taken any action inconsistent with the claim of intent as described below.

Evidence of two continuous years residence of a home in California can take the same form as evidence of presence and intent as described below. However, the documents presented must show continuity over the two-year period.

2. Students who are not in the "two-year" category described above must present evidence of one year's presence and intent. A list of acceptable items is available in the Admissions and Records Office. Some examples of such items include: California state income tax form, voter registration, driver's license, or automobile registration; active resident membership in a California professional, service, or social organization; and utility deposit or installation receipts. The more of these items presented, and the higher their relative weight, the stronger the case for classification as a California resident becomes. All documents presented must be valid, readable, dated at least one year before the residence determination date, and properly identified with respect to student name and address.

Actions inconsistent with a claim of intent to remain a permanent California resident will be counted against that claim. Such actions include, but are not limited to, doing the following in a state other than California: registering to vote, entering into a legal agreement, attending an educational institution as a resident of the other state or maintaining a driver's license or automobile registration in another state.

In some cases, financial independence may also be considered in the evaluation of intent as indicated below.

## Meeting the Criterion of Financial Independence

**In addition** to meeting the presence and intent criteria as outlined above, the student seeking reclassification from nonresident to resident status must show financial independence from any nonresident of California according to guidelines set forth by the State of California. In order to establish financial independence, a student seeking reclassification must show the extent to which he or she has met the following criteria for the current and each of the immediately preceding three calendar years:

1. That the student has not been claimed as an exemption for state and federal tax purposes by his or her nonresident parents;
2. That the student has not received more than \$750 from his or her nonresident parents; and
3. That the student has not lived in the home of his or her nonresident parents for more than six weeks in any given year.

Inability to prove all the financial independence criteria for the entire period will not necessarily result in classification as a nonresident if the showing of one year's presence and intent is sufficiently strong. However, a student who is unable to satisfy all three financial independence criteria for the current and immediately preceding calendar years will be classified as a nonresident, since financial independence is of greater significance for those years. Financial independence for the second and third calendar years immediately preceding the year in which reclassification is requested will be considered together with all other relevant factors in determining intent, with no special weight attached to the financial independence factor.

Evidence of financial independence may be presented in the form of (1) affidavits signed by student and parent indicating the extent to which the three criteria listed above have been met, and (2) copies of the federal and state income tax returns filed by student and/or parent for the current and any applicable preceding calendar years.

## Exceptions

There are several exceptions to the laws regarding residency. If it appears that any of these exceptions might be applicable, the student should discuss the matter with the Associate Dean of Admissions and Records or designee. In any case where an exception is claimed, proper documentation of the basis for that claim must be presented. Some of the exceptions follow:

- A. A minor student remaining in California, whose parent has established residence outside California within one year prior to the residence determination date and had legal California residence for at least one year before leaving, is entitled to resident classification until the student has attained the age of majority and has resided in the state the minimum time necessary to become a resident, so long as, once enrolled, the student maintains continuous attendance at an institution.
- B. A student under 19 years of age on the residence determination date who has been entirely self-supporting for more than one year immediately preceding that date and who can meet the regular adult presence and intent criteria outlined above is entitled to resident classification until the student has resided in the state the minimum time necessary to become a regular adult resident.
- C. A minor student is entitled to resident classification if, immediately prior to enrolling at an institution, the student has lived with and has been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have had legal California residence during the year immediately prior to the residence determination date. This exception continues until the student has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- D. A student who is an adult alien is entitled to resident classification if the student has been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States, provided that the student has met all the legal requirements for California residence for more than one year after such admission and prior to the residence determination date. In other words, the one-year period for showing presence and intent cannot begin until the date lawful admission for permanent residence is established. (Holders of valid A, E, G, H-1, H-4, I, K, L, N, NATO, O-1, O-3, R, T, U or V visas should contact the Associate Dean of Admissions and Records or his or her designee regarding their residence status.)
- E. A student who is a minor alien is entitled to resident classification if both the student and his or her parent have been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States, provided that the parent has met all the legal requirements for California residence for more than one year after such admission and prior to the residence determination date. (Holders of valid A, E, G, H-1, H-4, I, K, L, O-1, R and V visas see note under "D" above.)
- F. A student who was admitted to the United States as a refugee, asylee or parolee and produces proper documentation of that status and who produces appropriate evidence of having met the presence and intent criteria described above may be entitled to resident classification.
- G. A student who is a full-time employee of a California public institution of higher learning or whose parent or spouse is such a full-time employee may at the option of the institution which the student proposes to attend be entitled to resident classification until the student has resided in the state the minimum time necessary to become a resident.
- H. A student who left California due to a job transfer made at the request of the employer of the student or the employer of the student's spouse, or in the case of a student who resided with and was a dependent of his or her parent, made at the request of the parent's employer; who was absent from California for less than four years; and who would qualify as a resident if the period of absence was disregarded may be entitled to resident classification.
- I. Other exceptions pertain to certain members of the armed forces and their dependents, apprentices (as defined in Labor Code Section 3074-3077), certain agricultural laborers, and certain employees of California public schools. More detailed information about these categories is available in the Admissions and Records Office. Students seeking additional information concerning residence requirements for tuition purposes should contact the Admissions Office, room L113, or the Associate Dean of Admissions and Records or designee.



## California Nonresident Tuition Exemption (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):

1. The student must have attended a high school (public or private) in California for three or more years.
2. 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).
3. 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 valid F [student] visas, B [visitor] visas, J [exchange 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.

For procedures on requesting the exemption from nonresident tuition at Pasadena City College, please contact the Admissions and Records Office or go online to PCC's website and search for AB540.

## (SB 150)

Any special part-time student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at Pasadena City College.

1. The student must be residing in California.
2. The student must be attending a high school (public or private) in California.
3. The student must be enrolled as a special part-time student in 11.99 or fewer units per semester.
4. The student must be recommended by the principal of the pupil's school and have parental permissions to attend a community college.

5. This exemption does not apply to special full-time students
6. This exemption does not apply to nonimmigrant alien other than "T" and "U" nonimmigrant visa.

A student receiving a nonresident tuition exemption under SB 150 does not receive resident status. The district shall not claim apportionment funding under this Provision.

## (SB 141)

1. Any student who is a U.S. citizen and who resides in a foreign country, who meets all of the following requirements, shall be exempt from nonresident tuition:
  2. Demonstrates a financial need for the exemption.
  3. Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal immigration and Nationality Act.
  4. Moved abroad as a result of the deportation or voluntary departure.
  5. Lived in California immediately before moving abroad.
  6. Attended a public or private secondary school in California for three or more years.
  7. Upon enrollment, the student will be in their first academic year as a matriculated student in California public higher education.
  8. Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.
  9. Documentation shall be provided by the student required by statute as specified in the Education Code section 76140(a)(5).

A student receiving a nonresident tuition exemption under SB 141 does not receive resident status. The district is authorized to claim apportionment funding under this Provision.

## Military Exemption

- A. A nonresident member of the Armed Forces of the United States stationed in California on active duty (except those assigned for education purposes to state-supported institutions of higher education) and their eligible dependents are exempt from paying nonresident tuition until they are no longer stationed in California or discharged from their military service.
- B. A nonresident member of the Armed Forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year (The one-year exemption shall be used by the student



within two years of being discharged) if he or she files an affidavit stating that he or she intends to establish residency in California as soon as possible.

- C. A student or prospective student and their eligible dependents who are using, or are intending to use, "GI Bill education benefits" may be exempt from paying nonresident tuition while enrolled as a student.

Former members of the Armed Forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for an exemption

## Residence Categories

Applicants for admission are divided into the following categories:

1. Applicants whose legal residence is in the Pasadena Area Community College District. This consists of the following school districts: Arcadia, a portion of El Monte, San Gabriel, La Cañada Flintridge, Pasadena, Rosemead, San Marino, South Pasadena and Temple City.
2. Applicants whose legal residence is in California but not within the area of a California community college.
3. Applicants whose legal residence is within another California community college district.
4. Applicants who do not qualify as legal California residents for tuition purposes and are determined to have nonresident status. Such applicants will be required to pay nonresident tuition fees.

## International Students – (F-1 Visa Status Students)

The policy of the Board of Trustees of the Pasadena Area Community College District is that provision of an adequate program for international students on campus makes a significant contribution to the education of students at the college and the promotion of international understanding in the community and throughout the world.

Under federal law of the United States, Pasadena City College is authorized to enroll non-immigrant alien students on F-1 student visas for the first two years of an accredited Baccalaureate Degree program. Admission is subject to the requirements stated below and to the approval of the Assistant Director, International Student Office. An international student interested in applying should write to the International Student Office for application materials, or access the college website ([www.pasadena.edu/internationalstudents](http://www.pasadena.edu/internationalstudents)).

All transcripts (submitted in English translation if the original is in another language), English language test

results and other required documents must be on file in the International Student Admissions Office by the deadline dates (please see the ISO website for deadline dates).

All F-1 visa students are subject to nonresident tuition as set by the PCC Board of Trustees. Current tuition rates may be obtained from the Office of Admissions and Records, or the College website ([www.pasadena.edu](http://www.pasadena.edu)). F-1 visa student must carry illness and accident insurance purchased through Pasadena City College.

### A. Admissions Requirements for Admission in F-1 Visa Status

#### 1. General – All Applicants

- a. An applicant must have English language ability adequate to enable the student to profit from instruction at the college level. An international student is not admitted solely for special training in English. Adequacy of English proficiency is determined by a satisfactory score on the Test of English as a Foreign Language (TOEFL), administered worldwide by the Educational Testing Service, Box 899, Princeton, New Jersey 08540; if the test is not available in the applicant's area, results of a standardized test administered at a U.S. consulate may be substituted. PCC also accepts the STEP Test, Level 2, and International English Language Testing System (IELTS) 4.0 minimum score.
- b. An applicant must offer evidence of academic achievement equivalent to an American high school education.
- c. An applicant must present evidence of financial resources to cover costs during the period of attendance at the college. Estimated costs include: nonresident tuition fee of \$4,560 (24 units); enrollment and other fees, \$1,492; health and accident insurance, \$876; living expenses, \$10,000; textbooks and supplies, estimated at \$572, for a total of about \$16,500 per year. Students should anticipate increases each year. Fees are due at registration. The above figures do not include the Summer session.

#### 2. Limitations and Exceptions

- a. An international student attending by another collegiate institution in the United States must obtain a SEVIS Record release from the other collegiate institution before acceptance to Pasadena City College.
- b. An applicant for admission in F-1 visa status who has completed college or university work in excess of that usually offered at a community college level in the United States

(first two years of a four-year collegiate program) will be considered overly qualified and not eligible for admission to Pasadena City College. Such students should apply at institutions more appropriate to their needs.

#### B. Additional Information

##### 1. Orientation

An on-campus international student orientation is provided both in the Fall and Spring semesters.

##### 2. Employment

An international student must attend the College full time; a permit to work on campus is issued only if there is urgent financial need. For off-campus employment, approval of the United States of Citizenship and Immigration Services (USCIS) is required.

##### 3. Housing

International students must arrange for their own housing.

##### 4. Maximum Period of Enrollment

An international student is expected to complete a program in the most expeditious manner possible, generally in four to six semesters.

##### 5. Regulations

An international student should become familiar with the United States Citizenship and Immigration Services regulations as well as College regulations on student conduct and enrollment and comply with those regulations. A student who drops below full-time enrollment or fails to maintain normal progress towards his/her goal is subject to dismissal from the College. The United States Citizenship and Immigration Services will be notified in such cases.

## International Students – Other Than F-1 Visa

Some students with visas other than F-1 may be eligible for admission subject to approval of the Director of Admissions and Records. If admitted, such students will be subject to nonresident tuition and may be limited in their enrollment. Individuals holding F-2, B1/B/2 visas are not admitted to PCC and are advised that they will be in violation of their visa status by attending school. Questions related to this should be directed to the International Student Office.

## COSTS OF ATTENDING THE COLLEGE

The fees and tuition costs are subject to change by State law or at the discretion of the College. The information listed below was correct at the time of Catalog publication.

## Fees

State law prescribes payment of the following enrollment fee each semester or session:

Enrollment Fee.....\$46 per unit

Students classified as California residents pay only the enrollment fee, a mandatory health fee of \$13.00 per semester, a \$10.00 student activity fee and a \$1.00 per semester student representation fee. During the Summer session the health fee is \$10.00 and the student activity fee is \$5.00. Students who are not California residents pay these fees as well as nonresident tuition. Certain students may qualify for an exemption on the basis of verified religious reasons or enrollment in apprentice programs.

## Nonresident Tuition

Students who are nonresidents of California for tuition purposes (see page 28) are required to pay a fee as established each year by the Pasadena Area Community College District Board of Trustees. Beginning in Summer 2014, all non-residents and non-citizens will be required to pay out-of-state tuition of \$200 per unit and \$30 per unit in Capital Outlay. However, nonresident students who attended high school in California for three or more years; graduated from a California high school or attained the equivalent (e.g., passed the high school proficiency or GED exam); and are U.S. citizens, immigrant aliens, or never-documented aliens may be eligible for exemption from nonresident tuition. Such students should contact the Admissions Office for more information.

## Instructional Materials Fee

Students enrolled in credit or noncredit courses and programs may be required to provide certain instructional and other materials including, but not limited to, textbooks, tools, equipment and clothing.

## Refund Policy

A student who has paid fees and withdraws from all or part of his/her enrollment **by the deadline date** may request a refund. Refunds are not automatic. Refund requests must be submitted based on the deadlines published in the semester Schedule of Classes. A Refund Application is available at the Cashier's Office, online or in the Schedule of Classes. **The refund amount is determined by the date the class first meets and the date the class is officially recorded as dropped.** A minimum service fee of \$5.00 (or more in the case of out-of-state tuition) will be charged for processing each refund request. Detailed information regarding the refund policy and procedure is available at the Cashier's Office, room L113. Please call (626) 585-7085 for further information.

PASADENA CITY COLLEGE  
**CATALOG**  
**2016-2017**

# *Student Support and Learning Services*



## SECTION II

# STUDENT SUPPORT AND LEARNING SERVICES

### Counseling -

Room L104, (626) 585-7251 or  
[www.pasadena.edu/student-services/counseling](http://www.pasadena.edu/student-services/counseling)

Counselors provide developmental advising which includes life, career, and education planning, interpretation of assessments, strategies to address academic difficulties, programs to develop student success skills, preparation for university transfer, and workforce preparedness. Although Counselors assist in long-range planning and in checking specific requirements, *the responsibility for meeting graduation requirements, course prerequisites or requirements for transfer to other colleges or universities is one which must be assumed by each student.* The Counseling website contains web-based tools to support your goal setting and planning process. You are encouraged to meet with a Counselor as you progress towards your academic or personal goals. You can see a counselor on a drop-in basis during hours of operation. Students can request to see a specific Counselor. Students can also access a Counselor online. Online Counseling allows PCC students or prospective students with a resource to ask general questions that pertain to reaching their educational goal at Pasadena City College. <http://www.pasadena.edu/student-services/counseling/online.cfm>

### Transfer Center -

Room L110, (626) 585-7287

Services provided by the Transfer Center include advisement by representatives from CSU, UC and independent institutions; application, essay and other transfer-related workshops; transcript prescreening for transfer eligibility; information fairs, and tours to universities. Resources include an interactive tool listing transfer requirements specific to universities or majors to facilitate transfer course planning; a library containing university catalogs and transfer resources in multimedia formats.

### Career Center -

Room L103, (626) 585-3377

The Career Center provides resources and assistance for students exploring major/career goals or looking for employment/internships.

New job listings are posted daily and there is a weekly Hot Jobs bulletin. Workshops are offered on topics such as resume writing, interviewing, major and career choice. There is a large selection of books, and software

programs. Career Counselors, Advisers and Employment Specialists are available to help students. For more information, go to <http://www.pasadena.edu/student-services/careercenter/>.

## EMPOWERMENT PROGRAMS

### The Stan Gray

#### Academic Athletic Zone -

Room GM112, (626) 585-3115

The Stan Gray Academic Athletic Zone is a comprehensive tutorial and counseling program that is designed to meet the specific needs of student athletes at Pasadena City College. The program offers new student athlete orientations, individual and group tutoring, academic advisement, personal counseling, financial aid assistance, and transfer workshops. The primary functions of the program are to provide timely and accurate academic support and improve basic skills. This program works within the division of student services to support the student athletes of the College. For further information see the website at <http://www.pasadena.edu/athletics/zone/index.cfm>

### Puente Project -

Room L104, (626) 585-7860

The Puente Project is a one-year transfer program open to all students. The content of the Puente Project focuses on Mexican American/Latino authors and issues. The program includes writing instruction in developmental and transfer level English composition, complemented by both an in-class counselor and a community mentor. Puente students also take part in regular and state-wide conferences and workshops, as well as visit universities and meet university representatives in preparation for transfer. For further information see the website at <http://www.pasadena.edu/transfer/special-programs/puente.cfm>

### Ujima Program -

Room CC224, (626) 585-7255

The Pasadena City College (PCC) Ujima Program is a student-centered, learning community dedicated to the success of African-American students in higher education. The Swahili word *Ujima* (pronounced oo-JEE-ma) meaning "collective work" and "responsibility",



provides historically under-represented students with an environment that nurtures and supports student development and community involvement. Furthermore, the Ujima program fosters academic success through culturally relevant curriculum, culturally specific group dynamics and social justice pedagogy.

This Program seeks to address and improve the academic achievement gap for African American college students. The Ujima Program uniquely fuses coursework reflective of the African American experience with the academic rigor required for educational achievement. Students are equipped with success skills, mentoring modules and community building scenarios which helps them to identify with the greater college culture from their first year to their last year at PCC. Through personal and social enhancement strategies, Ujima students (also known as Ujima Queens and Kings) are exposed to campus wide events and activities that enrich leadership skills, builds collaboration among groups and aids in increased retention and persistence rates of our students. Within this learning community students experience the benefits of cohort learning models, dedicated Ujima courses, passionate Ujima teaching faculty and a core group of counselors and support staff (the Ujima Squad) that constantly work together as advocates for student success. Ujima students are prepped to accomplish their educational and career goals in the academic and global communities. Practicing the philosophy of achievement through collective work and responsibility. For additional information please visit the Ujima Program website <http://www.Pasadena.edu/studentervices/ujima/> or contact Gena Lopez M.S. at [gllopez@pasadena.edu](mailto:gllopez@pasadena.edu).

### **Veterans Resource Center**

*Room W108, (626)585-7226 ext. 4*

The Veterans Resource Center (VRC) at Pasadena City College provides a comprehensive program of services for our student veterans.

The Center provides the essential components in academic support services for student veterans and faculty to complement classroom learning and college success.

There is a computer lab, assistive technology software, women veterans programs, new student veteran orientations, individual and group tutoring, mentors, academic and personal counseling and relevant support programs. We also offer wellness workshops and activities. There is also a student veterans club.

The VRC provides a relaxing place for student veterans to meet, do homework, get help with their classes, find a mentor, receive the latest veteran benefits information, coordinate with a veteran's network, attend workshops, and meet with veterans' service providers.

The VRC is a centralized resource hub, easily accessible

and widely available to all student veterans and student military members and whose primary goal is to assist veterans for a successful transition to academic life.

### **Extended Opportunity Programs and Services - Room L107, (626) 585-7439**

The purpose of EOP&S is to actively encourage the enrollment and retention of students who are economically and educationally disadvantaged, and to facilitate their successful participation in meaningful educational opportunities. EOP&S provides such services as outreach, recruitment, tutoring, counseling and limited financial assistance.

### **Cooperative Agencies Resources**

**for Education - Room L107, (626) 585-7439**

C.A.R.E. is an EOP&S Program designed to recruit and assist single parents with children under the age of fourteen who would like to attend college on a full-time basis. C.A.R.E. provides such services as counseling, career assessment, self-development workshops, and financial assistance.

### **Program for Academic Support Services**

**(P.A.S.S.) - Room D112, (626) 585-7815**

The Program for Academic Support Services (PASS) is funded by the U.S. Department of Education to increase the retention, graduation and transfer rates of low-income, first generation and disabled college students. PASS assists participants with counseling, academic preparation, skill development and the degree/transfer process from Pasadena City College to a four-year institution. PASS services focus on a holistic approach to student development and student success. Participants will gain knowledge and skills to achieve their educational goals and ultimately obtain a Bachelor's degree.

### **CalWORKs Program -**

*Room L107, (626) 585-7060*

With funding from the California Community College Chancellor's Office and in partnership with the Los Angeles Department of Social Services, the PCC CalWORKs Program is designed to assist eligible students phase off public cash assistance (welfare) and become self-sufficient.

Eligible students must be currently enrolled, receiving cash assistance and have children under 18. PCC CalWORKs students are enrolled in county-approved education/training programs and have the opportunity to participate in work-study employment that will not reduce their cash aid. The program assists students with processing county paperwork, individual counseling, personal and job development, and some financial assis-

tance with books, educational supplies, transportation and childcare fees. Access our website by going to [www.pasadena.edu/student\\_services/calworks](http://www.pasadena.edu/student_services/calworks).

## FINANCIAL AID -

Room L114, (626) 585-7401

Financial aid is available from federal, state, and institutional programs in the form of scholarships, grants, loans and work study to assist in meeting the educational costs associated with attending PCC.

Most financial aid awards are based on financial need which is the difference between the cost of attendance and the student/family's expected contribution. Generally, scholarships are based on merit. Scholarship opportunities for incoming freshmen include the PCC President's Award, Honors at Entrance, Board of Trustees and Principals Scholarship. Information about PCC's financial aid programs can be obtained at the Office of Financial Aid or at our website: [www.pasadena.edu](http://www.pasadena.edu). Below is a brief description of the financial aid application procedures and programs. Pasadena City College Federal School Code is 001261.

### A. Applications

The Free Application for Federal Student Aid (FAFSA) is the primary application for all sources of federal and state financial aid. Students should apply at [www.fafsa.gov](http://www.fafsa.gov) in January of each year for the next academic school year.

The Cal Grant Entitlement Program is a State funded program administered by the California Student Aid Commission (CSAC). The deadline is March 2. Both the Cal Grant requires a supplemental GPA Verification Form and the FAFSA *must be completed on or before the Cal Grant deadline*. The Competitive Cal Grant program is for community college students only. To apply for the Competitive Cal Grant, students must have their FAFSA processed by March 2. PCC will submit the GPA Verification Form electronically to CSAC for all students who have completed at least 16 applicable college units.

The deadline for priority consideration for campus-based funding is usually in May. Students are encouraged to submit all requested forms and documents to the Financial Aid Office by the deadline. Please visit the financial aid webpage for important deadline dates.

**B. Board of Governors Fee Waiver (BOGFW)** application is used to cover enrollment fees at PCC. Students must be California residents, and there is no limit to the number of registered units.

Students can download a copy of the fee waiver application from the PCC website; however, the best and easiest way is to complete the FAFSA. PCC will use the FAFSA information to determine BOGFW eligibility.

### C. California Dream Act of 2011

Allows students who meet certain provisions of the AB 540 law to apply for and receive private scholarships, state-administered financial aid (Cal Grant), and Board of Governors Fee Waiver.

**D. The Pasadena City College General Scholarship** application offers competitive scholarships to eligible, currently enrolled students and those enrolled in a Certificate of Achievement program or planning to transfer to four-year institutions. The General Scholarship application is generally available October through December. Other scholarships from campus and private sources are also listed in the Campus Crier and the PCC website. Please refer to the Foundation Office for additional information about scholarships.

Generally, PCC does not offer federal, state or institutional aid to international students.

## Financial Aid Programs

**Grants** are federal or state funds that do not have to be repaid. PCC participates in the Federal Pell, and Federal Supplemental Educational Opportunity Grant (FSEOG) programs. State grants such as the Cal Grants B or C and EOPS are also available to eligible applicants. In addition, if your parent or guardian died as a result of military service in Iraq or Afghanistan, you may be eligible for an Iraq and Afghanistan Service Grant provided that you meet certain eligibility requirements.

**Loans** such as the Federal Perkins Loan, the Nursing Loan or the Federal Direct Loan are available to students in various amounts. Students must meet the specific criteria for each loan programs. Nursing and Direct Loans are not automatically offered in the initial financial aid award package. Students interested in a loan must submit a loan request form.

Parents of a dependent student may also apply for a Parent PLUS Loan to help supplement their child's cost of education. Interest Rate on a Direct Loan is subject to change.

**Work Study** offers employment opportunities at competitive rates through the Federal Work-Study Program. The work-study jobs are on or off campus and eligibility is subject to financial need.

**Scholarships** are available from the college and private sources. Check the weekly Campus Crier, financial aid webpage, and the foundation office website for scholarship opportunities.

**The Bureau of Indian Affairs** awards grants to needy students who possess at least 25 percent American Indian, Eskimo or Aleut blood as recognized by a tribal group. Contact the Bureau of Indian Affairs for information about the BIA Grant.

**Veterans Benefits** information and details are available at the Veterans Office, room L113 or go to [www.pasadena.edu/admissions/veterans/](http://www.pasadena.edu/admissions/veterans/).

Note: All inquiries such as disbursement of funds, document submissions, petitions, etc. *must* be inquired within the deadline date. After the close of the academic year, we will no longer be able to process any financial aid.

***Below are some Legislative Changes Effective July 1, 2012, for Federal Student Financial Aid Recipients***

- Students without a high school diploma or its equivalent are ineligible for funds. *If a student passed an ATB test prior to July 1, 2012, and began an eligible program, the student is still eligible for federal student financial aid funds.*
- When you complete the *Free Application for Federal Student Aid* (FAFSA), you receive an Expected Family Contribution, which is a number used to determine your federal student aid eligibility. For the 2012-13 school year, you will automatically qualify for an Expected Family Contribution of zero if your family income does not exceed \$23,000. This is a reduction from the previous maximum income of \$32,000.
- There is a six (6) year maximum for the Pell Grant (full time equivalent semesters) from the date that the student began receiving Pell Grant funds.
- For Direct Loans that originate after July 1, 2012, and prior to July 1, 2014, the borrower must pay interest that capitalizes during the grace period. *(Grace period is a six month period of time after a student leaves college or drops below half-time enrollment.)*
- Unusual Enrollment History (UEH)  
Beginning in 2013-2014, some Free Applications for Federal Student Aid (FAFSAs) will be flagged for "unusual enrollment history" by the U. S. Depart-

ment of Education as a result of the student having received federal Pell Grant funds at multiple institutions in recent years.

- First-time borrowers may not receive subsidized loans for more than 150% of the length of program of study. For example, if you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years). The Department of Education may stop paying your interest subsidy if you exceed that limit.
- The Student Success Act of 2012 (California Senate Bill 1456) was signed into law by Governor Brown. As a Board of Governors Fee Waiver (BOGFW) recipient, one of the changes that occurred was the creation of academic and progress standards for the BOGFW Program starting academic year 2015-2016. Student with two consecutive semesters of not meeting academic and/or progress standards will lose their BOG Fee Waiver. Loss of eligibility will become effective at the first registration opportunity for the fall 2016 semester.

\*Not meeting academic standards = having less than a 2.0 GPA

\*Not meeting progress standards = completing less than 50% of your coursework

***Return of Title IV Funds***

- The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence. The federal Title IV financial aid programs must be recalculated in these situations prior to completing 60% of a payment period or term. Recalculation is based on the percentage of earned aid using the Federal Return of Title IV funds formula.

***Expected Family Contribution (EFC)***

- **Parents' Contribution:** The primary responsibility for assisting students with the cost of a post-secondary education lays with the student and often times his/her family. The expected contribution is determined by a federal need analysis process using the family's financial information provided on the FAFSA.
- **Student's Contribution:** All students are expected to contribute toward their own educational ex-

penses. A student's income and assets will also be assessed through federal methodology based on data submitted on the FAFSA.

**Satisfactory Academic Progress (SAP)**  
Policy for Financial Aid Recipients

- SAP standards apply to all federal and state aid applicants whether or not they have previously received student financial aid.
- Students receiving financial aid must meet Satisfactory Academic Progress (SAP) toward their educational goal. Failure to maintain these standards will result in loss of eligibility for financial assistance. This policy applies to students receiving assistance from those financial aid programs administered by the PCC Financial Aid Office and is separate from the College's academic progress policies. All students must meet the SAP policy to be eligible to receive financial aid.
- The Financial Aid Office reviews SAP at the end of each semester. SAP includes measures of cumulative G.P.A., pace or progress of unit completion, and a maximum number of attempted units allowed.
- The Satisfactory Academic Progress (SAP) policy is published on the PCC financial aid website at <http://www.pasadena.edu/student-services/financial-aid/terms.cfm#sat-aca-prog>

**Disabled Student Programs and Services (DSPS)** - Room D209, (626) 585-7127

Disabled Student Programs and Services is designed to enable students with verified disabilities to have access to all of the College's programs and activities for which they qualify.

Supportive educational services may include: test accommodations, interpreting services, real-time captioning, access to printed material in alternate formats, assistive technology training, learning disabilities assessment, specialized counseling, registration assistance and consultation with faculty and staff. For more information, please visit the DSP&S website [www.pasadena.edu/student-services/dsps](http://www.pasadena.edu/student-services/dsps).

**Student Health Services -**

Room D105, (626) 585-7244

(Hours vary depending on intersession/semester)

Student Health Services includes first aid and emergency services, treatment of short-term illnesses, sexual health counseling and treatment, and education in

health promotion and health protection. Students who have significant health conditions are strongly encouraged to inform the Student Health Services staff of their health needs.

Confidential health services are provided by a professional staff of health counselors, registered nurses, registered dietitians, nurse practitioners and physicians.

An overview of low cost and no cost services:

- First aid and emergency care
- Tuberculosis screening and testing
- Immunizations, prescription and over-the-counter medications
- Laboratory services
- Nutritional counseling
- Smoking cessation services
- Sexual health screening and treatment
- Women's health care (PAP smears, birth control)
- Health clearance for health sciences programs
- Health promotion and disease prevention activities and education
- Substance abuse prevention information
- Referral to community health resources and agencies

For more information, please visit: [www.pasadena.edu/healthservices](http://www.pasadena.edu/healthservices).

**Psychological Services -**

Room L108, (626) 585-7273

Psychological services are provided by the counseling psychology staff to give more specialized help than can be made available through regular counseling channels. Services include individual counseling, crisis intervention, information, and, when appropriate, referrals to community agencies.

The services emphasize short-term consultations on specific problems affecting success in college. Students may schedule a confidential appointment with a counseling psychology staff member by coming to L108, Psychological Services. For more information, please visit [www.pasadena.edu/student-services/psychservices](http://www.pasadena.edu/student-services/psychservices).

**Child Development Center**

The Child Development Center, located at 1324 East Green Street, Pasadena, CA 91106, operates under the supervision of the Division of Social Sciences. It provides student parents who are enrolled at Pasadena City College and at the Community Education Center the opportunity to pursue their educational goals while their children are receiving quality child care in an enriched educational program. PCC faculty, staff, and community members are also eligible to use the Center. The Center serves as a laboratory facility for students in the Child Development Program at the College.



For more information about fees and enrollment, contact the Center at (626) 585-3180.

## GI Bill Benefits Processing -

Room L113, (626) 585-7294

Pasadena city college is approved as an institution for higher learning for veterans and veterans' dependents entitled to educational assistance.

Veterans enrolling at Pasadena City College and intending to use VA educational benefits for the first time are required to submit the following documents to the veterans clerk in room L113 before they will be certified for benefits:

1. Member 4 copy of Certificate of Release or Discharge from Active Duty (DD214).-
2. Official transcripts from all colleges attended.
3. Veteran's Statement of Responsibility (obtained from the veterans clerk in L113).
4. Certificate of Eligibility for GI Bill benefits, or verification of application for benefits.
5. Other documents requested by the veterans clerk necessary to complete the application for benefits.

**In addition to the academic standards required of all students, certain additional restrictions apply to students receiving Veteran Administration (VA) educational benefits. In accordance with VA regulations, a student on academic probation will be terminated from receiving VA benefits after two semesters on probation.**

There are several education programs available for veterans, reservists and dependents. The benefits for each program are different.

Post 9/11 (CH 33) students receive a Monthly Housing allowance (MHA) if attending at more than 50% of full-time in approved courses. Students also receive an allowance for books and supplies up to \$1,000 per year depending upon units taken. Some fees will be paid by the VA directly to the College for courses that are requirements for the student's educational program. The covered fees are the Enrollment fee, Course fees and the Health fee. All other tuition and fees are the responsibility of the student.

Chapter 33 recipients training at 50% of full-time or less will receive payments for books and supplies. The VA will also pay some fees. These fees will be paid by the VA directly to the College for courses that are requirements for the student's educational program. The covered fees are the Enrollment fee, Course fees and the Health fee. All other tuition and fees are the responsibility of the student. No Monthly Housing Allowance is paid to CH 33 participants for training at 50% of full-time or less.

For students receiving Montgomery GI Bill-Active Duty (CH 30), Montgomery GI Bill-Selective Reserve (CH 1606), Reserve Educational Assistance Program (CH 1607), and Survivors' and Dependents' Educational Assistance Program (CH 35) benefits, a monthly assistance allowance is available for full-time, three-quarter-time or half-time students. Chapters 30, 1606, and 1607 recipients training at less than half-time will receive a onetime payment for the amount they have paid in tuition and fees. No monthly assistance is paid to Chapter 30, 1606 or 1607 participants for less than half-time enrollment. Chapter 35 recipients enrolled for less than half-time will receive the total they have paid in tuition and fees. The total will be divided by the number of months enrolled and the resulting amount will be sent monthly.

Students using Vocational Rehabilitation and Employment (CH 31) benefits are paid either a Monthly Housing Allowance or a monthly subsistence allowance depending on eligibility. Contact your VA Vocational Rehabilitation Counselor (VRC) for more information. This allowance is available for students attending at a half-time or more rate. The VA pays the school directly for all tuition, fees, books, parking and the allowed amount for supplies.

The Veterans Access, Choice, and Accountability Act of 2014 was signed into law in August 2014. As a result of this Act, certain veterans and their dependents are now eligible to have their out-of-state tuition, and fees associated with that tuition, waived for terms beginning after July 1, 2015. This waiver applies to the following groups:

1. Veterans who:
  - Were discharged within 3 years of the beginning of the term.
  - Had a length of active duty service that was 90 days or more.
  - Live in California (regardless of legal state of residence).
  - Are eligible to use benefits under the Post-9/11 GI Bill (CH 33) or the Montgomery GI Bill-Active Duty (CH 30).
2. Dependents (spouse or child of a veteran) who have had GI Bill benefits transferred to them from the veteran and the following conditions are met:
  - The veteran who transferred the benefit was discharged within 3 years of the beginning of the term.
  - The veteran had a length of active duty service that was 90 days or more.



- The dependent lives in California (regardless of legal state of residence).
  - The dependent is eligible to use Post 9/11 benefits through Transfer of Entitlement.
3. Dependents (spouse or child of a veteran) eligible for the Marine Gunnery Sargent John David Fry Scholarship benefits and the following conditions are met:
- The date of death of the service member on whom the spouse/child was dependent is within 3 years of the beginning of the term.
  - The service member served at least 90 days on active duty.
  - The dependent lives in California (regardless of legal state of residence).
  - The dependent is eligible to use the Marine Gunnery Sargent John David Fry Scholarship benefit.

Students who believe they are eligible for this waiver should contact the GI Bill processing desk at (626) 585-7294 or come to the veteran’s window in building L room 113. Office hours are 10:00 am - 4:00pm Monday through Friday.

Veterans must bring their Member 4 copy of their DD214 and their Certificate of Eligibility for the Post 9/11 or MGIB-AD. Dependents must bring the Member 4 copy of the DD214 of the veteran upon whom they are dependent and the dependent’s Certificate of Eligibility for the Post 9/11 GI Bill transfer of entitlement.

### Reserve Officers Training Corps

Pasadena City College students wishing to participate in a Reserve Officers Training Corps program may enroll concurrently in such a program in a neighboring institution.

### Project L.E.A.P. (Links to Educational Achievement and Progress) - (626) 585-7981

Project L.E.A.P. is a mentoring program developed by Pasadena City College Partnership for Excellence Program. It is designed to increase the retention rate of probationary, under-represented students and returning students.

Students are matched one-on-one with volunteer mentors who meet with them two to three times a month (weekly if needed) to listen, care, motivate, and encourage them to maximize their potential. Mentors in the program are administrative staff, faculty and classified staff who represent a cross section of the campus community. In addition to meetings between mentors and students, a guidance seminar and special programs are offered to foster student success.

## STUDENT ACTIVITIES AND ORGANIZATIONS

### Office of Student Life

*Room CC105*

Located in the Campus Center, the Office of Student Life offers a wide variety of activities, programs and services to assist students in achieving a balanced educational experience. The Office includes Student Activities, the Cross-Cultural Center, the Volunteer Center, Service Learning, Commencement, Project LEAP, the Pep Squad, the PCC Flea Market, and the Campus Connections. To respond to the needs and interests of students, annual cross-cultural and student leadership residential retreats are conducted each year. The Student Life Office provides an array of student leadership opportunities, involves students in college governance, provides support and guidance in co-curricular activities, and produces and supports cultural awareness activities and services. Further, the office sponsors and assists in educational, recreational and club programs and events, offers volunteer opportunities on campus and in the community, provides financial assistance in the funding of programs and individual student scholarships, and more. Small emergency and book loans are also available.

### Definitions:

**Consciousness of Self** – means being aware of the beliefs, values, attitudes and emotions that motivate one to take action.

**Congruence** – refers to thinking, feeling and behaving with consistency, genuineness, authenticity and honesty towards others. Congruent persons are those whose actions are consistent with their most deeply held beliefs and convictions.

**Commitment** – is the psychic energy that motivates the individual to serve that drives the collective effort. Commitment implies passion, intensity, and duration.

### Intercollegiate Athletics

The College offers intercollegiate competition in the following sports:

	Men	Women
Baseball	X	
Badminton		X
Basketball	X	X
Cross Country	X	X
Football	X	
Soccer	X	X

Softball		X
Swimming	X	X
Track & Field	X	X
Volleyball		X
Water Polo		X

Athletic teams at Pasadena City College are members of the Southern California Football Association-National Division Northern Conference and the South Coast Conference. Both are affiliated with the California Community College Athletic Association.

### Student Government

Student government at Pasadena City College is an integral part of the educational program. It gives students the opportunity to develop leadership skills, enhance cultural awareness, work with others in formal and social situations, enhance interpersonal communications skills, pursue special interests, develop critical thinking skills, and support involvement opportunities for all PCC students.

Student government is not intended to take the place of other educational endeavors. Instead, its purpose is to enrich the student's total educational experience. It is intended to complement coursework and other activities. Students are urged to improve study habits and to manage their time well.

The structure of the government is based on its major functions: activities production, representation, legislation, and administration and finance. Student government includes the ASPCC Executive Board, the Supreme Council, Commissioners, and various committees. As well, the student member of the Board of Trustees plays an active role in student government.

### Clubs and Organizations

Pasadena City College offers a broad spectrum of involvement opportunities through approximately 65 student clubs and organizations. There are recreational, vocational, political, cultural, religious, educational and service clubs, as well as other interest groups. Students enrolled at PCC are encouraged to consider membership in the clubs and organizations of their choice. Students may form additional organizations to meet special needs or interests. All student organizations must have a faculty advisor and be chartered by the InterClub Council, as outlined in Associated Students policies. Information and required forms are available in the Office of Student Life located in the Campus Center, CC105.

### Commencement

Held in the College's Robinson Stadium, commencement exercises take place during the last week of the

Spring semester. The formal ceremony, followed by a hosted reception, is a special tradition at Pasadena City College. An official diploma cover is presented to each graduate participating in the ceremony. The diploma, certifying that requirements for the Associate in Arts or the Associate in Science Degree have been met, is mailed to the graduate as soon as possible after the close of the semester.

Commencement is an impressive tradition. Members of the graduating classes from the Fall, Winter, Spring and Summer terms are encouraged to participate in the annual event.

### Campus Publications

The *Campus Crier* is published regularly during the Fall and Spring semesters, for all students and personnel. The Crier provides timely information on official deadlines, financial aid and scholarship announcements, special events, club meetings, and more.

The *Guide to Leadership and Involvement* is designed to guide student leaders, prospective student leaders, and student clubs and organizations in producing successful activities and programs. As a companion to the Advisors Handbook, it covers areas to be considered when planning an event – financial aspects, scheduling, publicity set-up, preparation, evaluation and follow-up – and it includes useful sections with necessary forms, contact telephone numbers, and more.

The College newspaper, the *Courier*, is published weekly by the Visual Arts and Media Studies Division (except during examination weeks) and is distributed to students and faculty on Thursdays. Students who wish to work on the Courier must enroll in the appropriate journalism class.

*Inscape*, an anthology of student literary work, publishes meritorious stories, essays and poems each year. Under the direction of the English Division, it is edited by a board of student editors and draws its written and art materials from the entire student body.

*Spotlight* is a slick feature magazine published each year by students in the magazine and small publications class. Students must sign up for Jour 005 to work as writers or editors on *Spotlight*.

### Performing Arts - Room CA102, (626) 585-7500

#### Forensics

Forensics, or competitive intercollegiate speech and debate, provides students at Pasadena City College with an opportunity to compete with major colleges and

universities at local, state and national tournaments. Students will develop speaking, research and critical thinking skills as they participate in individual events, debate and Reader's Theater. The program is open to all students with or without prior experience in speech or Forensics.

### Music

The Pasadena City College Music Department offers a wide variety of performance ensembles, including instrumental and jazz ensembles, wind bands, marching band, the Tournament of Roses Honor Band, symphony orchestra, large and small choral groups, Gospel choir, opera/musical theater productions, ethnic music ensembles, and chamber ensembles for strings, woodwinds, brass, percussion, piano and guitar. These ensembles, under the imaginative leadership of prominent directors, have created a reputation for musical excellence.

### Theater Arts

The Pasadena City College Theater Arts Department presents five major stage productions, four sets of one-acts, two sitcoms, and musical theater workshop productions, stand-up comedy at the Ice House, improvisational performances and a mime show each school year. The department also emphasizes media performance and technical skills in television and film with the extensive use of video to complement traditional stage work. All shows are taped and edited for student use.

### Dance

The Dance Department offers a wide variety of classes, including dance techniques classes in the areas of ballet, modern, jazz and tap; social dance, salsa and Latin social dance; dance history; and dance production and choreography. Students in the production classes present a formal dance concert each semester.

## LEARNING RESOURCES

### Learning Assistance Center -

*Room D300, (626) 585-7230*

The Learning Assistance Center (LAC) provides academic support services for Pasadena City College students and faculty to complement classroom learning and college success. Located on the 3rd floor of the D building (D300), the LAC operates Monday through Thursday 7am-9:45pm, Friday 7am-3:45pm, and Saturday 9am-2:45pm. Students are required to present a valid PCC Lancer Card to utilize center services.

Tutoring for a wide variety of subjects is provided,

free of charge, on a walk-in basis. Certified peer tutors assist students with learning skills and course-related assignments. Subjects tutored include math and statistics, accounting, English, ESL, and foreign languages. Tutoring for courses in the Natural, Social, and Computer Sciences is available as well. Students enrolled in Career and Technical Education programs and courses receive tutoring in the LAC and in labs and classrooms across the campus. Visit the LAC website ([www.pasadena.edu/student-services/lac](http://www.pasadena.edu/student-services/lac)) for updated schedules and other useful information including online 24/7 tutoring options.

Center resources include a 50-computer network with applications, Internet access, and basic skills software (English, Math, and English as a Second Language). A number of assistive devices are available to students with disabilities. A wide variety of multimedia materials for ESL, foreign languages, and study skills are available for on-site use. Students and faculty can access handouts for English skills and learning strategies at the entrance to the center. Professional full-time staff and a trained team of student workers are on hand to assist students with direction to appropriate learning strategies and resources.

### Library - LL, (626) 585-7221

The Shatford Library is PCC's gateway to a world of quality information resources where students can access substantial collection of print and online resources that have been carefully selected to support the academic curriculum.

The Library's online catalog and subscription databases are available on the web at: <http://www.pasadena.edu/library>. Current students, faculty and staff can access these databases from off campus using their PCC LancerPoint ID username and password. Reference and research help is available in-person and online through the library's website. Librarians offer information literacy workshops, credit classes in library and research skills, as well as certificate programs in Library Technology and Digitization Skills. The library has a quiet study floor, wireless access, group study rooms and laptops for students to use in the building. It also has three large computer labs for students with Internet access, a variety of software applications and printing.

### Library Borrowing Privileges

Library borrowing privileges are granted to all current PCC students, faculty and staff with a PCC LancerPoint ID. In addition, borrowing privileges are extended to adult residents of the Pasadena Area Community College District and to people who work in the District. Register at the Circulation Desk with a driver's license and one other item showing the same address as your driver's

license, such as a recent utility bill or bank statement. Students who attend high school within the District's boundaries may register for borrowing privileges at the Circulation Desk with a current high school ID card.

Faculty and staff can request instructional equipment to be delivered. Media Services also provides videoconferencing support and digitization of media for instructional use.

**Library telephone numbers:**

Reference Desk	(626) 585-7360
Circulation desk	(626) 585-7174
Computer Labs	(626) 585-3363
General Information	(626) 585-7221
Media Services	(626) 585-7057

**Tutorial Services**

Tutoring is provided for students in a variety of locations on campus, as well as online, 24/7. The Learning Assistance Center (LAC) offers tutoring to all students declared as Career and Technical Education (CTE) majors or working on certificate programs. The LAC also offers tutoring for transfer and basic skills courses in subjects such as accounting, business, mathematics, economics, statistics, English, ESL, and foreign languages, as well as computer sciences. Tutoring support is available to eligible students through the Teaching and Learning Center (TLC), and TRIO programs. Several academic areas provide tutoring assistance and supplemental instruction, such as the Writing Center, Math Resource Center, Social Sciences Learning Center, the Academic Zone, and the Natural Science study centers. Tutoring is performed by qualified student peers and designated staff. These services are designed to meet the needs of the individual student and to develop learning communities.

**Computer Learning Center -**

*Room D101-104 and W101, (626) 585-7357*

During day, evening, and weekend hours, the Computer Learning Center (CLC) labs in D101, D104, and W101 provide PCC students with access to the campus network which includes a wide variety of applications and instructional software. The online course management system, Canvas, is available through the network, as are student services resources for financial aid, counseling, registrar, etc. In addition, students can utilize the Web to carry out college-related assignments requiring Internet access. Faculty can reserve time in computer classrooms D101 and W101 for group instruction or orientation. Students may receive guidance in exploring their personal learning styles, time management and study strategies offered through workshops and personal

appointments. Walk-in tutoring for specific Computer Science courses is also available at scheduled times.

**Staging Services - Room C230, (626) 585-7260**

Staging Services supports the instructional programs of the College by providing technical assistance to the various departments. Staging Services is responsible for the operation of Sexson Auditorium, the Forum and all of the other lecture halls, as well as other special events both on campus and at the Community Education Center. In addition to meeting the needs of the instructional program, Staging Services supports the cultural activities of the surrounding community by providing facilities and assistance to off-campus organizations.

**Video Production Services**

Video Production Services is responsible for all College video productions. Services range from the documentation of campus events to the production of department and college promotional productions.

Video Production Services also assists in the editing of educational video productions by either overseeing or training faculty.

For more information, please call Public Relations at (626) 585-7250.

**SUPPORT SERVICES**

**Food Services**

A wide selection of dining options are available campus-wide.

The ground floor of the Campus Center houses The Piazza Dining Room for students, faculty and staff. The Piazza serves made-to-order breakfasts, including a custom breakfast burrito bar. The Piazza offers an Italian Pasta Line and fresh pizza, Baked Potato Bar, Fast and Casual Asian Entrée line, a full service panini and deli sandwich counter, and The Daily Grill for burgers and more. A full line of popular beverages and bakery items are also in the Piazza. The Lancer's Pass is located in the center of campus, adjacent to the Aquatic Center, for hot entrees, beverages, snacks and sandwiches. The Java Hut, located near the Science Village, offers gourmet coffees, sandwiches, selected cold beverages, and coffeehouse snacks. Dining facilities in the Physical Education complex for Robinson Stadium and the Hutto-Patterson Gymnasium provide concession services during selected events.

Full-service catering, from casual menu service to fine dining, is available for College functions and on-campus events.



**Bookstore -**

Room B101, (626) 585-7378

The Pasadena City College Bookstore is the place where students and faculty members may purchase books, supplies, gifts, Logo merchandise, spirit items, Lancerwear clothing, and more. Profits from the Bookstore help support the Student Service Fund, the College Service Fund, and Associated Students.

**Transportation and Parking -**

Room B210, (626) 585-7223

The College is located near downtown Pasadena and is easily accessible by car, bus or the Gold Line train. On-campus parking is limited and is available by displaying a semester or daily permit. Handicapped parking is available for people displaying a handicapped placard or handicapped license plates in addition to the semester or daily permit. Shuttle service is available every thirty minutes for transportation between PCC (Lots 6, 7), Allen Station Gold Line, and the Community Education Center.

Bicycle parking racks are available throughout the campus for students and staff to secure their bicycles. Bicycles shall not be secured to any other objects on campus such as poles, fences, and trees.

**PCC Community Business Center**

(626) 585-3210

The Community Business Center (CBC) offers live scan & ink fingerprinting, notary, child ID and passport application services, and parking permits. The CBC is located in a bungalow behind the PCC Community Education Center at 3035 East Foothill Blvd, Pasadena 91107. Hours of operation are Monday through Friday 8:00 a.m. – 7:00 p.m. and Saturday 9:00 a.m. – 3:00 p.m. Cash, credit card, personal and business checks, and money orders are accepted. More information is available online at [www.pasadena.edu/cbc](http://www.pasadena.edu/cbc).

**Pasadena City College Police Department -**

Room B210, (626) 585-7484

The Pasadena City College Police Department is staffed with sworn Police Officers. The Department is located in the B Building (room B210). The Department is responsible for providing police services, enhancing safety, and enforcing traffic and parking laws. Students who have a concern for their safety while on campus are encouraged to contact the Department for assistance. Emergency telephones are located in all elevators, parking lots, and most buildings. Please do not hesitate to use these telephones if you have a concern for your safety. The Department offers an escort service for students and

staff from classrooms to vehicles. Students and staff are encouraged to use this available service. The District's crime awareness and crime statistics, otherwise known as the "Clery Report," are available in the B Building, room B210 and can also be located on the campus website under "Clery Report."

**Parking Permits – Room B210, (626) 585-7441**

Semester parking permits for staff and students are available for purchase online ([www.pasadena.edu/get-parking/](http://www.pasadena.edu/get-parking/)). A temporary parking pass will be issued at the time of the purchase and the actual permit will arrive via mail within 5 business days. A limited number of parking permits will be available for over-the-counter sales. Parking permits can be purchased at the front counter of Campus Police, B Building, Room 210, or at the Community Education Center (CEC) two to three weeks prior to the beginning of each semester/intersession. Staff parking permits will be available at the front counter of Campus Police. Exact cash or checks are accepted. Students and visitor may also purchase daily parking permits for \$2.00 a day from the parking permit machines located in every level of the parking lots. More information and the fee schedule are available online at [www.pasadena.edu/student-services](http://www.pasadena.edu/student-services) (click on Parking).

**Lost and Found –**

Room B210, (626) 585-7484 ext. 5265

Items found on campus may be turned in 24 hours a day to the Lost and Found in the Police Department in Room B210. Office hours for inquiring about retrieving lost property are Monday through Thursday 10:00 a.m. to 2:00 p.m. The Lost and Found Department actively tries to reunite lost items with their owners by using contact information provided in the Student Registration System. It is your responsibility to keep your contact information current and, if possible, on your property. Please put your name, phone, and/or email address on all of your property so it may be returned to you in a timely manner.

**Smoking on Campus**

The Pasadena Area Community College District Board of Trustees adopted Policy No. 5575 which prohibits smoking inside any District owned, or District occupied building or vehicle. The policy also prohibits outdoor smoking on District owned property except in designated areas. The designated smoking areas on campus are: Parking Lot 1 – northeast corner; Parking Lot 3 – northeast corner; and the bench area outside of the media center.



## Housing

The College maintains no dormitories and assumes no responsibility for off-campus student housing. Housing information is available in the Office of Student Life, located in the Campus Center, CC105.

## ACADEMIC INFORMATION

### Attendance

Students at Pasadena City College are expected to attend every class meeting. It is especially important to attend the first two class meetings or make prior arrangements with the instructor because nonattendance may result in being dropped from the class. See "Academic or Administrative Drop" section.

If absence is due to a contagious disease, the student must be cleared through the Health Services office in room D105.

### Course Examinations

Final semester examinations are required in each course. All students must take these examinations at the scheduled time and place.

Examinations, other than the final examination, are given during class with the requirement that a midsemester grade can be determined and reported to the student.

### Distance Education -

(626) 585-7189

Distance Education courses offer students flexibility and access to PCC courses, which can be taken either fully online, partially online (hybrid) or by video (telecourse). Course content and required participation remain the same as traditional on-campus classes. However for distance education courses, all or part of the instruction takes place within the College's learning management system, Canvas, which is accessed via the Internet. Students can use their own computer or a campus lab computer to access and participate in the courses. Available distance education courses can be found in the Schedule of Classes. For more information go to <http://online.pasadena.edu/learnmore/what-is-distance-education/>.

### Independent Study

Under the independent study program, the student may pursue topics or problems of special interest beyond the scope of a regular course under the supervision of a faculty advisor. The work is of a research or cre-

ative nature, and normally culminates in a research paper, production or comprehensive examination. Regular progress meetings and reports are required throughout the semester. Completion of the project is required before credit is earned. Before registering for independent study, the supervising instructor and division dean must approve the student's plan or project.

### Textbooks

Students are required to buy books needed for courses and may do so at the College Bookstore. Although costs vary depending upon the classes in which students enroll, expenses for books generally range from \$300 to \$500 per semester. Supplies for specialized curricula such as drafting, cosmetology, nursing, photography and sign arts will require additional expenditures.

### PCC Honors Transfer Program

The PCC Honors program is designed to engage and challenge motivated students to prepare them for successful transfer from community college to university. The program offers special sections of a wide variety of UC transferable courses that fulfill general education requirements for transfer. These Honors classes are open only to students participating in the program and offer a variety of special opportunities, including student research projects, special field trips, service learning, and other enhanced learning enrichment. Completing the Honors Transfer Program strengthens transfer applications and gives students priority consideration for transfer to many universities.

To be part of Honors program, a student must be eligible for English 001A and have a GPA of 3.2 or above either from high school (unweighted) or college with 12 units or more of UC transferable courses completed. Honors students must maintain a 3.2 or above GPA in UC-transferable courses while at PCC and enroll in at least one Honors course per semester until the program is completed. Completion of the program requires a total of 15 units of Honors coursework with a grade of "B" or better in all courses. Completing the Honors program is noted on the college transcript and strengthens a student's transfer application to any university and gives students priority consideration for transfer to participating universities (UCLA, UC Irvine, UC Riverside, Pomona, Occidental, Mills College, others). For more information contact the Honors program at [honors@pasadena.edu](mailto:honors@pasadena.edu) or visit the program website: <http://www.pasadena.edu/honors>

## Honors

**Honors at Entrance** are granted to selected graduates of accredited United States high schools. Students, who must apply for the honor as first-time freshmen, must have achieved an overall grade-point average of 3.5000 or above (excluding physical education and military courses) in grades 10 through 12. The student must be enrolled in the College full-time and must apply for the honor by the published deadline date.

**Dean's Honors** is posted to the student's transcript each semester. It includes all students whose semester grade-point average is 3.500 or higher, with A, B, or C grades in 12 or more units of courses other than those in the 400 series.

**Administration Honors** are awarded to graduates who have completed at least 36 units at Pasadena City College and who have achieved a grade-point average of 3.670 or above in work at Pasadena City College and in all work attempted. Courses taken on a pass/no pass (P/NP) basis are not included in the required 36 units at Pasadena City College. Non-degree applicable courses numbered 400 and above are also excluded from the required 36 units.

**Valedictorian Award** recognition is given to the graduate(s) with the highest grade-point average among the recipients of Administration Honors.

**Alpha Gamma Sigma** is a California state honor organization the purpose of which is to encourage and recognize scholarship on the community college level. Pasadena City College has the Alpha Chapter. Counseling Services is responsible for providing students with the membership requirements.

Dean's Honors, Administration Honors and Alpha Gamma Sigma are recorded on the student's transcript.

### Study Abroad Programs -

*Room C229, (626) 585-7480*

The College offers both short-term and semester-long Study Abroad Programs in a variety of study locations. Information about these programs is available on the College website, the Schedule of Classes and from the Study Abroad Office.

**Fall Semester Study Abroad: Florence, Italy.** PCC offers a semester of study in the Renaissance city of Florence, Italy. Students select a program of 11-20 units of transferable credit. Field-study excursions include such places as Rome, Siena, Pisa, and other sites. Stu-

dents live in shared apartments. The program is accepted by the PCC Honors Program. For more information, call (626) 585-7480 or visit [www.pasadena.edu/travel](http://www.pasadena.edu/travel).

**Spring Semester Study Abroad: Oxford, England.** PCC offers a semester of study in the rich cultural environment of Oxford, a center of learning since the 13th century. The program offers 12 to 18 transferable units and includes field-study excursions to such places as London, Stratford-Upon-Avon, Bath, Stonehenge, Coventry, Edinburgh, Blenheim, the Lake District and Bronte country. Students live in British home stays. This program is accepted by the PCC Honors Program. For more information, call (626) 585-7480 or visit [www.pasadena.edu/travel](http://www.pasadena.edu/travel).

**Summer Study Abroad Programs.** PCC offers 2-4 week summer study abroad programs in various locations. Previous programs have traveled to Spain, Ireland, Viet Nam, China, Costa Rica, Austria, and Mexico. For information about future programs and study locations, call (626) 585-7480 or visit [www.pasadena.edu/travel](http://www.pasadena.edu/travel).

## SPECIAL INTEREST PROGRAMS

### From Page to Performance

Offered through the English Division and conducted in the Renaissance setting of the Oregon Shakespeare Festival in Ashland, Oregon, this one-week summer program includes theater tickets for plays, backstage tours, and daily class sessions with professional actors and directors from the 150-member company. Students can earn one unit of transfer credit or take the course on a credit/no credit basis.

### Theater in London

Offered through the English Division, this one-week program takes place in London, England, during spring break. Students attend plays, have escorted tours in London, including backstage tours, and spend one day visiting a site in the English countryside. Students can earn one unit of transfer credit.

### Theater in New York

Offered through the English Division, this one-week program takes place in the heart of Broadway during spring break. Students attend plays, meet with faculty for post-theater discussions, and tour Manhattan and its various neighborhoods. Students can earn one unit of transfer credit.

**MESA Program - Room IT224, (626) 585-3085**

The Mathematics, Engineering, Science Achievement (MESA) program is designed to assist educationally disadvantaged students transfer to obtain degrees in science technology, engineering, and math (STEM) from four-year institutions. MESA is an academic-centered program with a holistic approach that uses various components to support educationally and financially disadvantaged students majoring in (STEM). The program’s components including academic workshops/tutoring, field trips, mentoring, cultural exchange, and professional development through research opportunities help build an academically-based peer community to provide students with motivation and support to pursue careers in STEM. This community of learners sets MESA apart from other programs. The MESA Lab is located in IT224. Eligibility includes (but is not limited to): financial need, academic disadvantage such as first generation college status, and STEM major declaration. MESA is open to Dream Act qualified students, and applications are only available online during the summer months. For more information, see the webpage, [www.pasadena.edu/mesa](http://www.pasadena.edu/mesa) or email [mesa@pasadena.edu](mailto:mesa@pasadena.edu).

**Teaching and Learning Center**

*Program - Room V102, (626) 585-3046*

PCC’s Teaching and Learning Center (TLC) was created in 2000 to serve the needs of basic skills math, English, and ESL students and faculty. Since then, the center’s programs and services have expanded to include a variety of summer bridge/first-year experience programs for all new students, including XL, and International Students. The TLC, including a computer lab, tutoring services, and offices for program and support staff, is located in V102.

**GRADING SYSTEM**

**Unit of Credit**

The standard unit represents one hour per week of classroom work or its equivalent carried for one semester of not less than 16 weeks of class work. The unit is also referred to as the semester hour.

In the case of academic subjects, the general rule is that not less than two hours (120 minutes) per week of preparation outside class are expected for each unit of class work. This conforms to the provision in the Education Code that “one credit hour of community college course work is approximately three hours of recitation, study or laboratory work per week throughout a term of 16 weeks.”

In some courses, such as physical education, drafting, and laboratory, more than one hour in class each

week is required for each unit. Course descriptions show the minimum number of hours that must be completed in order to earn the number of units of credit associated with each course.

**Grades and Grade Points**

Pasadena City College uses the letter system of grading to evaluate the quality of work done by students. The interpretation of each grade or symbol, with its value in grade points, is described below.

Grade or Symbol	Meaning	Grade Points Per Semester Unit
<b>A Excellent</b> . . . . .	HONOR GRADE indicating EXCELLENCE earned as a result of consistently superior examination scores; consistently accurate and prompt completion of assignments; ability to deal resourcefully with abstract ideas; superior mastery of pertinent skills; promise of success in a field relating to the subject.	4
<b>B Good</b> . . . . .	HONOR GRADE indicating COMPETENCE earned as a result of high examination scores; accurate and prompt completion of assignments; ability to deal well with abstract ideas; commendable mastery of pertinent skills; promise of continued success in sequential courses.	3
<b>C Satisfactory</b> . . . . .	STANDARD COLLEGE GRADE indicating SUCCESSFUL PERFORMANCE earned as a result of satisfactory examination scores; generally accurate and prompt completion of assignments; ability to deal with abstract ideas; fair mastery of pertinent skills; sufficient evidence of ability to warrant entering sequential courses. A “C” is the minimum course grade necessary to meet a prerequisite.	2
<b>D Less Than Satisfactory</b> . . . . .	SUBSTANDARD GRADE indicating the MEETING OF MINIMUM REQUIREMENTS ONLY earned as a result of low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; insufficient evidence of ability to make advisable the enrollment in sequential courses. A grade of “D” would indicate the student is not likely to be successful in a higher level course and would not meet prerequisite requirements.	1
<b>I Incomplete</b> . . . . .	This symbol identifies UNFINISHED WORK OTHERWISE PASSING at a “C” or better level, indicating that an important assignment such as term	0

paper, final examination or experiment is missing (for illness or other sufficient reason) but can be submitted to complete the course. An "I" is not assigned as a withdrawal grade and is not considered in grade-point average but it is included in the computation of progressive probation. A course for which an "I" has been assigned must be completed within one year from the end of the semester in which the "I" grade was assigned. After one year, a default grade will be assigned.

- F Failing** . . . . . 0  
NON-PASSING GRADE indicating FAILURE TO MEET MINIMUM REQUIREMENTS earned as a result of non-passing examination scores; inaccurate, incomplete or late assignments; failure to cope with abstract ideas; inadequate mastery of pertinent skills, repeated absence from class.
- W Withdrawn** . . . . . 0  
A symbol recorded for a course when a student voluntarily withdraws; student is dropped from class by instructor; or petition is approved for a withdrawal. It is not considered in grade-point average but it is included in the computation of progressive probation.
- MW Military Withdrawal** . . . . . 0  
A symbol used to record a student withdrawal due to unexpected military obligations.
- P Passing** . . . . . 0  
PASSING GRADE, level of "C" or better, not considered in grade-point average but it is included in the computation of progressive probation.
- NP No Pass** . . . . . 0  
CREDIT NOT ALLOWED; performance less than average quality; not considered in grade-point average but it is included in the computation of progressive probation.
- IP In Progress** . . . . . 0  
Indicates work in progress but not considered in grade-point average. This symbol is intended for courses which may extend beyond the end of the normal semester.
- RD Report Delayed** . . . . . 0  
Used when there is a delay in reporting grades. It is a temporary notation not considered in the grade-point average.

### Grade-Point Average

The grade-point average (GPA) is computed by dividing the total quality points earned by the total number of GPA hours. As an example, if in any given semester the number of quality points earned is 28 and the total number of GPA hours is 14, the quality-point average is 2.000.

### Pass/No Pass Grading

Most, but not all courses of the College are offered on a pass/no pass grading basis. The following provisions shall apply for pass/no pass credit grading:

1. A maximum of 12 units may be taken on this basis, with a limit of one class per semester.
2. Pass/no pass classes must be taken in areas outside the student's Baccalaureate Degree major.
3. The decision to take a class on a pass/no pass basis can be made through the first 28% of the course duration. For semester-length courses this is Friday of the fourth week. Request deadlines in short-term classes and Summer session are considerably earlier; check with the Registration Office, the online schedule, and the course CRN details for exact dates.
4. The pass/no pass grading option is not available through online registration. You must go to the Admissions and Records Office to complete a Request For Pass/No Pass Grading Form.
5. A grade of "P" (pass) represents satisfactory achievement which would have been graded C or better on the regular grading scale. A grade of "NP" (no pass) indicates unsatisfactory achievement which would have been graded with a D or lower on the regular grading scale.
6. Sequential courses may be taken on a pass/no pass basis.
7. Instructors are notified as to which students have elected the pass/no pass option in their courses at the time of grading.
8. Any restriction listed above does not apply when a class is offered only on a pass/no pass basis.
9. The request for pass/no pass grading is final and may not be reversed.

### Incomplete Grades

A grade of "I" is given by an instructor only in cases where a student is doing passing work at C or higher level, but for reasons beyond the student's control, is unable to complete the requirements of the course. The student must contact the instructor before the end of the semester and make arrangements for completing the required assignments.

When a grade of "I" is given, a "Contract for the As-



signment of an Incomplete Grade” must be completed and signed by the instructor and the student. This contract lists specific conditions for removal of the “I” and the default grade to be recorded if the conditions are not met within one year from the end of the semester in which the “I” was assigned. A student must complete the remaining course assignments within one year, or the default grade will be recorded on the transcript. **Re-enrollment in the class as a way to make up the “I” is not allowed except in exceptional situations, such as a laboratory class.** When required work is made up, the grade earned is entered on the student’s transcript. “I” grades are not used in computing the grade-point average.

To meet graduation requirements, a student must achieve a minimum C average (2.000 GPA) for all lower division college units attempted in degree applicable courses, including transferred courses and grades. Students should be aware that “I” grades are computed as F grades when a student’s records are being evaluated for graduation. A student’s overall degree applicable GPA must be 2.000 to be eligible to graduate.

### Authority on Grades

**The instructor is the final authority on assignment of grades.** When reported to the Admissions and Records Office, grades represent the instructor’s final decision as to a student’s achievement. Grades are not given as a warning, punishment or reward and are not subject to revision for purposes of determining eligibility for office or honors, college transfer or for any other reason except the subsequent discovery of an error (as a result of mistake, fraud, bad faith, or incompetence). Any change of grade submitted after the normal two-year holding period for backup materials will require documentation as to the nature of the error in the first grade.

### Grade Reports

At mid-semester the instructor may issue progress reports to students in LancerPoint. Final semester grades for all courses taken during the semester, regardless of the end date of the course, are available to students on the Web at the end of the semester.

### Grade Appeal Process

The purpose of the academic grade appeal procedures is to provide a process by which a dispute in the assigned final grade for a course may be resolved in a full and efficient manner as provided in section 76224a of the California Education Code and section 55760a in the California Code of Regulations. The Grade Appeal Process can be found in the PACCD procedures No. 4051.10. The process and appropriate forms are available in the Office

of the Vice President of Instruction (C231). The student must initiate any request for a grade change within the next regular semester following the award of the original grade.

## PROBATION, DISMISSAL AND READMISSION

### Academic Probation

A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a GPA below 2.000 in all units which were graded.

Although a student on probation is limited to a maximum load of 12 units per semester, such students should consider limiting their enrollment to fewer units. Academic probation may be removed and regular status attained by achieving a cumulative grade-point average of 2.000 or higher. Probationary status is based upon grades received during or after Spring 1982.

### Academic Dismissal

A student who is on academic probation shall be subject to dismissal if the student earned a cumulative GPA of less than 1.750 in all units attempted in each of 3 consecutive semesters. Dismissal calculations are based upon classes taken from Spring 1982 to the present. If a student has a semester grade-point average of 2.000 or higher in the semester in which the student would be dismissed, the student will not be dismissed but instead will continue on probation. Students are notified of their dismissal by email and LancerPoint. Dismissal students who are enrolled for the following semester are withdrawn from a primary term.

A dismissed student may petition for readmission after a lapse of one semester or more. The student must present positive evidence of a serious intent to succeed and have a realistic academic goal identified. If the petition is granted, the student will be admitted on a second stage academic probation and may have enrollment limitations. If the student is subsequently dismissed a second time due to continued substandard academic performance, a petition for readmission will not be considered until two or more semesters have lapsed. If readmitted following a second dismissal, the student will be placed on a second stage academic probation. If the student is subsequently dismissed a third time, a petition for readmission will not be considered until five years have lapsed.



## Probation for Unsatisfactory Citizenship

Each student should be thoroughly familiar with the Standards of Student Conduct and with regulations of the College. Students attending the College are expected to maintain satisfactory standards of citizenship at all times on the campus and in the community. Satisfactory citizenship includes conduct which respects the rights of all individuals, which avoids actions disruptive to the on-going educational program and which does not violate specific prohibitions outlined in the Education Code.

When it is indicated that citizenship is unsatisfactory, the student may be subject to the following: reprimand, disciplinary probation, administrative class withdrawal, suspension or expulsion, as conditions warrant. Unsatisfactory citizenship includes, among other things, cheating, plagiarism, hazing and conduct disruptive to the teaching-learning process. In addition, falsification of information provided to the Admissions and Records Office is basis for dismissal from a class or from the College. Individuals engaged in destructive activities involving any kind of physical or psychological mistreatment of students are subject to prosecution under the California State Law banning hazing and to dismissal from the College. Penalties for individuals, organizations and institutions can be severe.

## Progress Probation

A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," "NP" and "NC" are recorded reaches or exceeds fifty percent (50 percent).

Although a student on progress probation is limited to a maximum load of 12 units per semester, such students should consider limiting their enrollment to fewer units. A student on progress probation because of an excess of units for which entries of "W," "I," "NP" and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%). Probation calculations are based upon courses taken from Spring 1982 to the present.

## Progress Dismissal

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NP" and "NC" are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).

Dismissal calculations are based upon classes taken from Spring 1982 to the present. Students will be notified

of the progress dismissal by email and LancerPoint. Students enrolled for the following semester will be withdrawn from the College.

After a lapse of one semester or more, a dismissed student may petition for readmission. The student must present positive evidence of a serious intent to succeed and have a realistic academic goal identified. If the petition is granted, the student will be admitted on progress probation and may have enrollment limitations. If the student is subsequently dismissed a second time, a petition for readmission will not be considered until two or more semesters have lapsed. If readmitted, following a second dismissal, the student will be placed on a second stage progress probation. If the student gets dismissed a third time, a petition for readmission will not be considered until five years have lapsed.

## Repetition of Courses

**Repetition of courses (other than those noted below in Courses Repeatable for Credit below) is subject to the following conditions:**

1. A student may not repeat a class in which he or she earned a grade of C, CR, P, or better unless he/she is eligible to repeat the class under one of the exceptions listed below under "Repetition of Courses".
2. A student is allowed up to three enrollments to earn a successful passing grade (A, B, C, or P) for a class. (For course repetition purposes, the defining characteristic of an enrollment is that it results in an entry on the student's permanent record, of a letter grade (A, B, C, D, F, W, I, NP), whether or not credit is received. Students may petition for a fourth attempt if they are able to provide verifiable documentation of extenuating circumstances of accident, illness or other circumstances beyond the student's control. Consult the college website (<http://www.pasadena.edu/admissions/academicinfo/petition.cfm>) or the Petitions Office in L113 for more information.
3. No student may enroll in two sections of the same course in the same part of term for any one semester, regardless of whether or not the course is repeatable for credit.
4. For courses in which D, F, W, or NP grades were earned, a C or better must be earned to have the substandard grade disregarded from calculating in the GPA. Although the original substandard grades will not be calculated in the student's GPA, they will appear on the student's transcript

and will not be removed. The student's transcript is considered a true history of coursework completed at PCC.

### Exceptions to Course Repetition

Students may petition to repeat a class they have passed with a grade of C/P/Cr or higher if they meet one of the following criteria and are able to provide the required verifiable documentation:

#### Repeating a Course Due to Significant Lapse of Time

Students may petition only one (1) time to repeat a course in which a grade of C, P, CR or higher was earned by meeting the following conditions:

1. The course was successfully completed more than thirty-six (36) months prior, and
2. One of the following is true:
  - a) the District has established a recency prerequisite for the course or;
  - b) another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.
    - i. A student may petition to repeat a course where less than 3 years has elapsed if documents show that repetition is necessary for the student's transfer to the institution of higher education

#### Repetition Due to Legally Mandated Training Requirement

Students may repeat a course any number of times where repetition is required to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of the grade recorded each time.

Students will be required to verify the legally mandated training requirement for becoming employed or to maintain their volunteer or paid employment status by providing both of the following:

1. Written evidence that the course is legally mandated for the student's current paid or volunteer employment. (e.g. a copy of building code statutes that require certain courses to be current for licensing purposes.) and

2. Written evidence from the student's employer or prospective employer stating that repetition of the course is required for the student to get or keep a paid or volunteer job, or evidence that the student is licensed to perform in a certain field (e.g. an EMT license, CPR certificate)
3. Other types of documentation may be considered by the designated approving administrator.

The term "legally mandated" is interpreted to mean "required by statute or regulation as a condition of paid or volunteer employment" and excludes administrative policy or practice. All grades and units received pursuant to this section will be included in calculation of the grade point average.

#### Repetition Due to Significant Change in Industry or Licensure Standard

Students are permitted to repeat courses any number of times where it is determined that there has been a significant change in industry or licensure standards and that the student will not be able to get or keep employment without repeating the course. This exception does not permit students to repeat a class to gain a promotion, or to voluntarily improve their skills. All grades and units received pursuant to this section will be included in calculation of the grade point average.

Students are required to verify that they meet the criteria for course repetition under this provision by providing the following:

1. Written evidence of the change in industry or licensure standards (e.g. updated requirements for renewal of a license or certification; a letter from an instructor verifying that software has changed substantially since the student completed the course) and
2. Written evidence from the student's employer or prospective employer stating that the student must take the course again to get or keep employment or a professional license.
3. Other types of documentation may be considered by the designated approving administrator.

**Courses Repeatable for Credit:** Certain courses may be repeated for additional experience and credit, and are so identified in their course descriptions by a "maximum credit" notation. A student may enroll in one of these exception courses once per semester and as many times

as allowable until the maximum credit is earned. A student who receives a substandard grade in such a course may repeat the course for purposes of removing the substandard grade from calculating in the GPA (see above), as long as he or she has not reached the maximum number of enrollments allowed; if the student has already reached the maximum number of enrollments allowed, he or she must petition to repeat the course again.

### Academic Renewal

The purpose of Academic Renewal, Title 5 (Sections 55764 and 55765 of the California Code of Regulations), is to disregard students' previously recorded substandard academic performance when such work does not reflect current demonstrated ability. As a result, Academic Renewal allows students the benefits of their current level of ability and performance and does not permanently penalize them for poor performance in past semesters. Academic Renewal encourages students to continue their efforts toward their educational objectives when the weight of previously recorded substandard work would otherwise make the achievement of those objectives unlikely.

Academic Renewal is intended only to facilitate graduation from Pasadena City College (2.000 grade-point average) and/or enable qualified students to transfer to a four-year college or university. It is not applicable to students who wish to raise their grade-point averages beyond these stated goals.

1. A student may be granted Academic Renewal only once in an academic career at the College.
2. A student may request Academic Renewal for not more than two semesters of work accomplished at PCC. Course work completed at PCC as well as other accredited colleges or universities will be considered in the Academic Renewal evaluation.
3. If and when the petition is granted, the student's PCC Permanent Record will be annotated so that it is readily evident to all users of the record that no units taken during the disregarded term(s), even if satisfactory grades were received, will apply toward units for graduation or any other educational objective. All work will remain legible on the record, ensuring a true and complete academic history.
4. The student seeking Academic Renewal is responsible for presenting evidence to the effect that the previously recorded work was substandard academic performance (less than 2.000) and is not reflective of more recently demonstrated academic ability. Evidence of recent academic ability may include one of the following:

- a. 15 semester units attempted with a minimum 3.000 GPA.
  - b. 30 semester units attempted with a minimum 2.500 GPA.
  - c. 45 semester units attempted with a minimum 2.000 GPA.
5. Student must present evidence that he or she is enrolled in a defined educational program.
  6. There must be a minimum 18-month time lapse between the end of the most recent semester to be renewed and the date of initiation of the request for such renewal.
  7. Courses within the approved academic renewal term will count in course repetition.
  8. Academic Renewal by Pasadena City College does not guarantee that other institutions outside the District will approve such action. This determination will be made by the respective transfer institutions.

Petitions for Academic Renewal are submitted to the Petitions Committee online to [petitions@pasadena.edu](mailto:petitions@pasadena.edu) or to the petitions drop box outside the Admissions and Records Office (L113).

### Transcripts of Record

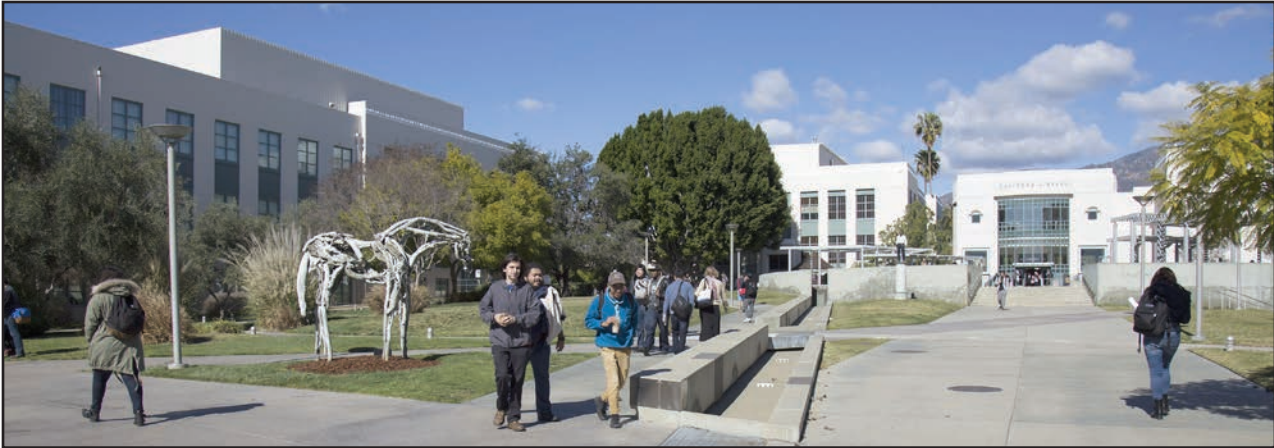
At the request of a student and in the absence of any outstanding financial obligation to the College (see "Financial Obligations of Students" section), official transcripts of record bearing the seal of the College and signature of the Senior Vice President/Assistant Superintendent will be forwarded to designated institutions or individuals. Such requests may be submitted online ([www.pasadena.edu](http://www.pasadena.edu)).

Under no circumstances will partial transcripts of the record earned at Pasadena City College be sent either to the student or to another institution.

Pasadena City College will accept responsibility for providing transcripts of record for course work completed at Pasadena City College only.

### Transfer Course Work

Only those lower division college level courses transferred from accredited colleges and universities are evaluated for applicability to the Associate in Arts or Associate in Science Degree. There is no guarantee that courses taken at another college will be accepted for credit at Pasadena City College. Many factors are considered when evaluating a course for credit such as: the



accreditation status of the college, the course content, educational quality and rigor, level of credit earned and appropriateness of the other college courses to programs offered at Pasadena City College. A passing score on a competency examination administered by Pasadena City College may be required before credit is granted for courses in mathematics or English taken at other colleges. Transcripts from other accredited colleges are not evaluated until the student has completed 15 units at Pasadena City College. Students may request an evaluation in the Counseling Office. Official transcripts of all previous college work must be submitted to the Admissions and Records Office.

To graduate, a student must achieve at least a C average (2.000 GPA) for all lower division college units attempted, including transferred grades and a 2.000 GPA in all courses taken at Pasadena City College which can be counted toward the degree for which the student has applied. (See Catalog sections on “The Associate in Arts Degree” and “The Associate in Science Degree.”) Grade points in excess of those used in calculating a 2.000 GPA for units attempted at another collegiate institution cannot be used in calculating the C average at Pasadena City College. Grade points earned at other institutions, however, may be counted the same as Pasadena City College grade points in awarding scholarships and loans, in determining membership in honor societies.

## Credit by Examination and Advanced Placement

### Advanced Placement Policy

Students who have completed Advanced Placement Examinations of the College Entrance Examination Board (Box 592, Princeton, New Jersey 08540) shall receive credit for Pasadena City College courses as listed below. A grade of “Pass” will be assigned to each student who

obtains a score of 3, 4, or 5, except as noted. Credit earned by Advanced Placement may be counted towards Associate Degree requirements, IGETC, and CSU General Education Breadth Requirements. The UC Policy for AP credit can be found at: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>. The CSU also has a system-wide policy for these and other AP exams for awarding transfer credit for admission. The CSU policy for AP can be found at <http://www.calstate.edu/transfer/requirements/advanceplacementapcourses.shtml>.

The units earned from Advanced Placement do not apply toward the Pasadena City College residency requirements for graduation. (See page 28.) To request credit, students must submit official copies of Advanced Placement Examination test scores with a Student Petition form to the Office of the Vice President for Student and Learning Services, L112. The list on the following pages has been approved by PCC’s Curriculum and Instruction Committee with restrictions as indicated:

### College Credit for Advanced Placement (AP) Tests

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE, and Associate degree general education and/or major requirements. Students must have the College Board (<http://www.apscore.collegeboard.org/scores>) send AP exam results to the Admissions and Records Office (un-opened hand carried copies will be accepted) for use on the Associate degree or transfer patterns. Course credit and units granted at Pasadena City College may differ from course credits and units granted by a transfer institution or by another community college.



EXAM	PCC (MAJOR AND/OR GE)	CSU GE BREADTH AREA <sup>1</sup> AND MINIMUM UNITS EARNED <sup>2</sup>	CSU-UNITS EARNED TOWARD TRANSFER	IGETC	UC-UNITS EARNED TOWARD TRANSFER
Art History	Score of 4 or 5 – <b>Art 001A or 001B</b> (3 semester)	Area C1 or C2 3 semester	6 semester	Area 3A or 3B 3 semester	8 quarter/5.3 semester
Art (Studio)	Drawing Portfolio – <b>Art 011A</b> (3 semester)	N/A	3 semester	N/A	8 quarter/5.3 semester <b>Maximum 8 quarter for all 3 AP Art Studio exams</b>
Art (Studio)	Studio Art Portfolio – <b>Art Elective</b> Credit for 2D Design or 3D Design subject to division recommendation (3 semester per exam)	N/A	3 semester		8 quarter/5.3 semester <b>Maximum 8 quarter for all 3 AP Art Studio exams</b>
Biology	Score of 3, 4, or 5 – <b>Biology 011</b> (4 semester)	Area B2 and B3 4 semester	6 semester	Area 5B and 5C 4 semester	8 quarter/5.3 semester
Calculus AB	Score of 3 or 4 – <b>Math 009</b> (5 semester) and placement into <b>Math 005A</b> Score of 5 – <b>Math 005A</b> (5 semester) and placement into <b>Math 005B</b>	Area B4 3 semester	3 semester*	Area 2A 3 semester	4 quarter/2.7 semester**
Calculus BC	Score of 3 or 4 – <b>Math 005A</b> (5 semester) and placement into <b>Math 005B</b> Score of 5 – <b>Math 005B</b> (5 semester) and placement into <b>Math 005C</b>	Area B4 3 semester	6 semester*	Area 2A 3 semester	8 quarter/5.3 semester**
Calculus BC/AB Subscore of 3 <sup>3</sup>		N/A	3 semester*	Area 2A 3 semester	
<b>AP CALCULUS AND COMPUTER SCIENCE EXAM LIMITATIONS</b>					
	*Only one AP exam in Calculus or Computer Science may be used toward CSU baccalaureate **Maximum 8 quarter/5.3 semester for both				
Chemistry <sup>4</sup>	Score of 3 or 4 – <b>Chemistry 022</b> (4 semester) and placement into <b>Chemistry 001A</b> Score of 5 – <b>Chemistry 001A</b> (5 semester)	Area B1 and B3 4 semester	6 semester	Area 5A and 5C 4 semester	8 quarter/5.3 semester
Chinese Language & Culture	Score of 3 – <b>Chinese 001</b> (5 semester) Score of 4 – <b>Chinese 002</b> (5 semester) Score of 5 – <b>Chinese 003</b> (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
Computer Science A	Score of 3, 4, or 5 – <b>CS 001</b> (5 semester)	N/A	3 semester***	N/A	2 quarter/1.3 semester
Computer Science AB	Score of 3, 4, or 5 – <b>CS 002</b> (5 semester)	N/A	6 semester***	N/A	4 quarter/2.7 semester****
<b>AP COMPUTER SCIENCE AND CALCULUS EXAM LIMITATIONS</b>					
	***Only one AP exam in Computer Science or Calculus may be used toward CSU baccalaureate ****Maximum 4 quarter/2.7 semester for both				
Economics - Macroeconomics	Score of 3, 4, or 5 – <b>Economics 001A</b> (3 semester)	Area D 3 semester	3 semester	Area 4 3 semester	4 quarter/2.7 semester



EXAM	PCC (MAJOR AND/OR GE)	CSU GE BREADTH AREA <sup>1</sup> AND MINIMUM UNITS EARNED <sup>2</sup>	CSU-UNITS EARNED TOWARD TRANSFER	IGETC	UC-UNITS EARNED TOWARD TRANSFER
Economics - Microeconomics	Score of 3, 4, or 5 – <b>Economics 001B</b> (3 semester)	Area D 3 semester	3 semester	Area 4 3 semester	4 quarter/2.7 semester
English - Language & Composition	Score of 3 – <b>English 001A</b> (4 semester)	Area A2 3 semester	6 semester	Area 1A 3 semester	8 quarter/5.3 semester*****
English - Literature & Composition	Score of 3 – <b>English 001A</b> (4 semester)	Area A2 and C2 6 semester	6 semester	Area 1A or 3B 3 semester	8 quarter/5.3 semester*****
<b>AP ENGLISH EXAM LIMITATIONS</b>					
*****Maximum 8 quarter/5.3 semester for both					
Environmental Science	Score of 3, 4, or 5 – <b>Envs 001</b> (4 semester) <i>(formerly Biology 37/Physical Science37)</i>	Area B1 and B3 4 semester	4 semester	Area 5A and 5C 3 semester	4 quarter/2.7 semester
French Language and Culture	Score of 3 – <b>French 001</b> (5 semester) Score of 4 – <b>French 002</b> (5 semester) Score of 5 – <b>French 003</b> (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
French Literature		Area C2 3 semester <i>(if taken prior to Fall 2009)</i>	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
German Language & Culture	Score of 3 – <b>German 001</b> (5 semester) Score of 4 – <b>German 002</b> (5 semester) Score of 5 – <b>German 003</b> (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
Government and Politics - Comparative Government	Score of 3, 4, or 5 – <b>Political Science 002</b> (3 semester)	Area D 3 semester	3 semester	Area 4 3 semester	4 quarter/2.7 semester
Government and Politics - U.S. Government	Score of 3, 4, or 5 – <b>Political Science 001*</b> (3 semester)	Area D and US 2** 3 semester	3 semester***	Area 4 3 semester	4 quarter/2.7 semester
<b>AP GOVERNMENT AND POLITICS EXAM LIMITATIONS</b>					
*Also requires passing California state and local exam - Social Sciences Division **Does not fulfill American Institutions California Government requirement ***Student can satisfy the American Institutions-California Government requirement after transfer					
History - European	Score of 3, 4, or 5 – <b>History 001B</b> (3 semester)	Area C2 or D 3 semester	6 semester	Area 3B or 4 3 semester	8 quarter/5.3 semester
History - U.S.	Score of 3, 4, or 5 – <b>History 007A</b> (3 semester)	Area C2 or D and US 1 3 semester	6 semester	Area 3B or 4 3 semester	8 quarter/5.3 semester
History - World		Area C2 or D 3 semester	6 semester	Area 3B or 4 3 semester	8 quarter/5.3 semester
Human Geography		Area D 3 semester	3 semester	Area 4 3 semester	4 quarter/2.7 semester

EXAM	PCC (MAJOR AND/OR GE)	CSU GE BREADTH AREA <sup>1</sup> AND MINIMUM UNITS EARNED <sup>2</sup>	CSU-UNITS EARNED TOWARD TRANSFER	IGETC	UC-UNITS EARNED TOWARD TRANSFER
Italian Language & Culture	Score of 3 – <b>Italian 001</b> (5 semester) Score of 4 – <b>Italian 002</b> (5 semester) Score of 5 – <b>Italian 003</b> (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
Japanese Language & Culture	Score of 3 – <b>Japanese 001</b> (5 semester) Score of 4 – <b>Japanese 002</b> (5 semester) Score of 5 – <b>Japanese 003</b> (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
Latin – Literature or Vergil		Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	4 quarter/2.7 semester
Music Theory	Score of 3, 4, or 5 – <b>Music 001A</b> (3 semester)	Area C1 3 semester <i>(if taken prior to Fall 2009)</i>	6 semester	N/A	8 quarter/5.3 semester (Full Music Theory Exam required)
Physics B* (Replaced by Physics 1 & 2, effective 2014-15)	Score of 3, 4, or 5 – <b>Physics 010</b> (3 semester)	B1 and B3 4 semester	4 semester****	Area 5A and 5C 4 semester	8 quarter/5.3 semester****
Physics 1 <sup>4</sup>	Score of 3, 4, or 5 – <b>Physics 002A</b> (3 semester)	B1 and B3 4 semester	4 semester****	Area 5A and 5C 4 semester	8 quarter/5.3 semester****
Physics 2 <sup>4</sup>	Score of 3, 4, or 5 – <b>Physics 002B</b> (3 semester)	B1 and B3 4 semester	4 semester****	Area 5A and 5C 4 semester	8 quarter/5.3 semester****
Physics C- Mechanics <sup>4</sup>	Score of 3, 4, or 5 – <b>Physics 031A</b> (4 semester)	Area B1 and B3 4 semester*	4 semester****	Area 5A and 5C 3 semester	4 quarter/2.7 semester****
Physics C- Electricity/ Magnetism <sup>4</sup>	Score of 3, 4, or 5 – <b>Physics 031B</b> (4 semester)	Area B1 and B3 4 semester*	4 semester****	Area 5A and 5C 3 semester	4 quarter/2.7 semester****
<b>AP PHYSICS EXAM LIMITATIONS</b>					
	****Maximum 4 semester toward GE and 6 semester toward CSU baccalaureate *****Maximum 8 quarter/ 5.3 semester for all Physics exams				
Psychology	Score of 3, 4, or 5 – <b>Psychology 001</b> (3 semester)	Area D 3 semester	3 semester	Area 4 3 semester	4 quarter/2.7 semester
Spanish Language & Culture	Score of 3 – <b>Spanish 001</b> (5 semester) Score of 4 – <b>Spanish 002</b> (5 semester) Score of 5 – <b>Spanish 003</b> (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
Spanish Literature & Culture		Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
Statistics	Score of 3 or 4 – <b>Statistics 015 or 018</b> (4semester) Score of 5 – <b>Statistics 050</b> (4 semester) Maximum credit - one Statistics course only	Area B4 3 semester	3 semester	Area 2 3 semester	4 quarter/2.7 semester

- <sup>1</sup> Areas of GE Breadth (A1 through E) are defined in EO 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at [www.assist.org](http://www.assist.org).
- <sup>2</sup> These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1033 and 1036 for details.
- <sup>3</sup> Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive UC credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination
- <sup>4</sup> **Advisory to Pre-med Students:** Even though AP scores may place students into a higher level chemistry or physics course, many medical schools do not accept AP credit in lieu of college level course credit to fulfill admissions requirements. Students interested in medical school should consult directly with the medical schools they are considering for information on their credit policies. Students may also want to refer to [www.aamc.org](http://www.aamc.org) or [www.aacom.org](http://www.aacom.org).

**Traditional Associate degree:** Students should be aware that AP test credit is evaluated by corresponding it to an equivalent PCC course, e.g., History 7A. A student who receives AP credit and then takes the equivalent PCC course will have the unit credit for such duplication deducted prior to being awarded the Associate degree. Credit by Advanced Placement exam is noted and listed on a student's transcript, with units assigned and a grade of "Passing".

**CSU GE:** The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

**IGETC:** AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

### College Level Examination Program

The College will grant a maximum of 6 units elective credit based on scores recommended by the American Council of Education in each General Examination of the College Level Examination Program (CLEP) of the College Entrance Examination Board (Box 1821, Princeton, New Jersey 08540). Subject credit, rather than elective credit, may be granted upon recommendation of the division.

### College Level Examination Program (CLEP) IN CSU General Education (G.E.) Breadth Certification

Some CLEP exams may be used on the CSU General Education Breadth Certification. Students must have the College Board (<https://clep.collegeboard.org>) send CLEP exam results to the Admissions and Records Office (un-opened hand carried copies will be accepted) for use on the CSU G.E. pattern. CLEP exams may not be used on IGETC, the UC system does not recognize the exams. CLEP units will not be posted to the PCC transcript.

CLEP transfer credit for CSU admission is determined by the CSU system. The CSU policy for CLEP on the CSU General Education Breadth Certification can be found on the CSU system website. See Use of Advanced Placement, International Baccalaureate, and CLEP: <http://www.calstate.edu/transfer/requirements/thecollegelevel examination program clep.shtml>.

EXAM		CSU G.E. BREADTH AREA OR AMERICAN INSTITUTIONS <sup>1</sup> (CSU - units earned toward breadth certification)	CSU-UNITS EARNED TOWARD TRANSFER <sup>2</sup>
CLEP American Government	50	Area D - 3 semester units ( <i>does not meet CSU American Institutions Requirement</i> )	3 semester units
CLEP American Literature	50	Area C2 - 3 semester units	3 semester units
CLEP Analyzing and Interpreting Literature	50	Area C2 - 3 semester units	3 semester units
CLEP Biology	50	Area B2 - 3 semester units ( <i>no lab</i> )	3 semester units
CLEP Calculus	50	Area B4 - 3 semester units	3 semester units
CLEP Chemistry	50	Area B1 - 3 semester units ( <i>no lab</i> )	3 semester units
CLEP College Algebra	50	Area B4 - 3 semester units	3 semester units
CLEP College Algebra - Trigonometry	50	Area B4 - 3 semester units	3 semester units
CLEP College Mathematics	50	n/a	0
CLEP Economics Principles of Macroeconomics	50	Area D - 3 semester units	3 semester units
CLEP Economics Principles of Microeconomics	50	Area D - 3 semester units	3 semester units
CLEP English Composition (no essay)	50	n/a	0
CLEP English Composition with Essay	50	n/a	0
CLEP English Literature	50	Area C2 - 3 semester units	3 semester units
CLEP Financial Accounting	50	n/a	3 semester units
CLEP French <sup>3</sup> Level I	50	n/a	6 semester units
CLEP Freshman College Composition	50	n/a	0
CLEP German <sup>3</sup> Level I	50	n/a	6 semester units
CLEP History, United States I	50	Area D + US History 1 - 3 semester units Requirement for CSU	3 semester units
CLEP History, United States II	50	Area D + US History 1 - 3 semester units Requirement for CSU	3 semester units
CLEP Human Growth and Development	50	Area E - 3 semester units	3 semester units
CLEP Humanities	50	Area C2 - 3 semester units	3 semester units
CLEP Information Systems and Computer Applications	50	n/a	3 semester units
CLEP Introduction to Educational Psychology	50	n/a	3 semester units
CLEP Introductory Business Law	50	n/a	3 semester units
CLEP Introductory Psychology	50	Area D - 3 semester units	3 semester units

EXAM		CSU G.E. BREADTH AREA OR AMERICAN INSTITUTIONS <sup>1</sup> (CSU - units earned toward breadth certification)	CSU-UNITS EARNED TOWARD TRANSFER <sup>2</sup>
CLEP Introductory Sociology	50	Area D - 3 semester units	3 semester units
CLEP Natural Sciences	50	Area B1 or B2 - 3 semester units ( <i>no lab</i> )	3 semester units
CLEP Pre-Calculus	50	Area B4 - 3 semester units	3 semester units
CLEP Principles of Accounting	50	n/a	3 semester units
CLEP Principles of Management	50	n/a	3 semester units
CLEP Principles of Marketing	50	n/a	3 semester units
CLEP Social Sciences and History	50	n/a	0
CLEP Spanish <sup>3</sup> Level I	50	n/a	6 semester units
CLEP Trigonometry	50	Area B4 - 3 semester units	3 semester units
CLEP Western Civilization I	50	Area C2 or D6 - 3 semester units	3 semester units
CLEP Western Civilization II	50	Area D - 3 semester units	3 semester units

<sup>1</sup> Areas of GE Breadth (A1 through E) are defined in EO 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at [www.assist.org](http://www.assist.org).

<sup>2</sup> These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1033 and 1036 for details.

<sup>3</sup> If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.



## International Baccalaureate (IB) on the IGETC General Education (G.E.) Pattern

A score of 5, 6 or 7 on Higher Level exams is required for IGETC G.E. certification. IB units will not be posted to the PCC transcript.

Students must have the International Baccalaureate Organization ([www.ibo.org](http://www.ibo.org)) send IB exam results to the Admissions and Records Office (un-opened hand carried copies will be accepted) for use on the IGETC general education patterns.

INTERNATIONAL BACCALAUREATE (IB) EXAM	IGETC AREA
IB Biology HL	5B
IB Chemistry HL	5A
IB Economics HL	4
IB Geography HL	4
IB History (any region) HL	3B or 4*
IB Language A: Literature (any language, except English) HL	3B and 6A
IB Language A: Language and Literature (any language, except English) HL	3B and 6A
IB Language A: Literature (any language) HL	3B
IB Language A: Language and Literature (any language) HL	3B
IB Language B (any language) HL	6A
IB Mathematics HL	2A
IB Physics HL	5A
IB Psychology HL	4
IB Theatre HL	3A

\*IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

**Example:** History at a CCC is approved for Area 3B. The History IB may be used in Areas 3B or Area 4.

Actual IB transfer credit awarded for these and other IB exams for admission is determined by the UC system. The UC Policy for IB credit can be found on the UC system website: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>

### International Baccalaureate (IB) on the CSU General Education (G.E.) Breadth Certification

A score of 4, 5, 6, or 7 is required for CSU G.E. Breadth Certification. IB units will not be posted to the PCC transcript.

Students must have the International Baccalaureate Organization ([www.ibo.org](http://www.ibo.org)) send IB exam results to the Admissions and Records Office (un-opened hand carried copies will be accepted) for use CSU G.E. Breadth Certification.

INTERNATIONAL BACCALAUREATE (IB) EXAM	PASSING SCORE	CSU G.E. BREADTH AREA	CSU-UNITS EARNED TOWARD G.E. BREADTH CERTIFICATION	CSU-UNITS EARNED TOWARD TRANSFER
IB Biology HL	5	B2	3	6
IB Chemistry HL	5	B1	3	6
IB Economics HL	5	D	3	6
IB Geography HL	5	D	3	6
IB History (any region) HL	5	C2 or D	3	6
IB Language A Literature HL	4	C2	3	6
IB Language A Language and Literature HL	4	C2	3	6
IB Language A1 (any language) HL	4	C2 (If taken prior to Fall 2013)	3	6
IB Language A2 (any language) HL	4	C2 (If taken prior to Fall 2013)	3	6
IB Language B (any language) HL	4	n/a	0	6
IB Mathematics HL	4	B4	3	6
IB Physics HL	5	B1	3	6
IB Psychology HL	5	D	3	3
IB Theatre HL	4	C1	3	6

Actual IB transfer credit awarded for these and other IB exams for admission is determined by the CSU. The CSU Policy for IB credit can be found on the CSU system website. See Use of Advanced Placement, International Baccalaureate, and CLEP Examinations at: <http://www.calstate.edu/transfer/requirements/internationalbaccalaureateib.shtml>.

## Credit-by-Examination – Pasadena City College Courses

Granting of credit-by-examination must meet the following criterion:

1. The student is currently enrolled and attending the College in at least one graded course (the requested credit-by-exam course does not meet these criteria).
2. The course is listed in the *PCC College Catalog* and is not primarily of an activity nature and is not in the qualifying or remedial category. Credit-by-examination is not available for the native language of a student or for subjects which appear on the student's high school transcript. Credit is not available for any course which is lower in a sequence than a course in which credit has already been granted. Unique situations may be referred to the Petitions Committee.
3. The student is in good standing, has all required transcripts on file at the College and has completed 15 or more units in residence with an overall 2.000 or higher grade-point average.
4. The student has never failed the course and has not been enrolled in the class during the semester for which the examination is being requested.
5. The student may attempt credit-by-examination only once in a particular course.
6. Maximum credit-by-examination for courses of the College is 12 units. The credit will be recorded in the term in process when the examination results are submitted to the Admissions and Records Office. Credit will not be posted to prior terms.
7. Credit by examination courses are graded on a pass or no pass basis.
8. Approval is required from the division dean responsible for the area in which credit will be given and the Director of Admissions and Records.

Students will be required to pay all applicable fees (enrollment, non-resident tuition, etc.) at Student Business Services before any credit-by-examination is taken.

### Recording and Utilization of Credit-by-Examination, CLEP and AP

Credit will be recorded with a grade of P after the student satisfactorily completes 15 or more units at Pasadena City College. It may be utilized in meeting requirements for the Associate in Arts or Associate in Science Degree. Units granted will not be used in determining eligibility for College activities, or in certifying

for financial aid, Veteran's Educational Assistance, or in certifying enrollment to an outside agency.

Transfer students should be aware that four-year colleges may have different criteria for recognizing elective academic credit from non-classroom sources and that a new evaluation of experiences will often be required upon transfer.

### Credit for Military Training and Experience:

Pasadena City College strives to serve our nation's military members by offering a comprehensive review of all previous academic and military education and training to earn maximum credit toward degree and certificate programs at Pasadena City College.

Depending on your military training, Pasadena City College can apply college credit to your degree program.

- For service members and veterans of the U.S. Army, submit an AARTS transcript. <https://aartstranscript.army.mil/>
- For service members and veterans of the U.S. Navy & Marine Corps, submit a SMART transcript. [https://www.navycollege.navy.mil/smart\\_info.cfm](https://www.navycollege.navy.mil/smart_info.cfm)
- For service members and veterans of the U.S. Air Force, submit a transcript from the *Community College of the Air Force*. <http://www.au.af.mil/au/ccaf/>
- For service members and veterans of the U.S. Coast Guard, submit a transcript from the U.S. Coast Guard Institute. <http://www.uscg.mil/hr/cgi/i>
- For service members who left the military before 1986, the college can apply credits from a notarized DD 214.

### Evaluation of Credit From Military and Other Service

All veteran students wishing to receive veteran educational benefits must submit for evaluation official transcripts of all prior college and military training before benefits will be processed. Documentation of military training (DD2586 Army/American Council on Education Registry Transcript [AARTS], DD295, DD214, Community College of the Air Force transcript) should be submitted to the Admissions and Records Office, Building L, Room 113.

Credit for experiences in the military service (to a

maximum of 16 units) and USAFI/DANTES tests may be allowed as recommended by the American Council on Education and in accordance with the provisions of the *Pasadena City College Catalog*.

### Maximum Credit-by-Examination and Other Nontraditional Education

A student may be granted no more than 30 units through any combination of credit-by-examination (AP, CLEP, or PCC examinations) and evaluation of military service.

### Credit Limitations in Basic Skills

Students are limited to enrolling in a maximum of 30 units of Basic Skills courses (e.g., those numbered 400 and above.) Students enrolled in ESL courses and students who have learning disabilities are exempt from this limitation.

### Credit Limitations in Foreign Language

Students will not receive credit in elementary courses (semesters 1 and 2) of a foreign language offered at PCC if that language is the primary language in which they received their secondary education. Students may petition for exceptions based on special circumstances.

### Auditing of Classes

**Policy No. 4071: It is the policy of the Pasadena Area Community College District** to allow students to audit courses when space is available in course sections and students seeking to enroll for credit are not displaced. Students who are enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units during a primary semester. No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course. The fee for auditing courses shall be no more than the amount established by the California Education Code. The Superintendent/President shall establish procedures regarding compliance with statutory and regulatory criteria for auditing courses.

### Financial Obligations of Students

Students or former students are expected to meet proper financial obligations due to the District. Pursuant to California Education Code, Section 72237, college services such as grades, transcripts, diplomas, registration privileges or any combination thereof may be withheld from any student or former student who has not made satisfactory arrangements to meet his/her financial obligation to the District.

## Student Records

The following are College policies relating to the Family Educational Rights and Privacy Act of 1974, Public Law P.L. 93-380, and Chapter 816, Statutes of 1975, State of California.

### I Definition of Education Records

Education records consist of those files maintained by the following offices: Admissions and Records, Assessment, Financial Aid, Counseling, Health Services, Office of Student Services and those files maintained for individual students by academic divisions.

### II Access to Education Records

All students have the right to inspect and review their records. A student who follows the established procedure of the Admissions and Records Office shall be granted access to his or her records within 15 days of the request. Expressly **exempt from the right of review and inspection** are the following materials:

- A. Financial records of the parents of the students.
- B. Confidential letters and statements of recommendation which were placed in the education records prior to Jan. 1, 1975.
- C. Records of instructional, supervisory, counseling and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except a instructor substituting for the one in sole possession.
- D. Records of students made and maintained by the College Health Center and the Learning Disabilities Center, which are used in the treatment of students and which are not available to persons other than those providing such treatment; except that such records can be reviewed by an appropriate professional of the student's choice.

### III Procedure for a Student's Access to Records

- A. A student may review his or her records upon appropriate identification and in conference with a College Counselor or other certificated Student Services staff member.
- B. A former student may request in writing a review of his or her records. The request should be directed to the Director of Admissions and

Records who is the designated “Records Officer” acting for the President of the College.

- C. Any student request for review shall be granted within 15 days following the request.

**IV Procedure for Challenge of Accuracy or Content of Education Records**

**A. Informal**

A student may submit to the Director of Admissions and Records a Student Petition to challenge the accuracy or content of education records maintained by the College. The Student Petition must be supported with verifying documentation. The Petition Committee will rule on the request and notify the student. Any student not satisfied with the decision of the Petitions Committee may discuss the matter with the Vice President of Student Services.

**B. Formal**

If the student is not satisfied with the determination made by the Vice President of Student Services, the student may, within 30 days, appeal the decision in writing to the President of the College.

**V Release of Education Records Information**

- A. Any release of a student’s education records, with the exceptions listed, must be with the student’s written consent or request.

- B. Directory information – In accordance with the Federal Family Educational Rights and Privacy Act of 1974 and the California Educational Code, Pasadena City College will make public upon request and without student consent certain “directory information.” This information consists of the following: a student’s name; city of residence; major field of study; participation in officially recognized activities and sports; if a member of an athletic team, weight, height and age; dates of attendance; degree and awards received; and the most recent previous educational institution attended by the student. Any student desiring to withhold directory information and who did not indicate such at the time of admission to the College may submit a written request to the Admissions and Records Office in the L Building.

The College is required to release student names, addresses, and telephone numbers to armed forces recruiters, per the Solomon Act,

without first obtaining a student’s permission. In addition, the College is required to release information to the U.S. Department of Education and the Federal Internal Revenue Service regarding fees paid and financial aid received based on the Hope and Opportunity for Post-secondary Education Act of 1997. Information is also released to the National Student Clearinghouse.

- C. Without the student’s written consent and upon authorization of the Director of Admissions and Records or his/her designee, the College may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

1. College and District staff with a need to know. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees of the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law provided that, except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation and enforcement of federal legal requirements.
2. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to Nov. 19, 1974.
3. Officials of other public or private schools or school systems, including local county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students.



4. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
5. Accrediting organizations in order to carry out their accrediting functions.
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations. Such information will be destroyed when no longer needed for the purpose for which it is collected.
7. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Education.
8. Those who have obtained a subpoena or judicial order. The student is given notice by mail of the College's compliance with the order.

**VI Record of Access**

The College will maintain an access list which includes the identity of persons who have requested and have been denied or who have had access to student records, the dates of said requests, and the reasons for such access. The access list is not required of College officials.

**VII Transfer of Information by Third Parties**

Education records or personal information transferred to a third party will include

a notice that such party shall not permit access by any other party without the written consent of the student.

**VIII Notice of Student Rights**

Students will be informed at least annually through the Pasadena City College Catalog of their rights under the Act.

PASADENA CITY COLLEGE  
**CATALOG**  
**2016-2017**

# *Policies and Regulations*



# SECTION III

## POLICIES AND REGULATIONS

### BP 3430 Prohibition of Harassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. Pasadena Area Community College District (District) is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status, or because one is perceived to have one or more of the foregoing characteristics, or based on one's association with a person or group with one or more of these actual or perceived characteristics.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents to the Executive Director of Human Resources, or an administrative official such as the Vice President/Assistant Superintendent, Assistant Vice President, or the President/Superintendent. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

The District's harassment and discrimination policy and procedure are available in the Human Resources Office – Room C204, and can be found on the District website at [http://www.pasadena.edu/ipro/documents/BP\\_3430\\_Prohibition\\_of\\_Harassment\\_revised\\_7\\_16\\_2014.pdf](http://www.pasadena.edu/ipro/documents/BP_3430_Prohibition_of_Harassment_revised_7_16_2014.pdf) (BP-340 Prohibition of Harassment Policy) and [http://www.pasadena.edu/IPRO/documents/AP\\_3430\\_Prohibition\\_of\\_Harassment.pdf](http://www.pasadena.edu/IPRO/documents/AP_3430_Prohibition_of_Harassment.pdf) (AP Prohibition of Harassment Procedure)

### BP 3410 Nondiscrimination

Pasadena Area Community College District (District) is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on his/her association with a person or group with one or more of these actual or perceived characteristics.

The District's nondiscrimination policy and procedure are available in the Human Resources Office – Room C204, and can be found on the District website at [http://www.pasadena.edu/ipro/documents/BP\\_3410\\_Nondiscrimination\\_revised\\_7\\_16\\_2014.pdf](http://www.pasadena.edu/ipro/documents/BP_3410_Nondiscrimination_revised_7_16_2014.pdf) (BP 3410 Nondiscrimination Policy) and [http://www.pasadena.edu/IPRO/documents/AP\\_3410\\_Nondiscrimination\\_2001.pdf](http://www.pasadena.edu/IPRO/documents/AP_3410_Nondiscrimination_2001.pdf) (BP 3410 Nondiscrimination Procedure)

### BP 3420 Equal Employment Opportunity

Pasadena Area Community College District (District) affirms that diversity in the academic environment fosters cultural awareness, mutual understanding, harmony and respect, and suitable role models for all students. To that end, the District and Board of Trustees support the intent set forth by the California legislature to assure that efforts are made to build a community in which opportunity is equalized, and which fosters a climate of acceptance, with inclusion of faculty and staff from a wide variety of backgrounds. The District and Board is committed to promoting the total realization of equal employment through maintaining the District Equal Employment Opportunity (EEO) Plan.

The EEO Plan is available in the Human Resources Office – Room C204, and can be found on the District website at <http://www.pasadena.edu/HR/documents/FinalEEOPlan6-16-14.pdf> and the District's equal employment policy is available at [http://www.pasadena.edu/ipro/documents/BP\\_3420\\_Equal\\_Employment\\_Opportunity.pdf](http://www.pasadena.edu/ipro/documents/BP_3420_Equal_Employment_Opportunity.pdf) (Equal Employment Opportunity Policy)

## Academic Regulations

### Academic Freedom

**Policy No. 3100: It is the policy of the Pasadena Area Community College District** that academic freedom is a right enjoyed by all members of the Pasadena City College community: faculty (tenured, non-tenured, and adjunct), students, classified and administrative staff, and Trustees. Academic freedom is defined as the freedom to teach and learn in an atmosphere of free inquiry and expression. The right to academic freedom, however, cannot be separated from the equally important responsibility, which each individual has, to uphold professional ethics or, in the case of students, to abide by the Policy on Student Conduct and Academic Honesty.

The District encourages and supports a healthy and constructive debate of campus issues, and respects the right of all members of the Pasadena City College community to freely evaluate, criticize, and/or advocate personal points of view regarding such issues. However, every member of the College community also has the right to work and study in an environment that is free from unlawful discrimination and harassment.

The right to academic freedom shall be protected and supported through the establishment and use, when necessary, of appropriate due process procedures.

### Student Conduct and Academic Honesty

**Policy No. 4520: It is the policy of the Pasadena Area Community College District** that PCC seeks to maintain a safe, orderly, and constructive campus environment in which there is freedom to learn and respect for the dignity of all members of the College community. Students are expected to be responsible, honest, and non-violent in exercising their rights to free inquiry and free speech.

The Student Conduct Code identifies conduct that is prohibited by College policy. Students who violate the Student Conduct Code will be subject to disciplinary action under the Student Discipline Process Procedures. Disciplinary sanctions depend on the nature of the offense, the past pattern of behavior of the student, and other relevant factors. In addition, student drug or alcohol offenses or other criminal acts, may be referred to law enforcement officials.

## Grievance and Complaint Procedures

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a College decision or action has adversely affected his or her status, rights or privileges as a student. Student grievance resolution information is found in the *Manual for Student Conduct, Due Process, and Dispute Resolution*. Students may obtain a copy of this manual from the Vice President of Student and Learning Services Office in Room L112.



PASADENA CITY COLLEGE  
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# *Academic Programs Leading To A Degree or Certificate*



# SECTION IV

## ACADEMIC PROGRAMS LEADING TO A DEGREE OR CERTIFICATE

AA = Associate in Arts    AS = Associate in Science    ADT = Associate Degree for Transfer to CSU  
CA = Certificate of Achievement    OSC = Occupational Skills Certificate

Degree Title	AA	AS	ADT	CA	OSC	Page
<b>ACCOUNTING</b>						
Accounting – Bookkeeping		X		X		145
Certified Bookkeeper		X		X		145
<b>ADMINISTRATION OF JUSTICE</b>						
Administration of Justice		X	X	X		103,146
<b>ARCHAEOLOGY</b>						
Archaeological Field Work					X	147
<b>ARCHITECTURE</b>						
Architecture	X					85
<b>ART</b>						
Art History			X			104
Digital Media – Computer Assisted Photo Imaging		X		X		176
Digital Media – Foundation					X	178
Digital Media – Graphic Design		X		X		176
Digital Media – Web Design and Development		X		X		177
Industrial Design					X	192
Interior Design					X	193
Jewelry/Metalworking					X	193
Product Design		X		X		208
Product Design – Graphics		X		X		208
Product Design – Technology		X		X		209
Studio Arts			X			117
<b>AUTOMOTIVE TECHNOLOGY</b>						
Automotive Technology – Air Conditioning Technician		X		X		148
Automotive Technology – All Automotive Systems		X		X		147
Automotive Technology – Electrical/Electronics Systems		X		X		149
Automotive Technology – Engine Performance Technician		X		X		149
Automotive Technology – Powertrain Technician		X		X		150
Automotive Technology – Undercar Technician		X		X		150
Automotive Technology – Underhood Technician		X		X		151
<b>BIOLOGICAL TECHNOLOGY</b>						
Biological Technology				X		151
Biological Technology – Computational Biology				X		152
Biological Technology – Laboratory Skills					X	154
Biological Technology – Laboratory Assistant Option				X		153
Biological Technology – Stem Cell Culture				X		153

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Degree Title	AA	AS	ADT	CA	OSC	Page
<b>BUILDING CONSTRUCTION</b>						
Building Construction		X		X		154
Cabinetmaking and Millwork					X	155
Construction Inspection		X		X		169
Construction Law					X	155
<b>BUSINESS ADMINISTRATION</b>						
Business	X					86
Business Administration			X			105
Business Administration – Entrepreneurship		X		X		156
Business Administration – Financial Investments		X		X		156
Business Administration – International Business/Trade		X		X		157
Business Administration – Management		X		X		157
Business Administration – Marketing Merchandising (With Field Practice)		X		X		158
Business Administration – Retail Management		X		X		158
Customer Service					X	159
E-Commerce					X	159
Hospitality Management		X		X		192
<b>BUSINESS INFORMATION TECHNOLOGY</b>						
Business Information Technology – Administrative Assistant		X		X		156
Business Information Technology – Business Software Specialist		X		X		157
Business Information Technology – Business Information Worker		X		X		160
<b>CHILD DEVELOPMENT</b>						
Child Development		X		X		161
Child Development Instructional Assistant					X	162
Early Childhood Education			X			106
Music & Movement Education for Young Children					X	163
School Age Instructional Assistant					X	163
Special Education Assistant					X	163
<b>COMMUNICATION STUDIES</b>						
Communication Arts	X					87
Communication Studies			X			106
Speech Communication	X					96
Speech-Language Pathology Assistant		X		X		210
<b>COMPUTER INFORMATION SYSTEMS</b>						
CISCO Advanced Network Engineer					X	166
CISCO Certified Network Associate (CCNA) Preparation					X	167
CISCO Certified Network Professional (CCNP) Preparation					X	167
Computer Information Systems – Microcomputer Support		X		X		164
Computer Information Systems – Operations		X		X		165
Computer Information Systems – Programming		X		X		165
Computer Information Systems – Web Development Applications		X		X		166
E-Commerce					X	165
Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Professional					X	168
Oracle Database Fundamentals					X	168

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Degree Title	AA	AS	ADT	CA	OSC	Page
<b>COSMETOLOGY</b>						
Cosmetology		X		X		169
Cosmetology – Instructional Techniques in Cosmetology		X		X		170
<b>CULINARY ARTS</b>						
Culinary Arts		X		X		171
Culinary Arts – Baking & Pastry					X	171
Culinary Arts – Catering					X	171
Culinary Arts – Kitchen Assistant					X	171
<b>DESIGN TECHNOLOGY</b>						
CAD Designer – Architecture/Engineering/Construction					X	181
CAD Modeling & Animation – Architecture/Engineering/Construction					X	181
CAD Technician – Architecture/Engineering/Construction					X	182
CAD Technician – Mechanical Design & Manufacturing					X	182
Design Technology Pathway					X	175
Design Technology – Mechanical & Manufacturing		X		X		182
Engineering & Technology	X					87
<b>ELECTRICAL AND ELECTRONIC TECHNOLOGY</b>						
Applied Circuits & Systems					X	179
Basic Photovoltaic Design & Installation					X	179
Electronics Technology Basic Digital Technician					X	180
Electrical Technology		X		X		178
<b>ENGLISH</b>						
English			X			107
English Literature	X					88
<b>FASHION</b>						
Fashion Assistant		X		X		183
Fashion – Design		X		X		182
Fashion – Fashion Marketing					X	183
Fashion – Historical Costume Making					X	184
<b>FIRE TECHNOLOGY</b>						
Fire Academy Preparation					X	185
Fire Technology		X		X		184
<b>GENDER, ETHNICITY, AND MULTICULTURAL STUDIES</b>						
Gender, Ethnicity, and Multicultural Studies	X					89
<b>GEOGRAPHY</b>						
Geotech (GIS)					X	188
<b>GEOLOGY</b>						
Geology			X			108
<b>GRAPHIC COMMUNICATIONS TECHNOLOGY</b>						
Graphic Communications Technology – Apparel Graphics & Printing					X	190
Graphic Communications Technology – Computer Imaging & Composition		X		X		189
Graphic Communications Technology – Electronic Prepress					X	191



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Degree Title	AA	AS	ADT	CA	OSC	Page
<b>GRAPHIC COMMUNICATIONS TECHNOLOGY continued</b>						
Graphic Communications Technology – Screen Printing		X		X		190
Graphic Communications Technology – Screen Printing for Small Business					X	191
Graphic Communications Technology – Textile Printing					X	191
<b>HEALTH SCIENCES</b>						
Anesthesia Technician		X		X		146
Certified Nursing Assistant					X	203
Dental Assisting		X		X		172
Dental Hygiene		X		X		173
Dental Laboratory Technology		X		X		174
Emergency Medical Technician I-A					X	180
Gerontology		X		X		188
Licensed Vocational Nurse to Registered Nurse		X		X		202
Medical Assisting (Administrative-Clinical)		X		X		197
Medical Office – Administrative		X		X		197
Medical Office Insurance Biller		X		X		198
Medical Office Receptionist					X	198
Medical Office Transcription					X	198
Radiologic Technology		X		X		209
Registered Nursing		X		X		199
Vocational Nursing		X		X		201
<b>HISTORY</b>						
History			X			109
<b>HUMANITIES</b>						
Humanities	X					90
<b>JOURNALISM</b>						
Journalism			X			110
Journalism – Photojournalism		X		X		194
Journalism – Printed Media		X		X		194
<b>KINESIOLOGY</b>						
Kinesiology			X			111
Kinesiology & Wellness	X					92
<b>LANGUAGES</b>						
Chinese	X					86
Foreign Language – Basic					X	185
Foreign Language – Intermediate					X	186
Foreign Language – Advanced					X	187
French	X					89
German	X					90
Italian	X					91
Japanese	X					92
Russian	X					95
Spanish	X		X			116

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Degree Title	AA	AS	ADT	CA	OSC	Page
<b>LIBRARY</b>						
Digitization Skills for Libraries & Cultural Heritage Institutions					X	195
Library Technology		X		X		195
<b>LINGUISTICS</b>						
Linguistics	X					93
<b>MACHINE SHOP TECHNOLOGY</b>						
Machine Shop Technology		X		X		195
Industrial Fabricator					X	196
Manufacturing Technology II					X	196
<b>MATHEMATICS</b>						
Mathematics			X			112
<b>MUSIC</b>						
Commercial Music					X	164
Music	X		X			113
<b>NATURAL SCIENCES</b>						
Natural Sciences	X					94
<b>PARALEGAL STUDIES</b>						
Paralegal Studies		X		X		204
<b>PHOTOGRAPHY</b>						
Cinema – Cinematography					X	206
Cinema – Cinema Production/Filmmaking					X	206
Digital Image Editing					X	207
Foundation in Photography					X	207
Photography		X		X		205
Portrait Photography					X	207
<b>PHYSICS</b>						
Physics			X			114
<b>POLITICAL SCIENCE</b>						
Political Science			X			114
<b>PSYCHOLOGY</b>						
Psychology			X			115
<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>						
Social & Behavioral Sciences	X					95
<b>SOCIOLOGY</b>						
Sociology			X			116
<b>TELEVISION &amp; RADIO</b>						
Broadcast Journalism		X		X	X	211
Media Programming & Management					X	214
Post-Production		X		X		211
Radio Production		X		X	X	111
Television Operations		X		X		213
Television Post Production					X	211



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Degree Title	AA	AS	ADT	CA	OSC	Page
<b>TELEVISION &amp; RADIO continued</b>						
Video Production		X		X		213
Video Operations		X		X		215
Writing For Film, Television & Radio					X	215
<b>THEATER ARTS</b>						
Theater Arts			X			118
Theater Technology		X		X		215
<b>WELDING</b>						
Basic Welding					X	217
Construction Welding		X		X		215
Gas Tungsten & Gas Metal Welding		X		X		216

## THE ASSOCIATE DEGREES

Pasadena City College offers the following Associates degrees:

- Associate in Arts Degree (**AA**), (p.81)
- Associate in Arts for Transfer (**AA-T**), (p.103)
- Associate in Science for Transfer (**AS-T**), (p.103)
- Associate in Science Degree (**AS**) (p.97) with the Certificate of Achievement (p.138)

- 1) **General Education Requirements:** a broad exposure to a variety of areas of study
- 2) **Major Preparation:** an in-depth study of a particular field or area of emphasis
- 3) **Electives:** courses selected by a student to meet the required units for a degree

These are the rules pertaining to degrees:

- All of the Associate degrees require at least sixty (60) units.
- Upon completion of requirements, a student will be granted an Associate in Arts, Associate in Arts for Transfer, or an Associate in Science for Transfer and/or an Associate in Science Degree with Certificate of Achievement.
- Students may earn multiple Associate in Arts degrees as long they complete the major requirements for the various degrees.
- Students may earn only one Associate in Science (AS) degree with a Certificate of Achievement. (NOTE: Students may earn multiple Certificates of Achievement, see page 138).
- **Responsibility for filing a petition for graduation rests with the student, and all transcripts for high school and prior college work attempted must be on file for the petition to be considered.**
- File the petition for graduation in the Counseling Division by the published deadline date.

## CATALOG RIGHTS

When graduation requirements are revised, a student with continuous enrollment may graduate under the new requirements or the requirements in effect at the time of the student's initial enrollment. Continuous enrollment is defined as attending PCC at least one semester during each academic year without missing two consecutive semesters. A student whose first term of enrollment at Pasadena City College is the Summer of 2009 may elect to graduate under the provisions of the 2008-2009

*Catalog* if he/she maintains continuous enrollment. Students whose first term is the Fall of 2009, or any term thereafter, must follow the provisions of the appropriate subsequent *Catalog*.

## PHILOSOPHY OF GENERAL EDUCATION

General education requirements guide the student toward an intelligent understanding of the whole self and of the physical and social world. These requirements encourage the student to explore different areas of human inquiry not only to gain a basic understanding of these areas, but also to comprehend and use the principles, methods, values and thought processes of these disciplines. These explorations include an examination of the physical universe, its life forms and natural phenomena, human behavior and artistic and creative accomplishments. Basic to these studies and to the student's effectiveness in society is the capacity to think clearly, logically and analytically; to communicate clearly both orally and in writing; to perform quantitative functions; to find information; and to examine and evaluate that information using critical thinking skills.

After completing the general education requirements, the graduate should have the skills, knowledge, and insights to evaluate and appreciate the physical environment, culture, and society. To promote these skills and knowledge, Pasadena City College has developed Institutional Learning Outcomes and Competencies. The major areas of knowledge and skills that these outcomes seek to address are found on page 17 of this *Catalog*.

## ASSOCIATE IN ARTS DEGREE (AA)

The Associate in Arts is awarded by Pasadena City College in recognition of completion of a minimum of 60 units which include the following:

- Major or area of emphasis in one of the disciplines listed below, and detailed listings beginning on page 85.
- One of the following general education patterns:
  - a. Traditional AA Degree – The PCC general education pattern, which is detailed in the section below.
  - b. The CSU General Education Requirements (CSU Breadth) detailed on page 125.
  - c. The Intersegmental General Education Transfer Curriculum (IGETC) detailed on page 123.

The Associate in Arts is awarded in the following disciplines:

- Architecture
- Business
- Chinese
- Communication Arts
- Engineering and Technology
- English – Literature
- French
- Gender, Ethnicity, and Multicultural Studies
- German
- Humanities
- Italian
- Japanese
- Kinesiology and Wellness
- Linguistics
- Music
- Natural Sciences
- Russian
- Social and Behavioral Sciences
- Spanish
- Speech Communication

## ASSOCIATE IN ARTS:

### GENERAL INFORMATION

1. A minimum of 60 units, 18 of which must be in one major or area of emphasis.
  2. Only courses numbered 001-099 may be counted toward the 60 units.
  3. All competency and general educational requirements must be completed.
  4. A minimum grade point average of 2.00 must be obtained in courses numbered 001 to 099 completed at PCC and in comparable courses completed at other regionally accredited institutions.
  5. At least 15 units of the required 60 units, in courses numbered 001-099, must be completed at PCC. No more than 6 units may be transferred from another college if earned after the student's last enrollment at PCC. Active-duty service members can complete PCC's academic residency at any time they are enrolled. Reservists and National Guardsmen on active-duty are covered in the same manner.
6. Courses **may not** be counted more than once to meet the general education requirements (Areas A-G). A course may be used to satisfy the requirements of a major as well as the general education requirements, but the units shall count only once.
  7. The AA general education pattern explained below does not prepare students for transfer. Students who intend to transfer to a CSU, UC, or private school are advised to complete the CSU general education requirements, IGETC, or the unique general education pattern of the private school.

### COMPETENCY REQUIREMENTS

1. **Reading** – One course (with grade C or better) from the following: English 001A, 001AH, 001C, 001CH, 014, 100, 130, any English course which fulfills Area C (Humanities), or by satisfactory score on equivalency exam.
2. **Written Expression** – One course (with grade C or better) from the following: English 001A, 001AH or by satisfactory score on equivalency exam.
3. **Mathematics** – Complete one course (with grade C or better) from one of the following: Business 014A, 014B, Computer Science 045, Mathematics 131, 139, 141, 150, Statistics 015, 018, 050, or a Math course that fulfills the general education requirement in Critical Thinking or by satisfactory score on an equivalency exam.
4. **Diversity** – Complete three (3) units in courses designated as either “Global Studies” or “Ethnic and Gender Studies” as listed in this *College Catalog* starting on page 99. The courses which can satisfy the diversity requirement and are also general education are designated by the (†) symbol in the list below.

### GENERAL EDUCATION REQUIREMENTS

- A. **Natural Sciences (By local rule, the course must include a laboratory component. Lecture and lab must be in the same discipline.) . . . . . 3 units**

Anatomy 025  
 Anthropology 001†, 001H\* and 001L  
 Astronomy 001  
 Biology 002, 003, 004, 010A, 010B, 011, 011H, 014, 016, 030, 038, 039  
 Chemistry 001A, 001B, 002A, 002B, 008A, 008B, 022  
 Environmental Studies 001, 003, 030, 040  
 Geography 001and 001L



Geology 001, 001F, 002, 002F, 003, 003F, 004 and 040, 006, 012 and 012F or 012L, 021 and 021L, 022 and 040, 030A-M, 040  
 Microbiology 002  
 Physical Science 003 and 003L  
 Physics 001A, 001B, 001C, 001D, 002A, 002B, 010 and 010L, 031A, 031B  
 Physiology 001

**B. Social and Behavioral Sciences . . . . . 3 units**

Anthropology 001†, 001H\*, 001L, 002†, 002H\*, 003, 004, 005, 006, 012†, 031†  
 Child Development 015  
 Communication 001  
 Economics 001A, 001B  
 English 012†  
 Environmental Studies 002  
 Geography 002†, 003†  
 Gerontology 001  
 History 001A†, 001B†, 002A†, 002B†, 005A†, 005B†, 007A, 007B, 008†, 009A†, 009B†, 012†, 016†, 018†, 019†, 025A, 025B†, 025C, 025D, 025F, 025I, 027A†, 027B†, 029A†, 029B†, 030†, 031†, 038, 041†, 050  
 Linguistics 012†, 014, 016, 017  
 Political Science 001, 002, 006, 007, 021, 022  
 Psychology 001, 001H, 002, 005, 021, 021H, 022, 023, 024, 025, 029†, 031†, 033, 041†  
 Sociology 001, 002, 014†, 015, 016, 022, 024, 025, 029†, 031†, 041†  
 Speech 013

**C. Humanities . . . . . 3 units**

American Sign Language 001, 002  
 Arabic 001, 002  
 Armenian 001, 002  
 Architecture 024A, 024B  
 Art 001A, 001B, 002†, 003A†, 003B†, 004A†, 004B†, 004C†, 004D, 005, 007†, 008†, 009†  
 Chinese 001, 002, 002A, 003, 004, 005, 010†, 012†, 022  
 Dance 021A†, 021B†  
 English 001B, 001BH, 005A, 005B, 009, 010, 011, 012†, 024, 025A, 025C†, 025D, 025E, 025F, 025G, 025H, 025I†, 025J, 026, 030A, 030B, 030C, 044A†, 044B†, 044C†, 045A, 045B, 046A†, 046B†, 047†, 048†, 049A, 050†, 051†, 052†, 053, 054, 057, 059, 060, 061, 078A, 078B, 082A, 082B, 082C  
 French 001, 002, 003, 004, 006, 010†, 012, 016, 050  
 German 001, 002, 003, 004, 005†, 010†, 012  
 Humanities 001, 002, 003, 004

Italian 001, 002, 003, 004, 010†, 012, 050†  
 Japanese 001, 002, 003, 004, 005†, 010†, 012†  
 Latin 001, 002  
 Linguistics 010, 011, 012†  
 Music 007A, 007B, 021†, 022, 023†, 024A, 24B, 025†, 027†, 028  
 Philosophy 001, 001H, 003, 007, 008, 020A†, 020B†, 031†, 037  
 Photography 010, 025  
 Portuguese 001, 002, 003, 004  
 Religious Studies 001, 002†, 003†  
 Russian 001, 002, 003, 004, 011†  
 Spanish 001, 002, 002A, 003, 004, 005†, 006A†, 006B†, 012, 025†, 042A†, 042B†, 044A†, 044B†, 050  
 Theater Arts 001, 005A, 005B, 007A, 007B  
 Television and Radio 019

**D. Language and Rationality . . . . . 9 units . . . 3 units each**

1. **English Composition . . . . . 3 units**  
 English 001A, 001AH, 001B, 001BH
2. **Oral Communication . . . . . 3 units**  
 Speech 001, 010
3. **Critical Thinking . . . . . 3 units**  
 \*\*Business 014A, 014B  
 Computer Information Systems 062  
 Computer Science 002, 006, 008, 045  
 English 001C, 001CH  
 \*\*Mathematics 003, 005A, 005B, 005C, 007A, 007B, 009, 010, 015, 022, 055, 055H  
 Philosophy 025, 030, 033  
 Physical Science 002  
 Speech 006, 012  
 \*\*Statistics 015, 018, 050  
 \*\*These courses also meet the mathematics competency requirement

**E. American Institutions . . . . . 6 units**

1. History 007A, 007B, 025A, 025B†, 029A†, 029B†, 031†, or 041†.....3 units  
 AND
2. Political Science 001 .....3 units

**F. Health Education . . . . . 2 units**

College 001  
 Counseling 012  
 Health Education 002A, 002E, 044  
 Nutrition 011

**G. Physical Activity/Kinesiology . . . . . 2 units**

A maximum of 4 units of Physical Education/Kinesiology Activity or Dance Activity (Dance 002, 021A, 021B and 025 are excluded) may be counted toward the degree. Music 061 may be substituted for 1 unit of PE/Kinesiology activity each semester. Exemption is granted if the student has a physical limitation and submits a physician's recommendation which is approved by PCC Health Services.

**Diversity Requirements**

PCC Policy #4060 on Degrees, Certificates and Transfer Certifications states that a student who applies for either an AA or AS degree "must demonstrate competency in reading, writing, mathematics **and diversity.**" The Diversity Requirement **states that a student must complete** 3 units in courses designated as either "Global Studies" or "Ethnic and Gender Studies."

**GLOBAL STUDIES**

Pasadena City College and the community it serves have long been identified as closely tied to international, cultural and educational affairs. The College provides outstanding opportunities for students wishing to emphasize international education.

**1. Africa:**

Anthropology 001, 001H (Physical Anthropology)  
 Anthropology 001H (Honors Physical Anthropology)  
 Art 002 (History of African and African-American Art)  
 History 002A-B (History of World Civilizations To/From 1500)  
 History 024A (Special Topics in History-Africa)  
 History 027A (Traditional Africa)  
 History 027B (Modern Africa)

**2. Asia:**

Art 003A-B (History of Asian Art)  
 Chinese 008A-B (Introduction to Chinese Conversation - Mandarin)  
 Chinese 009A-C (Chinese Conversation - Mandarin)  
 Chinese 010 (Chinese Civilization)  
 Chinese 012 (Chinese Literature in Translation)  
 English 048 (Asian Literature)  
 History 002A-B (History of World Civilization To/From 1500)  
 History 018 (History of South Asia, Southeast Asia and the Pacific)  
 History 019 (History of China, Japan, and Korea)

History 024B (Special Topics in History – Asia)  
 History 024G (Special Topics in History-World)  
 Japanese 005 (Reading and Composition)  
 Japanese 008A-B (Introduction to Japanese Conversation)  
 Japanese 009A-C (Japanese Conversation)  
 Japanese 010 (Japanese Civilization)  
 Japanese 011 (Inside Japan)  
 Japanese 012 (Japanese Literature in Translation)  
 Music 027 (Asian Music)  
 Music 038C (Chinese Music Ensemble)  
 Religious Studies 002 (Comparative Religions: Far East)

**3. Europe:**

Art 004B (History of European Medieval Art)  
 Art 004C (History of European Renaissance and Baroque Art)  
 Anthropology 030E (Anthropological Field Studies – England)  
 Anthropology 030F (Anthropological Field Studies – Italy)  
 English 044A-C (Masterpieces of Literature)  
 English 046A-B (English Literature)  
 French 009A-B (French Conversation)  
 French 010 (French Civilization)  
 German 005 (Introduction to German Literature)  
 German 008 A-C (Introduction to German Conversation)  
 German 010 (German Civilization)  
 History 001A-B (History of European Civilization To/From 1715)  
 History 002A-B (History of World Civilizations To/From 1500)  
 History 005A-B (History of Great Britain To/From 1714)  
 History 024C (Special Topics in History – Europe)  
 History 024G (Special Topics in History – World)  
 Italian 008A-B (Introduction to Italian Conversation)  
 Italian 010 (Italian Civilization)  
 Italian 050 (Italian Film as Dramatic Literature)  
 Music 021 (Music Appreciation)  
 Philosophy 020A (History of Ancient Philosophy)  
 Philosophy 020B (History of Modern Philosophy)  
 Religious Studies 003 (Comparative Religions: Near East)  
 Russian 011 (Russian Civilization)  
 Spanish 005 (Introduction to Spanish Literature)  
 Spanish 006A (Introduction to Spanish-American Literature)  
 Spanish 006B (Introduction to Spanish-American Literature)

Spanish 009A-C (Spanish Conversation)  
Spanish 025 (Spanish Composition)  
Spanish 042 A-B (Civilization of Spain and Portugal)

#### 4. Latin America:

Art 007 (Pre-Columbian Art)  
Art 008 (History of Mexican and Chicano Art)  
Dance 004H (World Ethnic Dance: Spain/Portugal)  
History 008 (History of California)  
History 009A (Latin America: Pre-Columbian to 1825)  
History 009B (Latin America: 1825 to the Present)  
History 024D (Special Topics in History – Latin America)  
History 024G (Special Topics in History – World)  
History 030 (History of Mexico)  
Spanish 044 A-B (Civilization of Latin America)

#### 5. Middle East:

Art 004A (History of Ancient Art in the West)  
Art 009 (History of Islamic Art)  
History 016 (History of the Middle East)  
History 024E (Special Topics in History – Middle East)  
Religious Studies 003 (Comparative Religions: Near East)

### ETHNIC AND GENDER STUDIES

Pasadena City College promotes cross cultural understanding and an appreciation of diversity in all its forms. The courses listed below have been identified as providing that understanding and appreciation. Students wishing to study American Indian, Asian American, Chicano and African American cultures are referred to the following general education courses:

*(Courses preceded with an asterisk (\*) are college courses approved by the California State Department of Education for school staff preparation in the history, culture and current problems of racial and ethnic minorities in accordance with Article 3.3, Education Code Section 13344.1.)*

#### 1. African American Studies:

\*Art 002 (History of African and African-American Art)  
\*English 050 (Afro-American Literature)  
History 029A (African American History to 1865)  
History 029B (African American History from 1865)  
\*Music 025 (Afro-American Music)  
\*Psychology 029 (Psychology of the Afro-American)  
\*Sociology 029 (Sociology of the African-American)

#### 2. Asian American Studies:

English 052 (Asian American Literature)  
\*History 041 (History of Asian Pacific Americans)  
\*Psychology 041 (Psychology of the Asian American)  
\*Sociology 041 (Sociology of the Asian American)

#### 3. Chicano/Latina/o Studies:

\*Anthropology 031 (Mexican and Chicano Culture)  
\*Art 008 (History of Mexican and Chicano Art)  
\*English 047 (Mexican and Chicano Literature)  
History 008 (History of California)  
\*History 031 (History of Mexican Americans in the United States)  
\*Philosophy 031 (Contemporary Chicano Philosophy)  
\*Psychology 031 (Studies in Chicano Behavior)  
\*Sociology 031 (Chicano Sociology)  
\*Spanish 031 (Language of the Barrio)

#### 4. Cross Cultural Studies:

Anthropology 002, 002H (Cultural Anthropology)  
Child Development 024E (Special Topics – Multicultural Issues)  
Dance 021A-B (Dance History: Cultural and Social Heritage)  
English 012/Linguistics 012 (Intercultural Communications)  
English 025I (Post-Colonial Literatures)  
Geography 002 (Cultural Geography)  
Geography 003 (World Regional Geography)  
Linguistics 012 (Intercultural Communication)  
Music 023 (Music Cultures of the World)  
Sociology 014 (Introduction to Ethnic Studies)

#### 5. Gender Studies:

English 025C (Images of Women in Literature)  
History 025B (Women in American Society)

#### 6. Health Sciences Diversity Courses:

Anesthesia Technician 118 (Anesthesia Technician Clinical Seminar)  
Dental Assisting 110 (Introduction to Dental Essentials)  
Dental Assisting 111 (Applied Human Behavior)  
Dental Assisting 123A (Chairside Techniques)  
Dental Hygiene 104B (Clinical Dental Hygiene Theory and Practice)  
Dental Hygiene 104C (Clinical Dental Hygiene Theory and Practice)  
Dental Hygiene 109 (Dental Health Education and Communication)  
Dental Hygiene 119A (Community Dental Health)  
Dental Hygiene 121 (Clinical Practice in Alternative Settings)

Gerontology 001 (Introduction to Gerontology)  
 Gerontology 022 (Directed Studies in Gerontology)  
 Medical Assisting 111A (Medical Office Procedures I)  
 Nursing 050 (Foundational Nursing Care)  
 Nursing 051 (Beginning Nursing)  
 Nursing 052 (Intermediate Nursing Care)  
 Nursing 053 (Advanced Medical-Surgical Nursing)  
 Nursing 125 (Fundamental of Vocational Nursing – Theory)  
 Nursing 126 (Intermediate Vocational Nursing – Theory)  
 Radiologic Technology 113A/B (Clinical Learning Experience)

### 7. Native American Studies:

Anthropology 012 (American Indian Cultures)  
 \*English 051 (Native American Mythology and Literature)  
 \*History 012 (The North American Indian)

## MAJOR OR AREA OF EMPHASIS REQUIREMENTS:

**Major or Area of Emphasis..... 18 units minimum**

Choose a major or area of emphasis from among the choices listed below:

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

### Architecture Associate in Arts Degree

#### Responsible School: Career and Technical Education

The Architectural major allows students to pursue an architectural education at a university level. It is designed for high-achieving students who seek a degree in a 5-year professional or 4-year non-professional degree university level undergraduate program in Architecture, Interiors Architecture, Environmental Design and Landscape Architecture in CSU, UC, and private schools. Curriculum in this major encompass the first two years of architectural curriculum following standards outlined by the National Architectural Accreditation Board (NAAB) in architectural design, visual communications, materi-

als and processes of construction, professional practice and history/theory. Courses focus on exploration and understanding of architecture's cultural, environmental, and formal relevance to both individuals and society as a whole. Architecture students are trained to think creatively, abstractly, and to develop design concepts for critical inquiry and design. Students apply current design principles and processes of architectural design that produce design solutions. Architecture students effectively convey their creative architectural design projects, research and essays realized through physical, digital and verbal presentation forms. These completed works are then studied and developed into portfolios of individual student accomplishment for transfer.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses students should consult with Counseling Services to determine the particular transfer requirements (specifically Math and Physics) required by public and private transfer institutions.*

This major is primarily intended to prepare students to transfer and earn a 4- or 5-year bachelor's degree in Architecture.

Courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete all 37 units in the discipline listed below:

#### Program Outcomes:

1. Apply creative and abstract thought to develop design concepts based on historical awareness and critical inquiry.
2. Execute architectural design and research solutions employing current design principles and processes of architectural design and research.
3. Convey creative architectural design projects, research and essays through physical, digital and verbal presentation forms.

#### Requirements for the major (37 units minimum)

##### Architecture:

ARCH 010A, 010B, 011, 012A, 012B, 013, 014, 020A, 020B, 024A, 024B

## Business Associate in Arts Degree

### Responsible School: Career and Technical Education

This area of emphasis is primarily intended to prepare students to transfer to a university and earn a bachelor's degree in Business Administration. The study of Business gives the student an understanding of the social and economic environment in which we live and provides a common body of knowledge for all students who specialize in any business field. It is the purpose of this area of emphasis to develop in students the interpersonal, technical, and managerial competence necessary for successful performance in business, industry, government, and education. Students who choose this field of study will accomplish several objectives. The first of these is to prepare for lifelong professional careers in commerce, finance and industry, as well as for management careers in the public and non-profit sectors. A second objective is to provide students with the knowledge and skills needed to obtain professional, entry level positions in one or another functional area of the business enterprise, or in some particular field of business. The primary objective, however, is transfer in the field of Business Administration. Specialized options in a bachelors' degree program such as accounting, finance, entrepreneurship, information systems, and other specializations are widely available in CSU, UC, and private schools.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Demonstrate a productive working knowledge of the basic functions of a business enterprise, including: accounting, entrepreneurship, economics, business law, finance, human resource management, ethics and marketing.
2. Demonstrate an understanding of the communication process in a business and professional setting, including: written, oral, non-verbal, electronic communication, and active listening.

#### Requirements for the area of emphasis (18 units minimum)

Courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete at least 18 units chosen from the courses listed below:

*Accounting:*  
ACCT 001A, 001B, 010

*Business:*  
BUS 002, 009, 010, 011A, 012A, 012B, 014A, 014B, 016

*Business Information Technology and Computer Information Systems:*  
BIT 025 or CIS 001 or CIS 010

*Economics:*  
ECON 001A, 001B

*Math:*  
MATH 005A

*Statistics:*  
STAT 015 or 050

## Chinese Associate in Arts Degree

### Responsible School: Humanities and Social Sciences

The Chinese program offers a broad spectrum of courses, ranging from language instruction to studies of civilization, culture, literature, and the arts. Language courses focus on all four skills—reading and listening comprehension, writing, and speaking. Non-language courses provide training in critical thinking while exploring cultural and literary themes in a historical context. The purpose of this major is twofold: to develop proficiency in written and spoken communication as well as to foster an understanding and appreciation of cultural diversity. The skills acquired will prepare students to pursue careers in education, journalism, business, linguistics, art, music, and international relations.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Demonstrate language skills and cultural knowledge in Chinese by submission of a portfolio of completed work.

#### Requirements for the major in Chinese (18 units minimum)

Courses must be completed with a grade of "C" or better. Students must complete a minimum of eighteen (18) units selected from the courses listed below.



### Chinese:

CHIN 002, 002A, 003, 004, 005, 008AB (limit of one course), 009ABC (limit of one course), 010, 012, 022

## Communication Arts Associate in Arts Degree

### Responsible School: Visual, Media and Performing Arts

This area of emphasis is intended to align with preparation for transfer to universities in such majors as Art, Communication, English, Journalism, Television and Radio, Theatre Arts, and other similar fields of study. Communicating well and understanding the communication process are essential to professional success in many fields. People communicate to influence, to persuade, and to express. Learning to communicate effectively is one important reason for the study of Communication Arts. Studying the communication process helps one understand how the human mind works. Analyzing the messages in advertisements, television programs, and political speeches helps one to understand our society. Studying communication in everyday relationships, groups, and organizations shows us how these systems are created and maintained. Areas of study include face-to-face interaction, group process, organizational communication, rhetoric, advocacy, intercultural communication, political communication, and performance studies. Communication Arts students can expect to develop skills essential for leadership and career development, and for understanding and interpreting events.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Read and critically analyze argumentative contexts using written and performative techniques.
2. Use relevant examples in support of a thesis.
3. Communicate using college-level grammar/syntax.
4. Demonstrate an awareness of cultural diversity and audience perceptions.

#### Requirements for the area of emphasis (18 units minimum)

Courses must be completed with a grade of C or better. All courses must be numbered 1-99. Students must

complete 18 units with at least 3 units in three of the disciplines listed below.

#### Art/Design:

ART 001A, 001B, 011A, 015, 016, 018, 024, 031A, 031B, 032A, 034A, 040, 050A, 050B, 050C, 051A, 051B, 052A, 052B, 056

#### Communication:

COMM 001

#### English:

ENGL 003, 005A, 005B, 006, 007, 008, 009, 010, 011, 012, 015, 024, 025A, 025C, 025D, 025E, 025F, 025G, 025H, 025I, 025J, 026, 030A, 030B, 030C, 034, 035, 036, 037, 044A, 044B, 044C, 045A, 045B, 046A, 046B, 047, 048, 049A, 049B, 050, 051, 052, 053, 054, 057, 059, 060, 061, 078A, 078B, 082A, 082B, 082C

#### Journalism:

JOUR 002, 004A, 004B, 005, 007A, 007B, 009, 021, 022, 023

#### Photography:

PHOT 021, 022A, 022B, 023A, 023B, 024A, 024B, 025, 026A, 026B, 026C, 027, 030, 031

#### Speech:

SPCH 002, 003, 004, 005, 006, 008, 009, 012

#### Television and Radio:

TVR 001, 002A, 002B, 007, 012, 014A, 014B, 015, 016A, 016B, 017A, 017B, 018, 019, 021, 024

#### Theatre Arts:

THRT 002A, 002B, 002C, 004A, 004B, 005A, 005B, 006, 008, 010A, 010B, 012A, 012B, 013, 015, 026, 029, 030, 041, 075

## Engineering and Technology Associate in Arts Degree

### Responsible School: Career and Technical Education

The Engineering and Technology area of emphasis allows students the opportunity to pursue multidisciplinary programs of study at the university level. This area of emphasis provides a flexible environment for high-achieving students to study complex engineering disciplines such as architectural engineering, biochemical engineering, computer sciences, electromechanical engineering, mathematics, mechanical engineering, engineering mathematics, engineering physics, and other similar disciplines at CSU, UC, and private universities.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

**Program Outcomes:**

1. Cognition / Curriculum: Analyze and evaluate disciplinary concepts and principles to solve complex problems
2. Information Competency / Resource Planning: Synthesize research findings, disciplinary techniques and technology in the resolution of a capstone assessment
3. Student Goals: Successfully realize cumulative achievement to achieve Degree attainment or transfer.

**Requirements for the area of emphasis  
(18 units minimum)**

Courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete 18 units with at least 3 units in three of the disciplines listed below.

*Architecture:*

ARCH 010A, 010B, 011, 012A, 012B, 014, 020A, 020B, 022A, 022B, 024A, 024B

*Computer Information Systems:*

CIS 001, 010, 011, 014, 016, 022, 030, 031, 036, 038, 040, 050, 055, 060, 062, 066, 074, 080

*Computer Science:*

CS 001, 002, 003A, 003B, 004, 006, 008, 010, 012, 018, 038, 039, 043, 045, 050, 066, 080

*Electricity and Electronics:*

ELTY 012, ELTN 009, 015, 025, 031, 032

*Engineering:*

ENGR 001A, 001B, 002, 006, 010, 014, 015A, 015B, 016, 017

*Design Technology:*

DT 008A, 008B, 008C, 017

*Mathematics:*

MATH 003, 005A, 005B, 005C, 007A, 007B, 008, 009, 010, 022, 055

*Physics:*

PHYS 001A, 001B, 001C, 001D, 002A, 002B, 031A, 031B

## English Literature Associate in Arts Degree

**Responsible School: Humanities and Social Sciences**

This area of emphasis is intended to align student course work with preparation for transfer to universities in such majors as English, Literature, Comparative Literature, World Literature, and other similar disciplines in CSU, UC, and private schools. Courses in this major encompass traditional literary history and interpretation as well as cross-cultural inquiry and current theoretical debates. Literature majors are trained in critical reading, writing, and thinking, as well as in literary interpretation. Literature is the study of representation, ideas, language, and culture. As such, it is a source of knowledge and pleasure, as well as a field of study. Literary texts are social documents in artistic form which speak to us as much about historical issues as about aesthetic matters. Literature students learn to think critically and to understand the role that texts play in a given society, past or present.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

**Program Outcomes:**

1. Demonstrate sensitivity to and an analytical grasp of the nuances of literary language
2. Demonstrate critical thinking skills, specifically in relation to poetry, drama, fiction, or other types of literature
3. Demonstrate an understanding of the ways that literature helps to illuminate the human condition
4. Demonstrate reading skills relevant to literary study
5. Demonstrate writing skills relevant to literary study.

**Requirements for the area of emphasis  
(18 units minimum)**

Courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete English 001C or English 026 and 15 units consisting of courses from at least three of the five categories listed below and including a minimum of two Literary Survey courses.

*Literary Survey (2 courses):*  
ENGL 030A, 030B, 030C, 044B, 044C, 046A, 046B

*Literary Origins:*  
ENGL 044A, 045A, 045B, 078A, 078B, 082A, 082B, 082C

*Gender and Ethnic Literature:*  
ENGL 024, 025C, 047, 048, 050, 051, 052

*Genre and Modes in Literature:*  
ENGL 025A, 025D, 025E, 025F, 025G, 034, 035, 036, 037, 049A, 049B, 053, 057, 060, 061

*Special Topics in Literature:*  
ENGL 025H, 025I, 025J, 026, 054, 059

## French Associate in Arts Degree

### Responsible School: Humanities and Social Sciences

The French program offers a broad spectrum of courses, ranging from language instruction to studies of civilization, culture, literature, and the arts. Language courses focus on all four skills—reading and listening comprehension, writing, and speaking. Non-language courses provide training in critical thinking while exploring cultural and literary themes in a historical context. The purpose of this major is twofold: to develop proficiency in written and spoken communication as well as to foster an understanding and appreciation of cultural diversity. The skills acquired will prepare students to pursue careers in education, journalism, business, linguistics, art, music, and international relations.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Demonstrate language skills and cultural knowledge in French by submission of a portfolio of completed work.

#### Requirements for the major in French (18 units minimum)

Courses must be completed with a grade of C or better. Students must complete a minimum of eighteen (18) units selected from the courses listed below.

*French:*  
FRNC 002, 003, 004, 005A, 005B, 006, 008AB (limit of one course), 009AB (limit of one course), 010, 011, 012, 014, 015, 016, 050

## Gender, Ethnicity, and Multicultural Studies Associate in Arts Degree

### Responsible Schools: Humanities and Social Sciences, Science and Mathematics

In this area of emphasis history, culture, and contemporary issues are explored and analyzed through the intersecting perspectives of ethnicity, race, class, and gender. The curriculum combines an interdisciplinary knowledge of our socio-cultural world. Courses are open to all students in the College. Enrollment is encouraged for those who are seriously concerned about diversity and the quality of life in the 21st century. This area of emphasis prepares students for Gender, Ethnicity, and Multicultural Studies; Ethnic Studies; Women's Studies; and similar disciplines at CSU, UC, and private schools. Fields in which such concerns can find application are teaching, urban planning, social services, politics, recreation, law, the ministry, and many others. Such fields of study typically require advanced degrees.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Explore and analyze different areas of history, culture, and contemporary issues through perspectives of ethnicity, class, race and gender.
2. Develop critical thinking skills in global and sociocultural issues as outlined in one or more of the core courses for G.E.M.S.

#### Requirements for the area of emphasis (18 units minimum)

Courses must be completed with a grade of C or better. All courses must be numbered 001- 099. Students must complete at least one course from at least three of the categories listed below:

#### *Multicultural Studies:*

ANTH 002, GEOG 002, 003, ENGL 012, 025I, HIST 008, LING 012, MUSC 023, SOC 014

*Gender Studies:*  
HIST 025B, ENGL 025C

*African American Studies:*  
ART 002, DANC 004A, ENGL 050, HIST 027A, 027B, 029A, 029B, MUSC 025, PSYC 029, SOC 029

*American Indian/Native American Studies:*  
ANTH 012, ENGL 051, HIST 012

*Asian America/Pacific Islander Studies:*  
ART 003A, 003B, CHIN 010, 012, DANC 004C, 004E, ENGL 048, 052, HIST 018, 019, 041, JAPN 010, 011, 012, MUSC 027, PSYC 041, SOC 041

*Mexican American/Chicano/Latino Studies:*  
ANTH 031, ART 007, 008, DANC 004B, 004H, ENGL 047, HIST 009A, 009B, 030, 031, MUSC 026, PSYC 031, PHIL 031, SOC 031, SPAN 031, 042A, 042B, 044A, 044B

## German Associate in Arts Degree

### Responsible School: Humanities and Social Sciences

The German program offers a broad spectrum of courses, ranging from language instruction to studies of civilization, culture, literature, and the arts. Language courses focus on all four skills—reading and listening comprehension, writing, and speaking. Non-language courses provide training in critical thinking while exploring cultural and literary themes in a historical context. The purpose of this major is twofold: to develop proficiency in written and spoken communication as well as to foster an understanding and appreciation of cultural diversity. The skills acquired will prepare students to pursue careers in education, journalism, business, linguistics, art, music, and international relations.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Demonstrate language skills and cultural knowledge in German by submission of a portfolio of completed works.

## Requirements for the major in German (18 units minimum)

Courses must be completed with a grade of C or better. Students must complete a minimum of eighteen (18) units selected from the courses listed below.

*German:*  
GRMN 002, 003, 004, 005, 008ABC (limit of one course), 009ABC (limit of one course), 010, 012

## Humanities Associate in Arts Degree

### Responsible Schools: Career and Technical Education, Humanities and Social Sciences, Visual, Media and Performing Arts

The term *Humanities* refers to a broad range of subjects, including art, architecture, history, music, dance, languages, literature, philosophy, ethics, and religion. Students who select Humanities as an area of emphasis study the achievements of the human heart and mind; they work within a variety of disciplines in order to acquire a deeper understanding of themselves, civilization, and the world. Students have the opportunity to study the diverse strands of human thought and culture. They train for a career where a broad humanistic understanding is appropriate, or acquire self cultivation through interdisciplinary study. This area of emphasis is intended to align student course work with preparation for transfer to universities in such majors as Architecture, Art, English, Foreign Languages, History, Humanities, Music, Philosophy, Religious Studies, Theatre Arts, and other similar fields of study. Such majors are widely available in most CSU, UC, and private schools.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Demonstrate a broad understanding of the Humanities and their relation to the student and the student's own goals, world civilization, and the natural world.
2. Demonstrate an understanding of the achievements of the human mind and heart in a variety of disciplines, such as Art, English Literature,

Theatre Arts, Foreign Languages, History, Philosophy, and Religious Studies.

3. Be prepared to pursue preferred areas of study at transfer universities enriched by a strong background in the Humanities.

### Requirements for the area of emphasis (18 units minimum)

Courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete 18 units with at least 3 units in three of the disciplines listed below.

#### *Architecture:*

ARCH 010A, 011, 012A, 024A, 024B

#### *Art:*

ART 001A, 001B, 002, 003A, 003B, 004A, 004B, 004C, 004D, 005, 007, 008, 009

#### *English:*

ENGL 005A, 005B, 006, 008, 009, 010, 011, 012 or LING 010, 011, 012, ENGL 024, 025A, 025C, 025D, 025E, 025F, 025G, 025H, 025I, 025J, 026, 030A, 030B, 030C, 034, 035, 036, 037, 044A, 044B, 044C, 045A, 045B, 046A, 046B, 047, 048, 049A, 049B, 050, 051, 052, 053, 054, 057, 059, 060, 061, 078A, 078B, 082A, 082B, 082C

#### *Foreign Language:*

(includes all courses numbered between 001-099 in American Sign Language, Arabic, Armenian, Chinese, French, German, Italian, Japanese, Latin, Portuguese, Russian, and Spanish)

#### *History:*

HIST 001A, 001B, 002A, 002B, 005A, 005B, 007A, 007B, 008, 009A, 009B, 012, 016, 018, 019, 024A-G, 025A-F, 025I, 027A, 027B, 029A, 029B, 030, 031, 038, 041, 050

#### *Humanities:*

HUM 001, 002, 003, 004

#### *Music:*

MUSC 007A, 007B, 021, 022, 023, 024A, 024B, 025, 026, 027, 028

#### *Philosophy:*

PHIL 001, 003, 007, 008, 020A, 020B, 025, 030, 031, 033, 037

#### *Religious Studies:*

RELG 001, 002, 003

#### *Theatre Arts:*

THRT 002A, 002B, 002C, 005A, 005B, 006, 007A, 007B, 008, 012A, 012B

## Italian Associate in Arts Degree

### Responsible School: Humanities and Social Sciences

The Italian program offers a broad spectrum of courses, ranging from language instruction to studies of civilization, culture, literature, and the arts. Language courses focus on all four skills—reading and listening comprehension, writing, and speaking. Non-language courses provide training in critical thinking while exploring cultural and literary themes in a historical context. The purpose of this major is twofold: to develop proficiency in written and spoken communication as well as to foster an understanding and appreciation of cultural diversity. The skills acquired will prepare students to pursue careers in education, journalism, business, linguistics, art, music, and international relations.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### **Program Outcomes:**

1. Demonstrate language skills and cultural knowledge in Italian by submission of a portfolio of completed work.

### Requirements for the major in Italian (18 units minimum)

Courses must be completed with a grade of C or better. Students must complete a minimum of eighteen (18) units selected from the courses listed below.

#### *Italian:*

ITAL 002, 003, 004, 008AB (limit of one course), 009ABC (limit of one course), 010, 012, 050



## Japanese Associate in Arts Degree

### Responsible School: Humanities and Social Sciences

The Japanese program offers a broad spectrum of courses, ranging from language instruction to studies of civilization, culture, literature, and the arts. Language courses focus on all four skills—reading and listening comprehension, writing, and speaking. Non-language courses provide training in critical thinking while exploring cultural and literary themes in a historical context. The purpose of this major is twofold: to develop proficiency in written and spoken communication as well as to foster an understanding and appreciation of cultural diversity. The skills acquired will prepare students to pursue careers in education, journalism, business, linguistics, art, music, and international relations.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Demonstrate language skills and cultural knowledge in Japanese by submission of a portfolio of completed work.

### Requirements for the major in Japanese (18 units minimum)

Courses must be completed with a grade of C or better. Students must complete a minimum of eighteen (18) units selected from the courses listed below.

#### Japanese:

JAPN 002, 003, 004, 005, 008AB (limit of one course), 009ABC (limit of one course), 010, 011, 012

## Kinesiology and Wellness Associate in Arts Degree

### Responsible Schools: Allied Health, Counseling, Humanities and Social Sciences, Science and Mathematics

The area of emphasis in Kinesiology and Wellness provides for a student with an understanding of kinesiology, health promotion, and the mechanics of human bodily movement. The word kinesiology comes from the Greek,

kinesis, which means to move. Kinesiology is the study of the art and science of human movement. The discipline of Kinesiology is dedicated to the study of human movement as it relates to sport, dance, and exercise. This area of emphasis is intended to align student course work with preparation for transfer to universities in such bachelor degree majors as Kinesiology, Exercise Science, Physical Education, and other similar fields of study. Kinesiology and Wellness is designed for the student preparing, in the long run, to become a physical education teacher, to study a health-related profession, or to pursue a career in other related fields that typically require a bachelor's degree.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Demonstrate a competence in human anatomy, chemistry, physiology, and biomechanical movement.
2. Understand the behavioral, historical and sociological aspects of human movement.
3. Comprehend theoretical approaches and major concepts of health and nutrition.
4. Have knowledge and apply the fundamentals, rules and regulations of a variety of sports.

### Requirements for the area of emphasis (22 units minimum)

Courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete 22 units with a minimum number of units in each of the categories listed below.

#### Required Course (9 units minimum):

HED 044, KINT 003, and either 097 or 014

#### Kinesiology and Movement (3 units minimum; maximum 4 units):

KATH 070-096, KINA 003A-081C, KINT 005, 027C, 031AB, 048, 061

#### Behavioral Development and Diversity (3 units minimum):

PSYC 001, 005, 025, SOC 001, 014, 029, 031, 041, COUN 010, 011, 017

*Scientific and Nutrition Background (7 units minimum):*  
ANAT 025  
BIOL 010 ABC  
CHEM 001A or CHEM 002A  
ENVS 003  
PYSO 001  
NUTR 011

## Linguistics Associate in Arts Degree

### Responsible School: Humanities and Social Sciences

This program of study provides students with insight into the study of language and language behavior. The theoretical foundations of linguistics provide the basis for gaining insight into language structure and use. Multidisciplinary in nature, this area of emphasis includes social, psychological, and historical aspects of language. The goal of this field of study is to develop a student's capacity to observe, assess, and analyze how language operates. Students who complete this area of emphasis are prepared for advanced study in Linguistics and Foreign Languages at CSU, UC, and private universities. Employment in education, research, communication, psychology, speech pathology, cultural studies, and child development typically requires an advanced degree.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Demonstrate understanding of the systems and functions of human languages.
2. Use critical thinking skills to analyze and synthesize various aspects of human languages.

#### Requirements for the area of emphasis (18 units minimum)

Students must complete the core course and additional requirements. All courses must be completed with a grade of C or better.

#### Core course (required):

LING 010 or ENGL 010

Students are strongly encouraged to take this course before other linguistic courses.

**Additional requirements:** Students must complete three courses (9 units) from the following:

#### Linguistics:

LING 011 or ENGL 011

LING 012 or ENGL 012

LING 014, 016, 017, 020, ANTH 005, SLPA 018

**Additional Options:** Students must also take either two additional courses (at least 6 units) listed above or two foreign language courses (at least 6 units) listed below. Students must take foreign language courses from the same language, if choosing a foreign language as an additional option.

#### American Sign Language:

ASL 010A, 010B, 010C, 010D

#### Arabic:

ARBC 001, 002

#### Armenian:

ARMN 001, 002

#### Chinese:

CHIN 001, 002, 002A, 003, 004

#### French:

FRNC 001, 002, 003, 004

#### German:

GRMN 001, 002, 003, 004

#### Italian:

ITAL 001, 002, 003, 004

#### Japanese:

JAPN 001, 002, 003, 004, 005

#### Latin:

LATN 001, 002

#### Portuguese:

PORT 001, 002, 003, 004

#### Russian:

RUSS 001, 002, 003, 004

#### Spanish:

SPAN 001, 002, 002A, 003, 004, 025, 031

## Music

### Associate in Arts Degree

#### Responsible School: Visual, Media and Performing Arts

A degree in the Music major from Pasadena City College enables students to develop musical proficiency in Music Theory, Musicianship, Keyboard Harmony and Performance in preparation for transfer to Bachelor of Music degree programs at the university level or for their career goals in the field of music.

Music majors are expected to declare a primary performance area (instrument or voice), undertake applied lessons on their instrument, and perform in a large ensemble.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Utilize theoretical principles in the analysis and composition of the music of the common-practice period.
2. Hear, internally, the melodic, harmonic, and rhythmic elements of the common-practice period. Display the musicianship skills necessary to participate successfully in various musical endeavors, including performance and composition.
3. Present successful solo performances using appropriate repertoire for their chosen instrument/voice with technical proficiency, musicality and stylistic awareness.
4. Perform and/or participate successfully in small and large ensembles, using time management and interpersonal skills to assist in the production of a collaborative musical work.
5. Using standard music references and resources (reference works, periodicals, software, etc), write analytical, historical, critical, biographical, and research oriented projects on topics in music.

#### Requirements for the major (36 units minimum)

Courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete all of the following courses:

#### Music:

MUSC 001A, 001B, 001C, 001D, 002A, 002B, 002C, 002D, 004A, 004B, 004C, 004D, 007A, 007B, 010  
(MUSC 010 must be completed 4 times)

MUSC 009A

MUSC 009B or MUSC 009D

Students must complete two units from the following:  
MUSC 009C or MUSC 009E

Students must complete four additional units from the following courses:

#### Music:

MUSC 043, 044, 056, 057A, 057B, 057C, 057D, 057E, 057F, 057G, 059, 060, 061, 062, 063, 064, 065, 066, 074, 075, 082

## Natural Sciences

### Associate in Arts Degree

#### Responsible School: Science and Mathematics

This area of emphasis offers a broad and interdisciplinary foundation in the sciences necessary for continued training at the upper division (or advanced) level for many bachelor degree programs in the natural sciences including biology, chemistry, geology, mathematics, physics, and many others. It is a starting point for students who are preparing for careers in business, industry, medicine, health sciences, education, and government, where scientific and technical skills are in great demand.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Successfully apply the scientific method to solve problems and act as a responsible global citizen.
2. Synthesize the major paradigms in 3 of the 5 disciplines in the Natural Sciences Division.
3. Demonstrate adequate preparation for advanced study in one focal discipline within the Natural Sciences Division.

#### Requirements for the area of emphasis (18 units minimum)

Courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete 18 units with at least 3 units in three of the following six categories listed below:

*Biological Sciences:*

ANTH 001 and 001L  
ANAT 025 or PYSO 002A  
BIOL 001A, 001B, 001C, 002, 003, 004, 005AB, 010A, 010B, 010C, 011, 014, 016, 019, 025, 026, 028, 030, 035, 038, 039  
MICR 002  
NUTR 011  
PYSO 001 or PYSO 002B  
PSYC 002

*Chemistry:*

CHEM 001A, 001B, 002A, 002B, 008A, 008B, 022

*Environmental Studies:*

ENVS 001, 002, 003, 030, 040

*Geosciences:*

GEOG 001 & 001L, GEOL 001 & 001F, 002 & 002F, 003 & 003F, 004, 006, 008, 012 & 012F & 012L, 016, 022, 023, 024, 030, 030A-M, 040

*Mathematics and Statistics:*

MATH 003, 005A, 005B, 005C, 007A, 007B, 008, 009, 010, 022, 055, STAT 050

*Physics & Physical Sciences:*

ASTR 001, 012  
PHSC 003 & 003L  
PHYS 001A, 001B, 001C, 001D, 002A, 002B, 010 & 010L, 031A, 031B

## Russian

### Associate in Arts Degree

#### Responsible School: Humanities and Social Sciences

The Russian program offers a broad spectrum of courses, ranging from language instruction to studies of civilization, culture, literature, and the arts. Language courses focus on all four skills—reading and listening comprehension, writing, and speaking. Non-language courses provide training in critical thinking while exploring cultural and literary themes in a historical context. The purpose of this major is twofold: to develop proficiency in written and spoken communication as well as to foster an understanding and appreciation of cultural diversity. The skills acquired will prepare students to pursue careers in education, journalism, business, linguistics, art, music, and international relations.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Demonstrate language skills and cultural knowledge in Russian by submission of a portfolio of completed work.

#### Requirements for the major in Russian (18 units minimum)

Courses must be completed with a grade of C or better. Students must complete a minimum of eighteen (18) units selected from the courses listed below.

*Russian:*

RUSS 002, 003, 004, 011

## Social and Behavioral Sciences Associate in Arts Degree

#### Responsible School: Humanities and Social Sciences

The degree in social and behavioral sciences is concerned with providing a broad understanding of the social, cultural, and intellectual world in which we live. Social and behavioral science students have a diverse interest in human problems and seek a liberal education in a broad spectrum of understandings, insights, and appreciations. Multidisciplinary in nature, this area of emphasis seeks to provide an understanding of the interrelationships and varied methodologies of its many subject areas. The goal of this area of emphasis is to develop students' intellectual and emotional understanding, appreciation, insights, and flexibility in order for them to succeed in government services, commerce or industry, and teaching. Students who receive an associate degree in the Social and Behavioral Sciences typically continue their studies at a university to receive a bachelor's degree in such disciplines as Anthropology, Economics, Geography, History, Linguistics, Political Science, Psychology, or Sociology.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

## Requirements for the area of emphasis (18 units minimum)

Courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete 18 units with at least 3 units in three of the disciplines listed below.

### *Anthropology:*

ANTH 001 and 001L, 002, 003, 004, 005, 012, 030A-H, 031

### *Child Development:*

CHDV 010, 011

### *Economics:*

ECON 001A, 001B

### *Geography:*

GEOG 002, 003, 005

### *History:*

HIST 001A, 001B, 002A, 002B, 005A, 005B, 007A, 007B, 008, 009A, 009B, 012, 016, 018, 019, 024A-G, 025A-F, 025I, 027A, 027B, 029A, 029B, 030, 031, 038, 041, 050

### *Linguistics:*

LING/ENGL 010, LING/ENGL 011, LING/ENGL 012, LING 014, 016, 017

### *Political Science:*

POLS 001, 002, 006, 007, 021, 022

### *Psychology:*

PSYC 001, 002, 005, 021, 022, 023, 024, 025, 029, 031, 033, 041

### *Religious Studies:*

RELG 001, 002, 003

### *Sociology:*

SOC 001, 002, 014, 015, 016, 022, 024, 025, 029, 031, 041

## Spanish Associate in Arts Degree

### Responsible School: Humanities and Social Sciences

The Spanish program offers a broad spectrum of courses, ranging from language instruction to studies of civilization, culture, literature, and the arts. Language courses

focus on all four skills—reading and listening comprehension, writing, and speaking. Non-language courses provide training in critical thinking while exploring cultural and literary themes in a historical context. The purpose of this major is twofold: to develop proficiency in written and spoken communication as well as to foster an understanding and appreciation of cultural diversity and knowledge of the rich cultural and literary tradition of Spain and Latin America. The skills acquired will prepare students to pursue careers in education, journalism, business, linguistics, art, music, and international relations.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

### Program Outcomes:

1. Demonstrate language skills and cultural knowledge in Spanish by submission of a portfolio of completed work.

## Requirements for the major in Spanish (18 units minimum)

Courses must be completed with a grade of C or better. Students must complete a minimum of eighteen (18) units selected from the courses listed below.

### *Spanish:*

SPAN 002, 002A, 003, 004, 005, 006A, 006B, 012, 025, 031, 042A, 042B, 044A, 044B, 050

## Speech Communication Associate in Arts Degree

### Responsible School: Visual, Media and Performing Arts

A degree in Speech Communication from Pasadena City College prepares students for upper division (advanced level) coursework and several entry level positions within the field. This area of emphasis is primarily intended to prepare students to transfer and earn a bachelor's degree in Speech Communication or Communication Studies. Students develop verbal, nonverbal and interpersonal communication skills, apply critical thinking skills, and learn about human communication in multiple contexts. The Speech Communication major helps students to improve their relationship skills in both per-



sonal and professional life as well as prepares them for advancements in their careers.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. *When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific transfer institutions.*

#### Program Outcomes:

1. Articulate the role of communication in multiple contexts.
2. Demonstrate competencies for ethical communication.
3. Critically analyze various communication practices.
4. Demonstrate effective verbal, nonverbal and written communication in diverse forms and contexts.

#### Requirements for the major in Speech Communication (18 units minimum)

All courses must be completed with a grade of C or better. All courses must be numbered 001-099.

##### Required Courses:

Students must compete all of the following:

##### Speech:

SPCH 001, 006, 010

##### Additional Courses:

Students must complete at least 9 additional units from the following courses:

##### Speech:

SPCH 002, 003, 004, 005, 008, 009, 012

## ASSOCIATE IN SCIENCE DEGREE

### GENERAL INFORMATION

1. A minimum of 60 units and completion of a Certificate of Achievement (see pp. 138-217).
2. Only courses numbered 001-199 may be counted towards the general education requirements as indicated in Areas A-G.
3. Courses numbered 001-399 may be counted towards the 60 units.

4. All competency and general educational requirements must be completed.
5. A minimum grade point average of 2.00 both in courses numbered 001 to 399 completed at PCC and in comparable courses completed at other regionally accredited institutions.
6. At least 15 units of the required 60 units, in courses numbered 001-399, must be completed at PCC. No more than 6 units may be transferred from another college if earned after the student's last enrollment at PCC.
7. Courses may not be counted more than once to meet the general education requirements (Areas A-G). A course may be used to satisfy both the requirements of a major and of general education requirements, but the units shall count only once.

### COMPETENCY REQUIREMENTS

1. **Reading** – One course (with grade C or better) from the following: English 001A, 001AH, 001C, 014, 100, 130, any English course which fulfills Area C (Humanities), or by satisfactory score on equivalency exam.
2. **Written Expression** – One course (with grade C or better) from the following: English 001A, 001AH, or by satisfactory score on equivalency exam.
3. **Mathematics** – One course (with grade C or better) from the following: Business 014A, 014B, Computer Science 045, Math 131, 139, 141, 150, Statistics 015, 018, 050, or a math course which fulfills the general education requirement in Critical Thinking, or by satisfactory score on equivalency exam.
4. **Diversity** – Complete three (3) units in courses designated as either "Global Studies" or "Ethnic and Gender Studies" as listed in the following section. The courses which can satisfy the diversity requirement and are also general education are designated by the (†) symbol in the lists below.

### GENERAL EDUCATION REQUIREMENTS:

- A. **Natural Sciences (Lecture and lab must be in the same discipline) . . . . . 3 units**  
 Anatomy 025  
 Anthropology 001†, 001H\* and 001L  
 Astronomy 001

Biology 002, 003, 004, 010A, 010B, 011, 014, 016, 030, 038, 039  
 Chemistry 001A, 001B, 002A, 002B, 008A, 008B, 022  
 Environmental Studies 001, 003, 030, 040  
 Geography 001 and 001L  
 Geology 001, 001F, 002, 002F, 003, 003F, 004 and 040, 006, 012 and 012F or 012L, 021 and 021L, 022 and 040, 030A-M, 040  
 Microbiology 002  
 Physical Science 003 and 003L  
 Physics 001A, 001B, 001C, 001D, 002A, 002B, 010 and 010L, 031A, 031B  
 Physiology 001, 100

**B. Social and Behavioral Sciences . . . . . 3 units**

Anthropology 001†, 001H\*, 001L, 002†, 002H\*, 003, 004, 005, 006, 012†, 031†  
 Child Development 015  
 Communication 001  
 Economics 001A, 001B  
 English 012†  
 Environmental Studies 002  
 Geography 002†, 003†  
 Gerontology 001  
 History 001A†, 001B†, 002A†, 002B†, 005A†, 005B†, 007A, 007B, 008†, 009A†, 009B†, 012†, 016†, 018†, 019†, 024A†, 024B†, 024C†, 024D†, 024E†, 024F, 024G†, 025B†, 025D, 025F, 025I, 027A†, 027B†, 029A†, 029B†, 030†, 031†, 041†  
 Linguistics 012†, 014, 016, 017  
 Political Science 001, 002, 006, 007, 021, 022  
 Psychology 001, 001H, 021, 021H, 022, 023, 024, 025, 029†, 031†, 033, 041†, 120  
 Sociology 001, 002, 014†, 015, 016, 022, 024, 029†, 031†, 041†, 130  
 Speech 013

**C. Humanities . . . . . 3 units**

American Sign Language 001, 002, 010C, 010D  
 Arabic 001, 002  
 Architecture 024A, 024B  
 Armenian 001, 002  
 Art 001A, 001B, 002†, 003A†, 003B†, 004A†, 004B†, 004C†, 004D, 005, 007†, 008†, 009†, 104, 105, 106  
 Chinese 001, 002, 002A, 003, 004, 010†, 012†, 022  
 Dance 021A†, 021B†  
 English 001B, 001BH, 005A, 005B, 009, 010, 011, 012†, 024, 025A, 025C†, 025D, 025E, 025F, 025G, 025H, 025I†, 025J, 026, 030A, 030B, 030C, 034, 035, 036, 037, 044A†, 044B†, 044C†, 045A, 045B, 046A†, 046B†, 047†, 048†, 049A, 049B, 050†, 051†, 052†, 053, 054, 057, 059, 060, 061, 078A, 078B, 082A, 082B, 082C, 119

French 001, 002, 003, 004, 006, 010†, 012, 016, 050  
 German 001, 002, 003, 004, 005†, 010†, 012  
 Humanities 001, 002, 003, 004  
 Italian 001, 002, 003, 004, 010†, 012, 050†  
 Japanese 001, 002, 003, 004, 005†, 010†, 011, 012†  
 Latin 001, 002  
 Linguistics 010, 011, 012†  
 Music 007A, 007B, 021†, 022, 023†, 024A, 024B, 025†, 027†, 028  
 Philosophy 001, 001H, 003, 007, 008, 020A†, 020B†, 031†, 037  
 Photography 010, 025  
 Portuguese 001, 002, 003, 004  
 Religious Studies 001, 002†, 003†  
 Russian 001, 002, 003, 004, 011†  
 Spanish 001, 002, 002A, 003, 004, 005†, 006A†, 006B†, 012, 025†, 031†, 042A†, 042B†, 044A†, 044B†, 050  
 Theater Arts 001, 005A, 005B, 007A, 007B  
 Television and Radio 019

**D. Language and Rationality . . . . . 9 units. . (3 units each)**

1. **English Composition**..... 3 units  
 Business 011A  
 English 001A, 001AH, 001B, 001BH, 001C, 001CH
2. **Oral Communication** ..... 3 units  
 Speech 001, 002, 010, 121
3. **Critical Thinking**..... 3 units  
 \*\*Business 014A, 014B  
 Computer Information Systems 062  
 Computer Science 002, 006, 008, 045  
 English 001C, 001CH  
 \*\*Mathematics 003, 005A, 005B, 005C, 007A, 007B, 009, 010, 015, 022, 055, 055H, 131, 139, 141, 150  
 Philosophy 025, 030, 033  
 Physical Science 002  
 Speech 006, 012  
 \*\*Statistics 015, 018, and 050  
 \*\*These courses also meet the mathematics competency requirement

**E. American Institutions . . . . . 3-6 units**  
**May be satisfied by one of the following options:**

**OPTION I** (one History and one Political Science course - 6 units)  
 History 007A, 007B, 025B, 025D, 029A, 029B, 031, or 041..... 3 units  
 AND  
 Political Science 001 or 007 ..... 3 units

**OPTION II** (one course - 3 units)  
 American Institutions 125..... 3 units

**F. Health Education. . . . . 2 units**

Biology 003  
 College 001  
 Counseling 012  
 Dental Hygiene 109  
 Health Education 002A, 002E, 044  
 Nursing 050, 051, 052, 053, 125, 126, 127, 137, 138  
 Nutrition 011  
 Physiology 001, 100

**G. Physical Activity/Kinesiology . . . . . 2 units**

A maximum of 4 units of Physical Education/Kinesiology Activity or Dance (Dance 002, 021A, 021B, and 025 are excluded) may be counted toward the degree. Music 61 may be substituted for 1 unit of PE/Kinesiology Activity each semester. Exemption is granted if the student has a physical limitation and submits a physician's recommendation which is approved by PCC Health Services.

**MAJOR REQUIREMENTS:**

**Major..... 18 units**

Students must select a major from among the choices listed in the PCC Catalog listed under Career and Technical Education/Certificates of Achievement beginning on page 138. Completing multiple Certificates of Achievement in the same field of study does not result in multiple Associate in Science degrees being awarded.

**Diversity Requirements**

PCC Policy #4060 on Degrees, Certificates and Transfer Certifications states that a student who applies for either an AA or AS degree "must demonstrate competency in reading, writing, mathematics **and diversity.**" The Diversity Requirement **states that a student must complete** 3 units in courses designated as either "Global Studies" or "Ethnic and Gender Studies."

**GLOBAL STUDIES**

Pasadena City College and the community it serves have long been identified as closely tied to international, cultural and educational affairs. The College provides outstanding opportunities for students wishing to emphasize international education.

**1. Africa:**

Anthropology 001, 001H (Physical Anthropology)  
 Art 002 (History of African and African-American Art)  
 History 002A-B (History of World Civilizations To/From 1500)  
 History 024A (Special Topics in History-Africa)  
 History 027A (Traditional Africa)  
 History 027B (Modern Africa)

**2. Asia:**

Art 003A-B (History of Asian Art)  
 Chinese 008A-B (Introduction to Chinese Conversation - Mandarin)  
 Chinese 009A-C (Chinese Conversation - Mandarin)  
 Chinese 010 (Chinese Civilization)  
 Chinese 012 (Chinese Literature in Translation)  
 English 048 (Asian Literature)  
 History 002A-B (History of World Civilization To/From 1500)  
 History 018 (History of South Asia, Southeast Asia and the Pacific)  
 History 019 (History of China, Japan, and Korea)  
 History 024B (Special Topics in History - Asia)  
 History 024G (Special Topics in History-World)  
 Japanese 005 (Reading and Composition)  
 Japanese 008A-B (Introduction to Japanese Conversation)  
 Japanese 009A-C (Japanese Conversation)  
 Japanese 010 (Japanese Civilization)  
 Japanese 011 (Inside Japan)  
 Japanese 012 (Japanese Literature in Translation)  
 Music 027 (Asian Music)  
 Music 038C (Chinese Music Ensemble)  
 Religious Studies 002 (Comparative Religions: Far East)

**3. Europe:**

Art 004B (History of European Medieval Art)  
 Art 004C (History of European Renaissance and Baroque Art)  
 Anthropology 030E (Anthropological Field Studies - England)  
 Anthropology 030F (Anthropological Field Studies - Italy)  
 English 044A-C (Masterpieces of Literature)  
 English 046A-B (English Literature)

French 005A-B (Survey of French Literature)  
 French 009A-B (French Conversation)  
 French 010 (French Civilization)  
 German 005 (Introduction to German Literature)  
 German 008 A-C (Introduction to German Conversation)  
 German 010 (German Civilization)  
 History 001A-B (History of European Civilization To/From 1715)  
 History 002A-B (History of World Civilizations To/From 1500)  
 History 005A-B (History of Great Britain To/From 1714)  
 History 024C (Special Topics in History – Europe)  
 History 024G (Special Topics in History – World)  
 Italian 008A-B (Introduction to Italian Conversation)  
 Italian 010 (Italian Civilization)  
 Italian 050 (Italian Film as Dramatic Literature)  
 Music 021 (Music Appreciation)  
 Philosophy 020A (History of Ancient Philosophy)  
 Philosophy 020B (History of Modern Philosophy)  
 Religious Studies 003 (Comparative Religions: Near East)  
 Russian 011 (Russian Civilization)  
 Spanish 005 (Introduction to Spanish Literature)  
 Spanish 006A (Introduction to Spanish-American Literature)  
 Spanish 006B (Introduction to Spanish-American Literature)  
 Spanish 009A-C (Spanish Conversation)  
 Spanish 025 (Spanish Composition)  
 Spanish 042 A-B (Civilization of Spain and Portugal)

#### 4. Latin America:

Art 007 (Pre-Columbian Art)  
 Art 008 (History of Mexican and Chicano Art)  
 Dance 004H (World Ethnic Dance: Spain/Portugal)  
 History 008 (History of California)  
 History 009A (Latin America: Pre-Columbian to 1825)  
 History 009B (Latin America: 1825 to the Present)  
 History 024D (Special Topics in History – Latin America)  
 History 024G (Special Topics in History – World)  
 History 030 (History of Mexico)  
 Spanish 044 A-B (Civilization of Latin America)

#### 5. Middle East:

Art 004A (History of Ancient Art in the West)  
 Art 009 (History of Islamic Art)  
 History 016 (History of the Middle East)

History 024E (Special Topics in History – Middle East)  
 Religious Studies 003 (Comparative Religions: Near East)

### ETHNIC AND GENDER STUDIES

Pasadena City College promotes cross cultural understanding and an appreciation of diversity in all its forms. The courses listed below have been identified as providing that understanding and appreciation. Students wishing to study American Indian, Asian American, Chicano and African American cultures are referred to the following general education courses:

*(Courses preceded with an asterisk (\*) are college courses approved by the California State Department of Education for school staff preparation in the history, culture and current problems of racial and ethnic minorities in accordance with Article 3.3, Education Code Section 13344.1.)*

#### 1. African American Studies:

\*Art 002 (History of African and African-American Art)  
 \*English 050 (Afro-American Literature)  
 History 029A (African American History to 1865)  
 History 029B (African American History from 1865)  
 \*Music 025 (Afro-American Music)  
 \*Psychology 029 (Psychology of the Afro-American)  
 \*Sociology 029 (Sociology of the African-American)

#### 2. Asian American Studies:

English 052 (Asian American Literature)  
 \*History 041 (History of Asian Pacific Americans)  
 \*Psychology 041 (Psychology of the Asian American)  
 \*Sociology 041 (Sociology of the Asian American)

#### 3. Chicano/Latina/o Studies:

\*Anthropology 031 (Mexican and Chicano Culture)  
 \*Art 008 (History of Mexican and Chicano Art)  
 \*English 047 (Mexican and Chicano Literature)  
 History 008 (History of California)  
 \*History 031 (History of Mexican Americans in the United States)  
 \*Philosophy 031 (Contemporary Chicano Philosophy)  
 \*Psychology 031 (Studies in Chicano Behavior)  
 \*Sociology 031 (Chicano Sociology)  
 \*Spanish 031 (Language of the Barrio)

#### 4. Cross Cultural Studies:

Anthropology 002, 002H (Cultural Anthropology)  
 Child Development 024E (Special Topics – Multicultural Issues)

Dance 021A-B (Dance History: Cultural and Social Heritage)  
 English 012/Linguistics 012 (Intercultural Communications)  
 English 025I (Post-Colonial Literatures)  
 Geography 002 (Cultural Geography)  
 Geography 003 (World Regional Geography)  
 Linguistics 012 (Intercultural Communication)  
 Music 023 (Music Cultures of the World)  
 Sociology 014 (Introduction to Ethnic Studies)

**5. Gender Studies:**

English 025C (Images of Women in Literature)  
 History 025B (Women in American Society)

**6. Health Sciences Diversity Courses:**

Anesthesia Technician 118 (Anesthesia Technician Clinical Seminar)  
 Dental Assisting 110 (Introduction to Dental Essentials)  
 Dental Assisting 111 (Applied Human Behavior)  
 Dental Assisting 123A (Chairside Techniques)  
 Dental Hygiene 104B (Clinical Dental Hygiene Theory and Practice)  
 Dental Hygiene 104C (Clinical Dental Hygiene Theory and Practice)  
 Dental Hygiene 109 (Dental Health Education and Communication)  
 Dental Hygiene 119A (Community Dental Health)  
 Dental Hygiene 121 (Clinical Practice in Alternative Settings)  
 Gerontology 001 (Introduction to Gerontology)  
 Gerontology 022 (Directed Studies in Gerontology)  
 Medical Assisting 111A (Medical Office Procedures I)  
 Nursing 050 (Foundational Nursing Care)  
 Nursing 051 (Beginning Nursing)  
 Nursing 052 (Intermediate Nursing Care)  
 Nursing 053 (Advanced Medical-Surgical Nursing)  
 Nursing 125 (Fundamental of Vocational Nursing – Theory)  
 Nursing 126 (Intermediate Vocational Nursing – Theory)  
 Radiologic Technology 113A/B (Clinical Learning Experience)

**7. Native American Studies:**

Anthropology 012 (American Indian Cultures)  
 \*English 051 (Native American Mythology and Literature)  
 \*History 012 (The North American Indian)

**COURSE IDENTIFICATION NUMBERING SYSTEM (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 indicates that the course is comparable in content and scope to courses offered at other California community colleges or participating universities (primarily CSU campuses), regardless of the course title or local course number. If a schedule of classes or catalog lists a course that includes a C-ID number, students can be assured that it will be accepted as an equivalent to a course identified with the same C-ID number at another community college. In other words, the C-ID number can be used to identify comparable courses at different community colleges.

The C-ID numbering system is useful for students attending more than one community college and can be used to avoid repeating a class that has been successfully passed at another community college. Students should always go to [www.assist.org](http://www.assist.org) to confirm how each college’s course will be accepted at a particular four-year college or university for transfer credit. 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 designated courses fit into their educational plans for transfer.

C-ID Number	PCC Course
ACCT 110	ACCT 001A
ACCT 120	ACCT 001B
AJ 110	AJ 010
AJ 120	AJ 012
AJ 122	AJ 016
AJ 124	AJ 014
AJ 140	AJ 019
AJ 160	AJ 018
ARTH 100	ART 005
ARTH 120	ART 001B
ARTH 150	ART 004D
ARTS 100	ART 031A
ARTS 101	ART 032A
ARTS 110	ART 011A
ARTS 205	ART 011B
ARTS 250	ART 056
ARTS 270	ART 031B
ARTS 280	ART 034A



C-ID Number	PCC Course	C-ID Number	PCC Course	C-ID Number	PCC Course
BIOL 110B	ANAT 025	ENGL 135	ENGL 030B	MUS 180	MUSC 065
BIOL 130S	BIOL 010A with BIOL 010B	ENGL 135	ENGL 030C	MUS 180	MUSC 066
BIOL 190	BIOL 010A	ENGL 140	ENGL 044A	MUS 180	MUSC 074
BUS 115	BUS 011A	ENGL 145	ENGL 044B	MUS 180	MUSC 075
BUS 125	BUS 012A	ENGL 145	ENGL 044C	NUTR 110	NUTR 011
BUS 140	BIT 025	GEOG 110	GEOG 001	PHYS 105	PHYS 002A
CDEV 100	PSYC 021	GEOG 111	GEOG 001L	PHYS 140	PHSC 003 with PHSC 003L
CDEV 100	PSYC 021H	GEOG 125	GEOG 003	PHYS 200S	PHYS 001A with 001B, 001C & 001D
CDEV 110	CHDV 015	GEOG 130	GEOL 024	PHYS 205	PHYS 001A
CHEM 101	CHEM 002A	GEOG 155	GEOG 011	PHYS 210	PHYS 001C
CHEM 102	CHEM 002B	GEOG 160	GEOG 030	POLS 110	POLS 001
CHEM 110	CHEM 001A	GEOL 100	GEOL 001	POLS 120	POLS 022
CHEM 120S	CHEM 001A with CHEM 001B	GEOL 121	GEOL 003	POLS 130	POLS 002
CHEM 140	PHSC 003 with PHSC 003L	GEOL 200	GEOL 004	POLS 150	POLS 007
CHEM 150	CHEM 008A	GEOL 280	GEOL 006	PSY 110	PSYC 001
CHEM 160S	CHEM 008A with CHEM 008B	HIST 130	HIST 007A	PSY 115	PSYC 033
COMM 110	SPCH 001H	HIST 140	HIST 007B	PSY 130	PSYC 025
COMM 120	SPCH 006	HIST 160	HIST 002B	PSY 150	PSYC 002
COMM 120	SPCH 012	HIST 170	HIST 001A	PSY 170	PSYC 023
COMM 130	SPCH 010	HIST 180	HIST 001B	PSY 180	PSYC 024
COMM 140	SPCH 009	JOUR 100	COMM 001	PSY 205B	PSYC 005
COMM 150	ENGL 012	JOUR 130	JOUR 007A	SOCI 110	SOC 001
COMM 150	LING 012	JOUR 131	JOUR 007B	SOCI 115	SOC 002
COMM 160B	SPCH 005A	JOUR 150	JOUR 009	SOCI 125	STAT 018
COMM 160B	SPCH 005, SPCH 005A, SPCH 005B	JOUR 160	JOUR 023	SOCI 125	STAT 050
COMM 170	SPCH 004	JOUR 210	JOUR 004A	SOCI 130	SOC 024
COMM 180	SPCH 013	KIN 100	KINT 003	SOCI 150	SOC 014
COMP 122	CS 002	KIN 101	KINT 005	SOCI 130	SOC 024
ECE 120	CHDV 010	MATH 211	MATH 005A	SOCI 125	STAT 018
ECE 130	CHDV 020	MATH 230	MATH 005C	SOCI 125	STAT 050
ECE 200	CHDV 014	MATH 240	MATH 055	SOCI 130	SOC 024
ECE 220	CHDV 016	MATH 250	MATH 010	SOCI 125	STAT 018
ECE 230	CHDV 017	MUS 100	MUSC 021	SOCI 125	STAT 050
ECON 202	ECON 001A	MUS 120	MUSC 001A	SPAN 100	SPAN 001
ECON 201	ECON 001B	MUS 125	MUSC 002A	SPAN 110	SPAN 002
ENGL 100	ENGL 001A	MUS 130	MUSC 001B	SPAN 200	SPAN 003
ENGL 100	ENGL 001AH	MUS 135	MUSC 002B	SPAN 210	SPAN 004
ENGL 105	ENGL 001C	MUS 140	MUSC 001C	THTR 111	THRT 001
ENGL 105	ENGL 001CH	MUS 145	MUSC 002C	THTR 114	THRT 009
ENGL 120	ENGL 001B	MUS 150	MUSC 001D	THTR 151	THRT 002A
ENGL 120	ENGL 001BH	MUS 155	MUSC 002D	THTR 152	THRT 002B
ENGL 130	ENGL 030A	MUS 160	MUSC 009A-E	THTR 171	THRT 012A
		MUS 180	MUSC 056	THTR 173	THRT 041
		MUS 180	MUSC 057A-G	THTR 174	THRT 015
		MUS 180	MUSC 060	THTR 175	THRT 010A
		MUS 180	MUSC 061	THTR 191	THRT 028
		MUS 180	MUSC 062	THTR 191	THRT 029
		MUS 180	MUSC 064	THTR 192	THRT 030



## ASSOCIATE DEGREES FOR TRANSFER TO CSU (AD-T)

California Community Colleges are now offering Associate Degrees for Transfer (AD-T) to the CSU system. These may include the 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. The AD-T degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To view the most current list of Pasadena City College Associate Degrees for Transfer (AD-T), please go to <http://www.pasadena.edu/academicprograms/transfer-degree.cfm>. To find out which CSU campuses offer a major or similar major related to each AA-T or AS-T, go to [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com).

### The degree requires completion of:

- A minimum of 60 CSU-transferable units (courses numbered 001-099)
- A minimum grade point average (GPA) of 2.0 must be obtained in all CSU-transferable coursework completed at PCC and in comparable courses at other regionally accredited institutions. While a minimum 2.0 is required for admission, some majors may require a higher GPA.
- Completion of a minimum of 18 semester units (or 27 quarter units) in a major or area of emphasis. All courses in the major must be completed with a grade of C or better.

- At least 15 units of the required 60 units, must be completed at PCC. No more than 6 units may be transferred from another college if earned after the student's last enrollment at PCC.
- Certified completion of the CSU General Education-Breadth, see page 125 or the Intersegmental General Education Transfer Curriculum (IGETC-CSU), see page 123.

### The AA-T and AS-T degrees are awarded in the following disciplines:

- Administration of Justice (AS-T)
- Art History (AA-T)
- Business Administration (AS-T)
- Communication Studies (AA-T)
- Early Childhood Education (AS-T)
- English (AA-T)
- Geology (AS-T)
- History (AA-T)
- Journalism (AA-T)
- Kinesiology (AA-T)
- Mathematics (AS-T)
- Music (AA-T)
- Physics (AS-T)
- Political Science (AA-T)
- Psychology (AA-T)
- Sociology (AA-T)
- Spanish (AA-T)
- Studio Arts (AA-T)
- Theater Arts (AA-T)

### Administration of Justice (AS-T)

The Associate in Science in Administration of Justice for Transfer (AS-T) prepares students for entry-level positions as police officers, police reserve officers, police assistants, and community service officers in police and sheriff's departments and for positions in private security as well as preparation for careers in probation, parole, and federal law enforcement agencies.

Emphasis is on critical thinking, oral communication skills, and writing skills essential to today's law enforcement employees. Students are kept informed of changes in law enforcement such as community policing, laws of arrest, search and seizure, and updates to the state penal code. Role playing and Moot court presentation are included to enhance oral communication skills and preparation of written reports. Training is also provided in the area of crime analysis and use of computer technology in law enforcement. All courses in the major must be completed with a grade of "C" or better.

## Associate in Science in Administration of Justice for Transfer Degree

### REQUIRED TWO COURSES (6 UNITS)

- AJ 010 – Introduction to the Administration of Justice (3)
- AJ 012 – Concepts of Criminal Law (3)

### LIST A: SELECT 2 COURSES FROM BELOW (6 UNITS)

- AJ 014 – Legal Aspects of Evidence (3)
- AJ 019 – Principles of Investigation (3)
- AJ 018 – Community Relations (3)

### LIST B: SELECT 2 COURSES FROM BELOW (MINIMUM 6 UNITS)

- SOC 001 – Introduction to Sociology (3)
- STAT 018 – Statistics for Behavioral or Social Sciences (4)

OR

- STAT 050 – Elementary Statistics (4)
- PSYC 001 – Introductory Psychology (3)
- POLS 001 – Introduction to American Government (3)

OR

- SOC 002 – Contemporary Social Problems (3)

REQUIRED SUBTOTAL.....	18-19
CSU General Education or IGETC Pattern.....	39-41
CSU transferrable units to meet 60 unit maximum for degree.....	1-3

**DEGREE TOTAL .....60**

### Student Learning Outcomes:

1. Identify the education stages to successfully enter a law enforcement academy consisting of academics, physical training, firearms and Code of Ethics requirements for the law enforcement officer as a professional.
2. Demonstrate fundamental knowledge of the law enforcement profession consisting of the role of the police, courts and corrections.
3. Explain an understanding of the role of the community in a partnership with law enforcement including, but not limited to interpersonal skills of effective written and oral communications plus critical thinking required of a law enforcement officer.
4. Outline and discuss the moral/legal aspects of the use of firearms, impact weapons, chemical agents, Laws of Evidence, the preparation of search warrants and the collection of physical evidence at a crime scene.

## Art History (AA-T)

The Associate in Arts Degree in Art History for Transfer at Pasadena City College promotes an understanding of art across cultures and geographic boundaries. Students are taught to apply fundamental art and art historical terminology, and an appreciation of process, to analyze works, in order to articulate the historical, social, and aesthetic functions of art.

The Associate in Arts Degree in Art History for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

### Associate in Arts in Art History for Transfer Degree

#### REQUIRED CORE: 9 UNITS

- ART 001A – History of Western Art (3)
- ART 001B – History of Western Art (3)
- ART 011A – Foundation Drawing (3)

#### LIST A: SELECT ONE COURSE (3 UNITS)

- ART 003A – History of Asian Art (3)
- ART 002 – History of African and African-American Art (3)
- ART 003B – History of Asian Art (3)
- ART 007 – Pre-Columbian Art (3)
- ART 008 – History of Mexican and Chicano Art (3)
- ART 009 – History of Islamic Art (3)

#### LIST B: SELECT ONE COURSE (3 UNITS)

- ART 031A – Color and Composition-Two-Dimensional Design (3)
- ART 032A – Design-Three Dimensional (3)
- ART 012A – Life Drawing-Beginning (3)
- ART 040 – Introduction to Digital Tools (3)
- ART 038A – Ceramics (3)
- PHOT 021 – Elementary Photography (3)
- ART 025 – Sculpture (3)
- ART 016 – Perspective (3)
- ART 020A – Painting (3)
- ART 023A – Printmaking-Intaglio and Relief (3)
- ART 023B – Printmaking-Lithography (3)
- ART 023C – Printmaking-Monotype (3)
- ART 026 – Sculpture (3)
- ART 034A – Crafts-Materials and Processes (3)
- ART 038B – Ceramics (3)
- ART 039A – Handbuilt Ceramics (3)

- ART 050A – Introduction to Advertising/  
Graphic Design (3)
- ART 051A – Lettering Fundamentals (3)

**LIST C: SELECT ONE COURSE (3 UNITS)**

- ART 004A – History of Ancient Art in the West (3)
- ART 004B – History of European Medieval Art (3)
- ART 004C – History of European Renaissance  
and Baroque Art (3)
- ART 004D – History of Modern Art in Europe  
and America (3)
- ART 005 – Art Fundamentals (3)
- HIST 002A – History of World Civilizations to 1500 (3)
- HIST 001A – History of European Civilizations (3)
- HIST 002B – History of World Civilizations  
from 1500 (3)
- HIST 001B – History of European Civilization  
from 1715 (3)

REQUIRED SUBTOTAL ..... 18  
 CSU General Education or IGETC Pattern..... 39-41  
 Transferable Electives (as needed to reach  
 60 transferable units)

**DEGREE TOTAL ..... 60**

**Student Learning Outcomes:**

1. Express an understanding of the contribution of art to humanity.
2. Communicate an understanding of the artistic contributions of diverse peoples.
3. Utilize critical thinking to discuss works of art in an historical context.
4. Demonstrate how works of art communicate visual meaning.

**Business Administration (AS-T)**

This program provides an opportunity for students to earn an Associate in Science in Business Administration for Transfer while preparing to transfer as an upper division student to a four-year college or university. For those students considering a career in business, a baccalaureate degree is necessary. However, the attainment of an Associate in Science in Business Administration for Transfer will demonstrate commitment to the field and the student’s ability to complete an educational goal. An Associate in Science in Business Administration for Transfer is awarded for satisfactory performance in major courses, as well as completion of general education and graduation requirements

In doing so, students will acquire the knowledge and skills necessary to transfer to an upper-division Business program at a California State University. Given the uniqueness of each CSU campus, completion of the Asso-

ciate in Science in Business Administration for Transfer will also prepare students for the various options under business administration such as; Business Law, Management, Accounting, Finance, and Marketing to name a few.

The Associate in Science in Business Administration for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units. The degree requirements include the 27-29 major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill additional PCC graduation requirements)

**Associate in Science in Business Administration Degree**

**REQUIRED COURSES (17 UNITS)**

- ACCT 001A – Financial Accounting (4)
- ACCT 001B – Managerial Accounting (4)
- ECON 001A – Principles of Economics (3)
- ECON 001B – Principles of Economics (3)
- BUS 012A – Business Law (3)

**LIST A: SELECT ONE COURSE FROM BELOW (4 UNITS)**

- BUS 014B – Mathematical Analysis for Business –  
Calculus (4)
- STAT 015 – Statistics for Business and Economics (4)
- STAT 050 – Elementary Statistics (4)

**LIST B: SELECT 2 COURSES FROM BELOW OR ANY COURSE FROM LIST A NOT ALREADY USED (5-8 UNITS)**

- BIT 025 – Survey of Computer Technology in  
Business (3)
- CIS 001 – Introduction to Computers (3)
- CIS 010 – Introduction to Information Systems (3)
- BUS 009 – Introduction to Business (3)
- BUS 011A – Business Communications (3)

REQUIRED SUBTOTAL ..... 27-29  
 CSU General Education or IGETC Pattern..... 39-41  
 CSU transferable units to meet 60 unit maximum  
 for degree..... 1-3

**DEGREE TOTAL ..... 60**

**Student Learning Outcomes:**

1. Demonstrate a productive working knowledge of the basic functions of a business enterprise,

including: accounting, entrepreneurship, economics, business law, finance, human resource management, ethics and marketing.

2. Demonstrate an understanding of the communication process in a business and professional setting, including: written, oral, non-verbal, electronic, and active listening.

### Communication Studies (AA-T)

This area of emphasis is intended to align with preparation for transfer into the CSU system in such majors as Art, Communication, English, Journalism, Television and Radio, Theatre Arts, and other similar fields of study. Communicating well and understanding the communication process are essential to professional success in many fields. People communicate to influence, to persuade, and to express. Learning to communicate effectively is one important reason for the study of Communication Arts. Studying the communication process helps one understand how the human mind works. Analyzing the messages in advertisements, television programs, and political speeches helps one to understand our society. Studying communication in everyday relationships, groups, and organizations shows us how these systems are created and maintained. Areas of study include face to face interaction, group process, organizational communication, rhetoric, advocacy, intercultural communication, political communication, and performance studies. Communication Arts students can expect to develop skills essential for leadership and career development, and for understanding and interpreting events.

The Associate in Arts in Communication Studies for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

#### Associate in Arts in Communication Studies for Transfer Degree

##### REQUIRED CORE: 3 UNITS

SPCH 001 – Fundamentals of Speech (3)

##### LIST A: SELECT ANY 2 COURSES (6 UNITS)

SPCH 009 – Communication and Group Leadership (3)

SPCH 010 – Interpersonal Communication (3)

SPCH 012 – Argumentation and Critical Thinking (3)

OR

SPCH 006 – Argumentation and Debate (3)

##### LIST B: SELECT ANY 2 COURSES FROM BELOW OR FROM ANY LIST A COURSE NOT USED ABOVE (6 UNITS)

SPCH 003 – Voice and Diction (3)

SPCH 004 – Oral Interpretation (3)

SPCH 005 – Forensics-Speech and Debate Team (3)

SPCH 008 – Readers' Theatre (3)

COMM 001 – Survey of Mass Communication (3)

ENGL 012 – Intercultural Communication (3)

OR

LING 012 – Intercultural Communication (3)

##### LIST C: SELECT ANY 1 COURSE FROM BELOW OR FROM ANY LIST A OR B COURSE NOT USED ABOVE (3 UNITS)

ANTH 002 – Cultural Anthropology (3)

SOC 001 – Introductory Sociology (3)

PSYC 001 – Introduction to Psychology (3)

ENGL 001B – Reading and Composition (4)

ENGL 001C – Intermediate Composition-Critical Thinking and Argument (4)

JOUR 004A – Reporting and Newswriting (3)

REQUIRED SUBTOTAL..... 18  
 CSU General Education or IGETC Pattern..... 39-41  
 Transferable Electives (as needed to reach 60 transferable units)

**DEGREE TOTAL ..... 60**

##### Student Learning Outcomes:

1. Articulate the role of communication in multiple contexts.
2. Demonstrate competencies for ethical communication.
3. Critically analyze various communication practices.
4. Demonstrate effective verbal, nonverbal and written communication in diverse forms and contexts.

### Early Childhood Education (AS-T)

Child Development is the study of the physical, socio-emotional and cognitive growth and development of the child from conception through age eight. Students completing the Child Development program pursue a wide variety of careers including infant/toddler care, preschool teaching (including Head Start), elementary and secondary education, early childhood special



education, program administration, school counseling, child psychology, child advocacy, social work, and community services. Completion of the Associate in Science in Early Childhood Education for Transfer (AS-T) ensures transfer students will complete the lower division general education requirements as well as the lower division major requirements for a bachelor's degree in Child Development prior to transferring to a CSU. The Child Development Program at Pasadena City College also offers Child Development Certificates for Child Development Permits from the California Commission on Teacher Credentialing. Please visit the following link <http://www.pasadena.edu/divisions/social-sciences/chdv/> for more information.

The Associate in Arts in Child Development for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements)

**Associate in Science in Early Childhood Education for Transfer Degree**

**TOTAL UNITS FOR THE MAJOR: 25 UNITS**

- PSYC 021– Developmental Psychology: The Child (3)
- CHDV 015– Principles of Home, School, and Community (3)
- CHDV 010– Principles and Practices of Teaching Young Children (3)
- CHDV 020– Introduction to Curriculum Planning (3)
- CHDV 014 – Observation and Assessment of Young Children (3)
- CHDV 013A – Practicum in Child Development (4)
- CHDV 016 – Health and Safety, and Nutrition (3)
- CHDV 017 – Teaching Children in a Diverse Society (3)

REQUIRED SUBTOTAL..... 25

**DEGREE TOTAL ..... 60**

**Student Learning Outcomes:**

1. Interpret theoretical teaching practices as defined within the field of child development and education, the history, diversity, philosophies and ethical standards.

2. Identify the underlying theoretical perspective in forming a teaching and professional philosophy.
3. Integrate understanding of children’s development to maintain healthy, safe, respectful, supportive, and challenging learning environments.
4. Evaluate the effectiveness of classroom teaching strategies to improve teaching practices for all children, including the application of a variety of effective approaches, strategies, and techniques supporting positive relationships.

**English (AA-T)**

The Associate in Arts in English for Transfer Degree introduces students to a wide range of literary expression while grounding them in the core skills of writing, literary analysis, and critical thinking necessary for success as English majors at a transfer university.

English majors enroll in core classes in the methods of literary study and then take survey courses which expose them to a range of types and styles of literature. Students complete the program by choosing among English courses on genres, ethnic literature, special topics in literature, film, and creative writing. Aside from being well prepared to continue their studies, students who complete the Associate in Arts in English for Transfer Degree at PCC will be informed and skilled in ways which will help them negotiate their place in a changing world.

The Associate in Arts in English for Transfer Degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

**Associate in Arts in English for Transfer Degree**

**REQUIRED CORE: 8 UNITS**

- ENGL 001B – Reading and Composition (4)
- ENGL 001C – Intermediate Composition-Critical Thinking and Argument (4)

**LIST A: SELECT ANY TWO COURSES (6 UNITS)**

- ENGL 030A – American Literature (3)
- ENGL 030B – American Literature (3)
- ENGL 030C – American Literature (3)
- ENGL 046A – English Literature (3)

- ENGL 046B – English Literature (3)
- ENGL 044A – World Literature: Antiquity to 1500 (3)
- ENGL 044B – World Literature: 1500 to 1800 A.D. (3)
- ENGL 044C – World Literature: 1800 to Mid-20th Century (3)
- ENGL 053 – Interpreting Poetry (3)
- ENGL 060 – Masterpieces of Drama (3)
- ENGL 061 – Introduction to the Novel (3)

**LIST B: SELECT ONE COURSE FROM BELOW (3 UNITS)**

- ENGL 005A – Creative Writing (3)
- ENGL 006 – Short Story Writing (3)
- ENGL 008 – Writing Poetry (3)
- ENGL 009 – Creative Nonfiction (3)
- ENGL 047 – Mexican and Chicano Literature (3)
- ENGL 050 – Afro-American Literature (3)
- ENGL 052 – Asian-American Literature (3)
- ENGL 078A – Introduction to Shakespeare (3)
- ENGL 078B – Introduction to Shakespeare (3)

**LIST C: SELECT ONE COURSE FROM BELOW (3 UNITS)**

- ENGL 005B – Creative Writing (3)
- ENGL 007 – Inscape Magazine Publication (3)
- ENGL 024 – A Literature in Translation (3)
- ENGL 025A – Interpreting Modern Literature (3)
- ENGL 025C – Women in Literature (3)
- ENGL 025D – Science Fiction and Fantasy (3)
- ENGL 025E – Literature of Horror Gothic Novel (3)
- ENGL 025F – Comedy and Literature (3)
- ENGL 025G – Mystery and Crime Fiction (3)
- ENGL 025H – American Journeys (3)
- ENGL 025I – Post-Colonial Literatures (3)
- ENGL 025J – Utopian Dystopian Literature (3)
- ENGL 026 – Introduction to Literature Theory and Criticism (3)
- ENGL 034 – Major Novelist (3)
- ENGL 035 – Major Dramatist (3)
- ENGL 036 – Major Poet (3)
- ENGL 037 – Major Critic (3)
- ENGL 045A – Literature of The Bible (3)
- ENGL 045B – Literature of The Bible (3)
- ENGL 048 – Asian Literature (3)
- ENGL 049A – Film as Dramatic Literature (3)
- ENGL 049B – Film as Dramatic Literature (3)
- ENGL 051 – Native American Mythology and Literature (3)
- ENGL 054 – California Literature (3)
- ENGL 057 – Modern Drama (3)
- ENGL 059 – Children’s Literature (3)
- ENGL 082A – Introduction to Mythology (3)
- ENGL 082B – Introduction to Mythology (3)
- ENGL 082C – Introduction to Mythology (3)

REQUIRED SUBTOTAL..... 20  
 CSU General Education or IGETC Pattern ..... 39-41  
 Transferable Electives (as needed to reach 60 transferable units)

**DEGREE TOTAL ..... 60**

**Student Learning Outcomes:**

1. Demonstrate sensitivity to and an analytical grasp of the nuances of literary language.
2. Demonstrate critical thinking skills, specifically in relation to poetry, drama, fiction, or other types of literature.
3. Demonstrate an understanding of the ways that literature helps to illuminate the human condition.
4. Demonstrate reading skills relevant to literary study.
5. Demonstrate writing skills relevant to literary study.

**Geology (AS-T)**

The Associate in Science Degree in Geology for Transfer provides a foundation in the physical sciences necessary for continued training at the upper division level for geology majors. It is a starting point for students who are preparing for careers in education, geoscience research, and government, where scientific and technical skills are in great demand.

All courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete a minimum of 28 units, as set forth below. Additional CSU transferable units may be used to reach the 60 unit maximum for the degree if necessary.

The Associate in Science Degree in Geology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill additional PCC graduation requirements.)

**Associate in Science Degree in Geology for Transfer**

**REQUIRED CORE (28 UNITS)**

- GEOL 001 – Physical Geology (4)
- GEOL 002 – Historical Geology (4)
- CHEM 001A – General Chemistry and Chemical Analysis (5)
- CHEM 001B – General Chemistry and Chemical Analysis (5)

MATH 005A – Calculus (5)  
MATH 005B – Calculus (5)

REQUIRED SUBTOTAL..... 28  
CSU General Education or IGETC Pattern..... 39-41  
CSU transferable units to meet 60  
maximum units for degree ..... 1-3

**DEGREE TOTAL ..... 60**

**Student Learning Outcomes:**

1. Demonstrate an understanding of the physical structure and morphology of the earth and operation of earth systems through the plate tectonic paradigm.
2. Articulate the general physical and biological history of the Earth through time.
3. Identify and classify earth materials, and demonstrate an understanding of their chemical makeup.

**History (AA-T)**

Knowledge of the past is a prerequisite for understanding the present and preparing for the future. The Associate in Arts in History for Transfer Degree offers an array of courses designed to enable students to comprehend how they, their nation, and the contemporary world have been shaped by historical events and forces. It is only by studying the history of other civilizations and cultures that we hope to gain perspective on our own. In addition to producing teachers and historical researchers, the AA-T in History helps prepare students for other careers. Majoring in history is excellent preparation for students interested in a teaching career, the legal profession, or advanced work in the discipline. Students wishing to become business executives, administrators, and public servants profit immensely by gaining the methodological skills of the historian. Historians learn to gather, synthesize, analyze, and interpret evidence; they become skilled in presenting their conclusions to a general audience in a lucid and logical manner. History is an excellent foundation for a broadly based education in the liberal arts.

The Associate in Arts in History for Transfer Degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

**Associate in Arts in History for Transfer Degree**

**REQUIRED CORE: 6 UNITS**

- HIST 007A – United States History to 1876 (3)
- HIST 007B – United States History from 1876 (3)

**LIST A: SELECT TWO COURSES (6 UNITS)**

- HIST 002A – History of World Civilizations to 1500 (3)
- HIST 001A – History of European Civilization to 1715 (3)
- HIST 002B – History of World Civilizations from 1500 (3)
- HIST 001B – History of European Civilization from 1715 (3)

**LIST B: SELECT ONE COURSE FROM EACH GROUP (6 UNITS)**

**GROUP 1**

- HIST 002A – History of World Civilizations to 1500 (3)
- HIST 002B – History of World Civilizations from 1500 (3)
- HIST 027A – Traditional Africa (3)
- HIST 009A – Latin America: Pre-Columbian to 1825 (3)
- HIST 009B – Latin America: 1825 to Present (3)
- HIST 016 – History of the Middle East (3)
- HIST 018 – History of South Asia, Southeast Asia, and The Pacific (3)
- HIST 019 – History of China, Japan, and Korea (3)
- HIST 027B – Modern Africa (3)
- HIST 030 – History of Mexico (3)
- HIST 012 – The North American Indian (3)
- HIST 025B – Women in American Society (3)
- HIST 029A – African American History to 1865 (3)
- HIST 029B – African American History from 1865 (3)
- HIST 031 – History of Mexican Americans in the United States (3)
- HIST 041 – History of Asian Pacific Americans (3)

**GROUP 2**

- HIST 001A – History of European Civilization to 1715 (3)
- HIST 001B – History of European Civilization from 1715 (3)
- HIST 002A – History of World Civilizations to 1500 (3)
- HIST 002B – History of World Civilizations from 1500 (3)
- HIST 005A – History of Great Britain to 1714 (3)
- HIST 005B – History of Great Britain from 1714 (3)
- HIST 008 – History of California (3)

- HIST 025A – Great Personalities in U.S. History (3)
- HIST 025C – The American West (3)
- HIST 025D – America’s Relations with other Nations (3)
- HIST 025F – America and the two World Wars (3)
- HIST 025I – Issues of the Vietnam War (3)
- POLS 001 – Introduction to American Government (3)
- POLS 002 – Comparative Government (3)
- ECON 001A – Principles of Economics (3)
- ECON 001B – Principles of Economics (3)
- PHIL 037 – Philosophy of Religion (3)
- RELG 001 – Religious Issues, Personalities, and Values (3)
- ANTH 002 – Cultural Anthropology (3)
- ANTH 003 – Introduction to Archaeology (3)
- GEOG 002 – Cultural Geography (3)
- SOC 014 – Introduction to Ethnic Studies (3)

REQUIRED SUBTOTAL.....	18
CSU General Education or IGETC Pattern.....	39-41
Transferable Electives (as needed to reach 60 transferable units)	
<b>DEGREE TOTAL .....</b>	<b>60</b>

**Student Learning Outcomes:**

1. Demonstrate through original written and/or oral analysis the ability to identify important events in historical eras; evaluate variables of historical phenomena; and analyze the causes and impact of significant change in a global context.
2. Demonstrate awareness and critique the value of varied sources of historical information including professional lectures, secondary texts, primary documents, visual arts, fiction, oral histories, community studies, and/or current journalistic reports.
3. Demonstrate responsibility as self-directed listeners, readers, and researchers.
4. Compare and contrast the experiences and issues of subsets of minorities with that of mainstream in power, including concerns of race, class, and gender.
5. Demonstrate respect for diversity of opinions on historical debates.
6. Apply the analysis of history to create a plan for fulfilling civic responsibilities as community and international citizens.

**Journalism (AA-T)**

The Journalism AA-T curriculum prepares students to seek employment with print and online newspapers, magazines, and digital publications. Graduates will be prepared to work as reporters, writers, news researchers, feature article writers, and editorial and design specialist. The curriculum features experience with computerized desktop publishing/editing and online publishing software.

This area of emphasis is intended to align students with preparation for transfer into the CSU system in the Journalism major sequence. It includes theory of mass communications, introduction to news writing, and practical experience reporting, writing and producing a weekly newspaper and its online edition.

The Associate in Arts in Journalism for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill additional local graduation requirements)

**Associate in Arts in Journalism for Transfer Degree**

**REQUIRED CORE: 9 UNITS**

- COMM 001 – Survey of Mass Communication (3)
- JOUR 002 – Beginning Journalism (3)
- JOUR 007A – Newswriting and Make-Up (4)

**LIST A: SELECT ONE COURSE (3 UNITS)**

- JOUR 004A – Reporting and Newswriting (3)
- JOUR 009 – Public Relations and Organizational Communication (3)
- JOUR 023 – Photojournalism (3)
- JOUR 007B – Newswriting and Make-Up (4)

**LIST B: SELECT TWO COURSES (6 UNITS)**

- PHOT 021 – Elementary Photography (3)
- STAT 050 – Elementary Statistics (4)

**OR**

- STAT 018 – Statistics for Social and Behavioral Sciences (4)
- SPCH 013 – Introduction to Speech Communication (3)
- ECON 001A – Principles of Economics (3)
- ECON 001B – Principles of Economics (3)
- POLS 001 – Introduction to American Government (3)



- POLS 002 – Comparative Government (3)
- ENGL 001C- Intermediate Composition: Critical Thinking and Argument (4)
- PHIL 030 – Logic (3)
- OR**
- PHIL 033 – Introduction to Symbolic Logic (3)
- SPCH 006 – Argumentation and Debate (3)
- PHIL 025 – Introduction to Critical Thinking (3)

REQUIRED SUBTOTAL..... 19  
 CSU General Education or IGETC Pattern..... 39-41  
 Transferable Electives (as needed to reach 60 transferable units)

**DEGREE TOTAL ..... 60**

**Student Learning Outcomes:**

1. Cooperate with editors and other staff members in a news room environment to produce and publish a weekly campus newspaper.
2. Produce a portfolio showing a range of published stories demonstrating skills in writing news, feature, opinion, and sports stories.
3. Direct staff members and organize page content to produce a weekly newspaper. Students will also act as publication editors and design the pages.

**Kinesiology (AA-T)**

Kinesiology is the study of movement as it relates to physical activity, health, disease prevention, exercise, and sport. Kinesiology Majors are grounded in an interdisciplinary body of knowledge which encompasses the biological, psychological, physical, and social sciences. They use this knowledge to understand how the human body responds to movement, exercise, exercise training, and overall fitness. Kinesiology majors can find employment in health care, coaching, sports officiating, and athletic training. Public schools also recruit kinesiologists for their physical education departments or programs. Lastly, a baccalaureate degree in Kinesiology can also lead to advanced degrees in Physical Therapy, Occupational Therapy, or Medical School.

Students must complete a minimum of 21 units.

The Associate in Arts Degree in Kinesiology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students com-

pleting this degree are not required to fulfill additional PCC graduation requirements)

Pasadena City College may certify a maximum of 39 units as having fulfilled the CSU lower division general education requirements.

**Associate in Arts Degree in Kinesiology for Transfer**

**REQUIRED CORE (14 UNITS)**

- KINT 003 – Introduction to Kinesiology (3)
- ANAT 025 – Human Anatomy (4)
- PYSO 001 – Human Physiology (4)

**MOVEMENT-BASED COURSES (MINIMUM 3 UNITS)**

**SELECT A MAXIMUM OF ONE (1) COURSE FROM ANY THREE (3) OF THE FOLLOWING AREAS:**

**AQUATICS**

- KINA 003A– Beginning Swimming I (1)
- KINA 003B – Advanced Beginning Swimming II (1)
- KINA 003C – Intermediate Swimming (1)
- KINA 003D – Advanced Swimming and Diving (1)
- KINA 028A – Beginning Aquatic Fitness Activities (1)
- KINA 028B – Intermediate Aquatic Activities (1)

**COMBATIVES**

- KINA 034A – Self Defense (1)
- KINA 034B – Intermediate Self-Defense (1)
- KINA 048A – Beginning Fencing (1)
- KINA 048B – Intermediate Fencing (1)
- KINA 048C – Advance Fencing (1)

**DANCE**

- DANC 005A – Social Dance (1)
- DANC 005B – Social Dance (1)
- DANC 006A – Beginning Tap (1)
- DANC 009A – Modern Dance I (1)
- DANC 009C – Modern Dance III (1)
- DANC 011A – Ballet I (1)
- DANC 011C – Ballet III (1)
- DANC 013 – Pilates-Based Method For Alignment And Correction (1)
- DANC 015A – Beginning Jazz Dance (1)

**FITNESS**

- KINA 029A – Body Building (1)
- KINA 029B – Intermediate Body Building (1)
- KINA 029C – Advanced Body Building (1)
- KINA 030 – Fitness Testing and Independent Exercise (1)
- KINA 032A – Beginning Fitness Activities (1)



- KINA 032B – Intermediate Fitness Activities (1)
- KINA 032C – Advanced Fitness Activities (1)
- KINA 033 – Stretching Fitness Activity (1)
- KINA 036 – Aerobic Fitness (1)
- KINA 038 – Cardiovascular Conditioning (1)
- KINA 039A – Cycling For Fitness – Outdoor (1)
- KINA 039B – Cycling For Fitness – Stationary, Indoor (1)

**TEAM SPORTS**

- KINA 046A – Beginning Badminton (1)
- KINA 046B – Intermediate Badminton (1)
- KINA 046C – Advanced Badminton (1)
- KINA 054A – Beginning Tennis (1)
- KINA 054B – Intermediate Tennis (1)
- KINA 054C – Advance Tennis (1)
- KINA 065A – Beginning Basketball (1)
- KINA 065B – Intermediate Basketball (1)
- KINA 065C – Advanced Basketball (1)
- KINA 069 – Soccer (1)
- KINA 081A – Beginning Volleyball (1)
- KINA 081B – Intermediate Volleyball (1)
- KINA 081C – Advanced Volleyball (1)

**LIST A: SELECT 2 COURSES FROM BELOW (7 –10 UNITS)**

- STAT 018 – Statistics for Behavioral and Social Sciences (4)
- STAT 050 – Elementary Statistics (4)
- BIOL 011 – Human Biology (4)
- BIOL 010A – Cellular Biology, Genetics, and Evolution (4)
- CHEM 002A – Chemistry–General, Organic and Biochemistry (4)
- CHEM 001A – Fundamentals of Computer Science (5)
- PHYS 002A – General Physics (5)
- PHYS 001A – General Physics (5)
- KINT 005 – First Aid–Responding To Emergencies (3)

REQUIRED SUBTOTAL..... 21-24  
 CSU General Education or IGETC Pattern..... 36-39

**DEGREE TOTAL ..... 60**

**Student Learning Outcomes:**

1. Identify and apply basic physiological principles of human movement in exercise and sports settings.
2. Identify and apply fundamental techniques to improve individual kinesthetic sport specific skills.

**Mathematics (AS-T)**

The Associate in Science in Mathematics for Transfer (AS-T) prepares a student for transfer into the CSU system for further study in pure or applied mathematics. Earning a 4-year degree in mathematics prepares students for careers in which mathematical skills are in great demand, such as science, technology, engineering, computer science, business, industry, medicine, education or government.

The goal of this degree is to provide a clear pathway for transfer students applying to the California State University (CSU). Completion of the Associate in Science in Mathematics for Transfer (AS-T) ensures transfer students will complete the lower division general education requirements as well as the articulated lower division major requirements for the bachelor’s degree in Mathematics prior to transferring. The Associate in Science Degree in Mathematics for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

**Associate in Science in Mathematics for Transfer Degree**

**REQUIRED COURSES (15 UNITS)**

- MATH 005A – Calculus (5)
- MATH 005B – Calculus (5)
- MATH 005C – Calculus (5)

**LIST A: SELECT 1 COURSE FROM BELOW (5 UNITS)**

- MATH 010 – Linear Algebra and Applications (5)

**LIST B: SELECT 1 COURSE FROM BELOW (4-5 UNITS)**

- MATH 055 – Differential Equations (5)
- MATH 022 – Discrete Mathematics (4)
- CS 002 – Fundamentals of Computer Science (5)
- PHYS 001A – General Physics (5)
- STAT 050 – Elementary Statistics (4)

REQUIRED SUBTOTAL..... 24-25  
 CSU General Education or IGETC Pattern..... 39-41

**DEGREE TOTAL ..... 60**

**Student Learning Outcomes:**

1. Develop critical thinking and problem solving skills.

2. Increase the ability to read, write, and discuss mathematics.
3. Develop an understanding of the usefulness of mathematics to other disciplines and life.

## Music (AA-T)

The Associate of Arts for Transfer in Music (AA-T in Music degree) prepares students to transfer to a Bachelor of Arts degree program, a capstone or terminal liberal arts degree with an emphasis on music. Students develop musical proficiency in theory, musicianship and performance on their primary instrument or voice.

Students who plan to pursue a professional career in music (in performance, composition, jazz, music technology, education or graduate study) should pursue the Associate of Arts in Music (AA in Music degree) which prepares students to transfer to a Bachelor of Music degree program. Students develop musical proficiency in theory, musicianship, keyboard harmony and music history while preparing to successfully audition on their primary instrument or voice for acceptance into a university music department.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific institutions.

### Requirements for the Major

All courses must be completed with a grade of C or better. All courses must be numbered 1-99. Students must complete a minimum of 22 units, as set forth below.

The Associate in Arts Degree in Music for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional PCC graduation requirements)

Pasadena City College may certify a maximum of 39 units as having fulfilled the CSU lower division general education requirements.

## Associate in Arts Degree in Music for Transfer

### REQUIRED CORE (21-22 units)

- MUSC 001A – Music Theory I (3)
- MUSC 001B – Music Theory II (3)
- MUSC 001C – Music Theory III (3)
- MUSC 001D – Music Theory IV (3)
- MUSC 002A – Musicianship I (1)
- MUSC 002B – Musicianship II (1)
- MUSC 002C – Musicianship III (1)
- MUSC 002D – Musicianship IV (1)

### Applied Music (2 units)

- MUSC 009A – Individual Instruction I (1)
- MUSC 009B – Individual Instruction II Classical (1)
- MUSC 009C – Individual Instruction II Jazz/Commercial (1)
- MUSC 009D – Individual Instruction III Classical (1)
- MUSC 009E – Individual Instruction III Jazz/Commercial (1)

### Large Ensemble (4 semesters)

- MUSC 043 – Piano Ensemble (1)
- MUSC 056 – Vocal Jazz Ensemble (1)
- MUSC 057A – Jazz Combo (1)
- MUSC 057B – Lancer Jazz Big Band (1)
- MUSC 057C – Studio Jazz Ensemble (1)
- MUSC 057D – Swing Band (1)
- MUSC 057E – Jazz Guitar Ensemble (1)
- MUSC 057F – Latin Jazz Ensemble (1)
- MUSC 060 – College/Community Orchestra (1)
- MUSC 061 – Lancer Marching Band (2)
- MUSC 062 – Lancer Concert Band (2)
- MUSC 063 – Concert Choir (1)
- MUSC 064 – Chamber Singers (1)
- MUSC 065 – College/Community Concert Band (1)
- MUSC 066 – Madrigals (1)
- MUSC 074 – Opera Workshop (1)
- MUSC 075 – Musical Theatre Workshop (1)
- MUSC 082 – Guitar Ensemble (1)

REQUIRED SUBTOTAL.....	22
CSU General Education or IGETC Pattern.....	38

**DEGREE TOTAL ..... 60**

### Student Learning Outcomes:

- 1) Utilize theoretical principles in the analysis and composition of the music of the common-practice period.

- 2) Hear, internally, the melodic, harmonic, and rhythmic elements of the common-practice period. Display the musicianship skills necessary to participate successfully in various musical endeavors, including performance and composition.
- 3) Present successful solo performances using appropriate repertoire for their chosen instrument/voice with technical proficiency, musicality and stylistic awareness.
- 4) Perform and/or participate successfully in small and large ensembles, using time management and interpersonal skills to assist in the production of a collaborative musical work.

### Physics (AS-T)

The Associate in Science in Physics for Transfer provides a foundation in Physics necessary for continued training at the upper division level for Physics majors. It also provides a foundation for majors in physical science, math, engineering and computer science. It is a starting point for students who are preparing for careers in education, geoscience research, and government, where scientific and technical skills are in great demand.

The Associate in Science in Physics for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional PCC graduation requirements)

#### Associate in Science in Physics for Transfer Degree

##### REQUIRED COURSES (25 UNITS)

- PHYS 001A – General Physics (5)
- PHYS 001B – General Physics (5)
- PHYS 001C – General Physics (5)
- MATH 005A – Calculus (5)
- MATH 005B – Calculus (5)

REQUIRED SUBTOTAL .....	25
CSU General Education or IGETC Pattern .....	39

**DEGREE TOTAL ..... 60**

### Student Learning Outcomes:

1. Develop theories and solve problems using lower division - level knowledge of mechanics, heat, waves, optics, and electricity.
2. Use common laboratory instruments to make measurements in mechanics, heat, waves, optics, and electricity.
3. Clearly and succinctly report the result of experiments in a clear and technically correct manner.

### Political Science (AA-T)

Knowledge of the past is a prerequisite for understanding the present and preparing for the future. The Associate in Arts in Political Science for Transfer Degree offers an array of courses designed to enable students to comprehend how they, their nation, and the contemporary world have been shaped by historical events and forces. It is only by studying the Political Science of other civilizations and cultures that we hope to gain perspective on our own. In addition to producing teachers and historical researchers, the AA-T in Political Science helps prepare students for other careers. Majoring in Political Science is excellent preparation for students interested in a teaching career, the legal profession, or advanced work in the discipline. Students wishing to become business executives, administrators, and public servants profit immensely by gaining the methodological skills of the historian. Historians learn to gather, synthesize, analyze, and interpret evidence; they become skilled in presenting their conclusions to a general audience in a lucid and logical manner. Political Science is an excellent foundation for a broadly based education in the liberal arts.

The Associate in Arts in Political Science for Transfer Degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements)

#### Associate in Arts in Political Science for Transfer Degree

##### REQUIRED CORE: 3 UNITS

- POLS 001 – Introduction to American Government (3)

**LIST A: SELECT 3 COURSES (9-10 UNITS)**

- POLS 022 – Introduction to Political Theory (3)  
 POLS 002 – Comparative Government (3)  
 POLS 006 – The US and World Politics (3)  
 POLS 007 – Principles of Political Science (3)  
 STAT 018 - Statistics for Behavioral and Social Sciences (4)

**OR**

- STAT 050 - Elementary Statistics (4)

**LIST B: SELECT ANY TWO COURSES FROM BELOW OR ANY LIST A COURSE NOT USED ABOVE (6 UNITS)**

- POLS 021 – Introduction to Political Economy (3)  
 ECON 001A – Principles of Economics (3)  
 ECON 001B – Principles of Economics (3)  
 ANTH 002 – Cultural Anthropology (3)  
 GEOG 002 – Cultural Geography (3)

REQUIRED SUBTOTAL..... 18-19  
 CSU General Education or IGETC Pattern..... 39-41  
 Transferable Electives (as needed to reach 60 transferable units)

**DEGREE TOTAL ..... 60**

**Student Learning Outcomes:**

1. Demonstrate through original written and/or oral analysis the ability to identify important events in historical eras; evaluate variables of historical phenomena; and analyze the causes and impact of significant change in a global context.
2. Demonstrate awareness and critique the value of varied sources of historical information including professional lectures, secondary texts, primary documents, visual arts, fiction, oral histories, community studies, and/or current journalistic reports.
3. Demonstrate responsibility as self-directed listeners, readers, and researchers.
4. Compare and contrast the experiences and issues of subsets of minorities with that of mainstream in power, including concerns of race, class, and gender.
5. Demonstrate respect for diversity of opinions on historical debates.
6. Apply the analysis of Political Science to create a plan for fulfilling your own civic responsibilities as community and international citizens.

**Psychology (AA-T)**

Psychology is the scientific study of human and animal behavior and mental processes, including cognition, emotion, sensation, perception, and interaction. In pursuing the Associate in Arts in Psychology for Transfer Degree, students acquire skills in research, information gathering, and analytic thinking. Students majoring in psychology develop critical thinking, problem solving, and written and verbal communication skills. As psychology majors, students have learning opportunities that are relevant to many types of careers, including business, education, government, nonprofit organizations, and within health and human services, etc.

The Associate in Arts in Psychology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

**Associate in Arts Degree in Psychology for Transfer****REQUIRED COURSES (11 UNITS)**

- PSYC 001 – Introductory Psychology (3)  
 PSYC 005 – Research Methods in Psychology (4)  
 STAT 018 – Statistics for Behavioral and Social Sciences (4)

**OR**

- STAT 050 – Elementary Statistics (4)

**LIST A: SELECT ONE COURSE (3-4 UNITS)**

- PSYC 002 – Elementary Physiological Psychology (3)  
 BIOL 003 – Topics in Human Biology (4)  
 BIOL 011 – General Biology (4)

**LIST B: SELECT ONE COURSE FROM BELOW OR ANY COURSE FROM LIST A NOT USED ABOVE (3-4 UNITS)**

- PSYC 021 – Developmental Psychology: The Child (3)  
 PSYC 022 – Developmental Psychology: The Adult (3)  
 PSYC 024 – Lifespan Developmental Psychology (3)

**LIST C: SELECT ONE COURSE OR ANY COURSE FROM LIST B NOT USED ABOVE (3 UNITS)**

- PSYC 023 – Social Psychology (3)  
 PSYC 025 – Human Sexuality (3)  
 PSYC 029 – Psychology of Afro-American (3)  
 PSYC 031 – Studies in Chicano Behavior (3)



- PSYC 033 – Psychology of Personal and Social Adjustment (3)
- PSYC 041 – Psychology of the Asian American (3)

REQUIRED SUBTOTAL..... 20-22  
 CSU General Education or IGETC Pattern..... 39-41  
 Transferable Electives (as needed to reach 60 transferable units)

**DEGREE TOTAL ..... 60**

**Student Learning Outcomes**

1. Demonstrate an understanding of behavior and cognitive processes.
2. Demonstrate an understanding of cross cultural and contemporary psychological perspectives.
3. Explain psychodynamic principles.
4. Demonstrate an understanding of ethical principles in psychological research.
5. Research and apply psychological concepts and theories to scientific and/or popular media.

**Sociology (AA-T)**

Sociology is the scientific study of society, social institutions and social relationships. A key contribution of the discipline is that social factors matter. Our lives are not only shaped by personal psychology, but also by our place in the social world. Sociology examines how social structures, such as the workplace, political, economic, educational, and religious institutions affect individuals and how individuals influence these structures. Sociologists also explore how people’s socioeconomic status, race, ethnicity, age, gender, sexualities, and marital status affect their attitudes, behavior, and chances in life. Sociologists organize their knowledge in theories which they both create and test through social research. Often such research is aimed at understanding important social issues and problems. Sociologists study the patterns of behavior that characterize human interaction. They seek to discover the main forces that unite and separate social groups and to determine the conditions that transform social life.

The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

**Associate in Arts Degree in Sociology for Transfer**

**REQUIRED COURSES: (3 UNITS)**

- SOC 001 – Introductory Sociology (3)

**LIST A: SELECT 2 COURSES (7 UNITS)**

- SOC 002 – Contemporary Social Problems (3)
- STAT 018 – Statistics for Behavioral and Social Sciences (4)

**OR**

- STAT 050 – Elementary Statistics (4)

**LIST B: SELECT ANY 2 COURSE (6 UNITS)**

- SOC 014 – Introduction to Ethnic Studies (3)
- SOC 015 – Crime, Delinquency and Society (3)
- SOC 024 – Marriage and the Family (3)
- PSYC 023 – Social Psychology (3)

**LIST C: SELECT ANY 1 COURSE FROM BELOW OR FROM ANY COURSE NOT USED FROM LIST B (3 UNITS)**

- SOC 016 – Urban Sociology (3)
- SOC 022 – Sociology of Aging (3)
- SOC 029 – Sociology of the African-American (3)
- SOC 031 – Chicano Sociology (3)
- SOC 041 –Sociology of the Asian American (3)
- ANTH 002 – Cultural Anthropology (3)
- PSYC 001 – Introductory Psychology (3)

REQUIRED SUBTOTAL..... 19  
 CSU General Education or IGETC Pattern..... 39-41  
 Transferable Electives (as needed to reach 60 transferable units)

**DEGREE TOTAL ..... 60**

**Student Learning Outcomes**

1. Articulate the role of sociological theories in multiple social contexts.
2. Identify and explain major sociological and theoretical perspectives.
3. Critically analyze important social issues and problems.
4. Identify patterns of behavior that characterize human interaction.

**Spanish (AA-T)**

The Associate in Arts in Spanish for Transfer Degree (AA-T in Spanish) develops competence in the ability to understand, speak, read and write Spanish, and to provide an understanding and appreciation of the Spanish language and the cultures of the Spanish-speaking world. The AA-T in Spanish prepares students to continue their education at a California State University (CSU) campus leading to a baccalaureate degree in Spanish.



All courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete a minimum of 21 units.

The Associate in Arts Degree in Spanish for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional PCC graduation requirements)

**Associate in Arts Degree in Spanish for Transfer**

**REQUIRED COURSES: (16 UNITS)**

- SPAN 001 – Elementary Spanish (5)
- SPAN 002 – Elementary Spanish (5)
- SPAN 003 – Intermediate Spanish (5)
- SPAN 004 – Intermediate Spanish (5)

**LIST A: SELECT 2 COURSES (3-4 UNITS)**

- SPAN 025 – Spanish Composition (3)
- SPAN 005 – Introduction to Spanish Literature (3)
- SPAN 006A – Introduction to Spanish-American Literature (3)
- SPAN 006B – Introduction to Spanish-American Literature (3)
- SPAN 012 – Spanish Literature in Translation (3)
- SPAN 042A – Civilization of Spain and Portugal (3)
- SPAN 042B – Civilization of Spain and Portugal (3)
- SPAN 044A – Civilization of Latin America (3)
- SPAN 044B – Civilization of Latin America (3)
- SPAN 050 – Spanish and Latin American Cinema (3)
- SPAN 008A – Introduction to Spanish Conversation (2)
- SPAN 008B – Introduction to Spanish Conversation (2)
- SPAN 009A – Spanish Conversation (2)
- SPAN 009B – Spanish Conversation (2)

REQUIRED SUBTOTAL..... 21  
 CSU General Education or IGETC Pattern..... 39-41  
 Transferable Electives (as needed to reach 60 transferable units)

**DEGREE TOTAL ..... 60**

**Student Learning Outcomes**

1. Demonstrate proficiency in language skills in Spanish.

2. Demonstrate cultural knowledge of Latin America and Spain.

**Studio Arts (AA-T)**

The Associate in Arts Degree in Studio Arts for Transfer provides a solid preparation for transfer majors in the various areas of studio art, including ceramics, drawing, jewelry and craft, painting, printmaking, and sculpture. Additionally, the studio courses align well with preparation for transfer majors in related fields such as design, photography, cinema studies and other areas of study at UC, CSU, and private colleges and universities.

The Associate in Arts Degree in Studio Arts for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements).

**Associate in Arts Degree in Studio Arts for Transfer Degree**

**REQUIRED CORE: 12 UNITS**

- ART 001B – History of Western Art (3)
- ART 031A – Color and Composition-Two-Dimensional Design (3)
- ART 032A – Design-Three Dimensional (3)
- ART 011A – Foundation Drawing (3)

**LIST A: SELECT ONE COURSE (3 UNITS)**

- ART 001A – History of Western Art (3)
- ART 003A – History of Asian Art (3)
- ART 003B – History of Asian Art (3)
- ART 002 – History of African and African-American Art (3)
- ART 004A – History of Ancient Art in the West (3)
- ART 004B – History of European Medieval Art (3)
- ART 004C – History of European Renaissance and Baroque Art (3)
- ART 004D – History of Modern Art in Europe and America (3)

**LIST B: SELECT THREE COURSES (9 UNITS)**

- ART 012A – Life Drawing-Beginning (3)
- ART 011B – Concepts in Drawing (3)
- ART 020A – Painting (3)
- ART 023A – Printmaking-Intaglio and Relief (3)
- ART 038A – Ceramics (3)

- ART 025 – Sculpture (3)
- ART 040 – Introduction to Digital Tools (3)
- PHOT 021 – Elementary Photography (3)
- ART 031B – Design Advanced Two-Dimensional Design (3)
- ART 034A – Crafts–Materials and Processes (3)
- ART 036A – Jewelry/Metal Fabrication (3)
- ART 039A – Handbuilt Ceramics (3)
- ART 051A – Lettering Fundamentals (3)
- ART 050A – Introduction to Advertising/Graphic Design (3)
- ART 020B – Painting (3)
- ART 026 – Sculpture (3)
- ART 050B – Intermediate Advertising/Graphic Design (3)

REQUIRED SUBTOTAL.....	24
CSU General Education or IGETC Pattern.....	39-41
Transferable Electives (as needed to reach 60 transferable units)	
<b>DEGREE TOTAL .....</b>	<b>60</b>

**Student Learning Outcomes:**

1. Display competence in the use of tools, materials and concepts by completing a portfolio of original art and design projects.
2. Evaluate works of art and design through critical discussion and written assignments.
3. Demonstrate, through the analysis of aesthetic and cultural values, an understanding of the contribution of art and design to human experience.

**Theater Arts (AA-T)**

The Associate in Arts in Theatre Arts for Transfer is designed to build students’ performance skills in the area of theatrical production—including acting, stagecraft, and technical theatre; to enrich students’ aesthetic and intellectual proficiency in theatre, theatre history, and literature; and to provide pre-professional training. The AA-T in Theatre Arts emphasizes production and experience in the creation of theatrical performances. At the same time, the degree offers courses in all aspects of the theatre, both artistic and academic. Faculty, staff, and students work closely together to build a solid foundation in the practical, artistic, and historical aspects of theatre.

The Associate in Arts in Theatre Arts for Transfer will prepare students for transfer to a CSU system. The AA-T in Theatre Arts will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and

the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

**Associate in Arts in Theatre Arts for Transfer Degree**

**REQUIRED CORE: 9 UNITS**

- THRT 001 – Introduction to Theatre (3)
- OR**
- THRT 005 – History of Theatre Arts (3)
- THRT 002A – Acting Fundamentals (3)
- Three units in either**
- THRT 028 – Studio Production (1)
- OR**
- THRT 029 – Rehearsal and Performance (3)
- OR**
- THRT 030 – Stage Techniques (1)

**LIST A: SELECT 9 UNITS**

- THRT 002B – Intermediate Acting (3)
- THRT 013 – Introduction to Scenic Design (3)
- THRT 041 – Fundamentals of Stage Lighting (3)
- THRT 015 – Costume Crafts (3)
- THRT 010A – Makeup for Stage and Screen (1)
- THRT 009 – Script Analysis (3)
- THRT 012A - Technical Theatre (4)
- THRT 028 – Studio Production (1)
- OR**
- THRT 029 - Rehearsal and Performance (3)
- OR**
- THRT 030 - Stage Techniques (1)

REQUIRED SUBTOTAL.....	18
CSU General Education or IGETC Pattern.....	39-41
Transferable Electives (as needed to reach 60 transferable units)	
<b>DEGREE TOTAL .....</b>	<b>60</b>

**Student Learning Outcomes:**

1. Demonstrate an understanding of theatre concepts, elements, and terminology.
2. Collaborate with others in the production of theatrical works.
3. Research, analyze, and interpret dramatic literature and theatre arts.

# *Transfer Information*



Transfer Information

# SECTION V

## TRANSFER INFORMATION

### TRANSFER CURRICULA

#### TRANSFERRING TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Information on a wide variety of transfer programs is available in the PCC Counseling Department and in the Transfer Center. Students are also encouraged to consult the Web to investigate the many transfer options currently available throughout California and out of state. The following information will be helpful for use in developing a transfer plan to a four-year college or university. Students are encouraged to work with a member of Pasadena City College's counseling faculty and to utilize the services of the Transfer Center in order to make the transition from PCC to a four-year college or university easier.

#### TRANSFER BASICS

Students who wish to transfer to a university for a bachelor's degree typically take general education and major preparation courses at PCC. The college offers lower division major preparation for many university majors (Example: for transfer as a Business major to a CSU, students may take ACCT 001A, 001B, BUS 012A, BUS 014B, CIS 010, and ECON 001A/001B.

In most cases, the UC and CSU require a minimum of **60 transferable units** (courses numbered 001—099) to transfer at the upper-division (3<sup>rd</sup> year) level.

Approximately 39 units +	21 units minimum =	60 units minimum

Some majors require more than 60 units to transfer due to extensive major preparation requirements. See a counselor to discuss high-unit majors such as biology, engineering, etc.

There are two paths to complete general education for transfer to the California public universities. Intersegmental General Education Transfer Curriculum (IGETC) for

UC and CSU campuses. Or if you are only applying to CSU campuses you may complete the CSU Breadth requirements.

General education requirements vary for private 4-year and out-of-state colleges and universities. Some private and out-of state universities will accept the IGETC or CSU certification from a California community college such as PCC.

Specific articulation agreements with private and out-of state universities can be found at: <http://www.pasadena.edu/student-services/counseling/articulation.cfm>

#### TRANSFER WITH AN ASSOCIATE DEGREE

It is easy to prepare for transfer to a UC, CSU, or private university and earn an associate degree (AA, AA-T, or AS-T) at the same time. See a counselor for more information.

#### Counseling and Career Services

Prospective transfer students are encouraged to meet with a counselor in order to develop and refine educational plans and career goals. PCC counselors are highly trained and experienced professionals who are also well-informed in many fields of study and who work closely with PCC instructional divisions in order to provide students with current information about course offerings, curriculum changes, and transfer requirements. Each counselor is well-equipped to assist students in planning transfer-related coursework.

In addition to serving students in the Counseling Center, the counseling faculty offers a number of counseling courses as part of the College's curriculum. These courses include skill-building activities to enhance program planning, personal and professional development, study and time management skills, and strategies for problem-solving and decision making. Please refer to page 260 in this Catalog for additional information.

The Counseling and Career Services office is located in room L-104 of the Student Services Center.



## The Transfer Center

The Pasadena City College Transfer Center has resources and services to make the transition from PCC to a four-year college or university easier. Representatives from many public and private universities, including UCLA, USC, CSU Los Angeles, Cal Poly Pomona, CSU Northridge, and UC Riverside meet regularly with prospective students to advise them regarding admissions, program planning, and other support services. The Transfer Center also contains resources in text, software, and videotape for student use in planning transfer programs.

Several transfer-related workshops as well as regularly scheduled orientations are offered throughout the year to assist and inform students about transfer issues and application procedures. Presentations on selected topics critical to the transfer process are conducted by personnel from four-year institutions and PCC staff regularly, during both day and evening hours. Topics covered include how to select a college, university admission requirements, common transfer terms, and other areas critical to the transfer process. The Transfer Center also hosts transfer information fairs on the PCC campus and provides frequent university campus tours, which give students an opportunity to meet with college and university admissions representatives.

For additional information on these and other transfer-related activities, visit the Transfer Center, located in L110, in the PCC Student Services Center.

## ASSIST ([www.assist.org](http://www.assist.org))

Project ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is a Web-based articulation and transfer planning system that provides a wide variety of information about California's public institutions of higher education. ASSIST addresses student concerns about transferring between institutions by providing specific information that indicates which PCC courses are transferable and how they can be applied at any number of CSU and UC campuses. In many instances, ASSIST also offers current major-specific information which may be helpful to students planning lower-division coursework for transfer into specific majors at a CSU or UC campus. ASSIST also provides access to system-wide general education patterns such as the IGETC (Intersegmental General Education Transfer Curriculum) and the CSU General Education Course List, as well as general education patterns for selected CSU and UC campuses. Because [Assist.org](http://Assist.org) is considered the official repository of articulation information, it may be considered the primary source of articulation information; all other sources should be consistent with the information on [Assist](http://Assist.org).

The Internet address for the ASSIST website is [www.assist.org](http://www.assist.org). Students may access this website in the PCC Transfer Center, or they may retrieve ASSIST information by meeting with a counselor.

## PCC's Transfer Requirements Tool (at [www.pasadena.edu/transfer/](http://www.pasadena.edu/transfer/))

The Pasadena City College Transfer Center has developed an easily accessible interactive transfer tool which lists transfer requirements for either a selected four-year college or university, a specific major, or a general education plan. Students interested in a specific major, for example, may access a listing of PCC courses that are recommended in preparation for fulfilling lower-division requirements for a wide variety of majors at numerous four-year colleges and universities. Such information is useful in working with a counselor to develop an educational plan to transfer to a four-year institution.

In order to provide the most current transfer information, the Transfer Requirements Tool is updated on a regular basis, since lower-division requirements at a given college or university are subject to change. It is the student's responsibility to check the Transfer Tool on line periodically for updates, and to consult the catalog of the college or university to which they expect to transfer, for additional information.

Students may access the Transfer Requirements Tool on the PCC Transfer Center website at [www.pasadena.edu/transfer/](http://www.pasadena.edu/transfer/). See the next page for a sample transfer tool major preparation sheet.

## SYSTEMWIDE GENERAL EDUCATION AGREEMENTS

The California State University and the University of California systems have developed system-wide general education agreements which enable community college transfer students to complete lower division courses that satisfy general education requirements at many CSUs and UCs.

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that prospective transfer students may complete at PCC to satisfy lower division breadth/general education requirements at both the University of California and the California State University. IGETC is most helpful to students who want to transfer but have not yet decided upon a particular CSU or UC campus. It is applicable to many but not all majors, and students should consult the specific UC or CSU campus for additional information on IGETC acceptability, particularly for high-unit majors such as engineering, architecture, and a number of the physical and life sciences.



# PCC Transfer Requirements Tool

## Pasadena City College – Transfer Curricula For

### History Major

Any Pasadena City College courses listed below are recommended for the following selected transfer institution(s). It is the student's responsibility to check the listed college's current catalog and articulation agreements for any changes that may occur.

School	G.E. Plans	Lower-Division Major Requirements
California State University Los Angeles	IGETC or CSU GE	Engl 001C General Option: Hist 001A & 001B or Hist 002A & 002B Hist 007A, 007B Teacher Preparation Option: Engl 001C, Hist 001A & 001B or Hist 002A & 002B, Hist 007A, Hist 007B, Geog 002, Pols 001, Phil 037 or Relg 001
California State University Northridge	IGETC or CSU GE	Hist 002A or 001A, Hist 002B or 001B Hist 007A, 007B Choose 1 course or sequence: Hist 027A & 027B, 009A, 016, 019
California State University San Bernardino	IGETC or CSU GE	Track A - Teaching Credential Option: Hist 002A & 002B, Hist 007A, Hist 007B, Geog 001 & 001L, Econ 001A, Econ 001B, Geog 002 Track B - General Option; Hist 002A & 002B, Hist 007A, 007B Track C - Public and Oral History Option: Hist 002A & 002B, Hist 007A, 007B
Loyola Marymount University	Follow the specific requirements of the institution	Hist 001A & 001B Hist 007A, 007B Choose 1 course: Hist 009B or Hist 027B Note: In addition to the above requirements, LMU recommends the study of geography and foreign languages.
University of California Berkeley	IGETC	Hist 001A or Hist 001B Hist 007A or 007B Choose 1 course: Hist 009A, 019, 027A, 027B, 030
University of California Davis	IGETC	Choose 5 courses: Hist 001B, 007A, 007B, 019, 025B, 027B
University of California Irvine	IGETC	Choose 2 courses from 2 different regions: Hist 016, 018, 019, 001A, 001B, 002A, 002B, 007A, 007B, 009A, 009B, 027A, 027B Up to three additional transferable courses in history. For additional requirements, please refer to Assist.org
University of California Los Angeles	IGETC	Choose 1 course: Hist 001A, 001B, 002A or 002B Choose 2 courses: Hist 005A, 005B, 007A, 007B, 008, 009A, 009B, 012, 016, 018, 019, 025A-I, 027A, 027B, 029A, 029B, 030, 031, 038, 041
University of California Riverside	IGETC	Hist 002A or 002B Hist 007A & 007B Administrative Studies Option: Bus 009, Acct 001A, CS 001 or CIS 001 or CIS 010, Stat 050 Law & Society Option: Phil 030, Hist 002A or 002B, Hist 007A & 007B, Psyc 005 (Recommended)
University of California Santa Barbara	IGETC	Select 2 of the following 3 sequences: Hist 001A & 001B, Hist 002A & 002B, Hist 007A & 007B Choose 1 course: Hist 009A, 009B, 018, 019, 027A, 027B, or 030 + one additional UC transferable history course.

This major may be impacted at some campuses. Please contact the individual campus for more information.  
This is not a complete listing of transfer institutions. Counselors can help you explore other colleges for transfer.

Requirements revised 09/27/10

The CSU General Education Breadth Requirements have been developed by the CSU system and the community colleges to enable a prospective transfer student to satisfy the lower-division general education requirements for many CSU campuses. The CSU General Education Breadth Requirements List specifies community college courses that may be used to satisfy each of the CSU subject areas for general education at the lower division.

The IGETC and the CSU General Education system-wide requirements – as well as the PCC courses that satisfy them – are listed on the next few pages. Students are encouraged to meet with a counselor for additional information, as well as to develop a transfer plan that includes both general education and major preparation components.

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

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

Completion of the IGETC is not a requirement for transfer to a CSU or a UC, nor is it the only way to fulfill the lower division, general education requirements of the CSU or UC prior to transfer. As an alternative, students transferring to the CSU may choose to follow the General Education Certification Program. Students may also elect to fulfill the graduation requirements listed in the catalog of any specific CSU or UC campus.

Due to substantial lower division prerequisites in high-unit majors such as engineering, architecture, and the physical and natural sciences, IGETC may be an inappropriate option. Individual colleges or majors within a UC campus may not accept IGETC for meeting general education. A list of those UC colleges and majors is found on the following campus guidance for IGETC website: <http://admission.universityofcalifornia.edu/transfer/general-education-igetc/igetc/igetc-campus-guidance/index.html>. Please consult a PCC counselor for additional information.

If IGETC is chosen as the option to fulfill the general education requirements, all areas must be met with minimum grades of C or Pass prior to transfer.

## IGETC COURSES

### AREA 1 – ENGLISH COMMUNICATION

All students must complete two courses, 6 semester units (or 8-10 quarter units), one from Group A and one from Group B. Students transferring to a CSU must also complete one course, 3 semester units (or 4-5 quarter units) from Group C.

**GROUP A: English Communication**..... 3 units  
English 001A, 001AH

**GROUP B: Critical Thinking/English Composition** ..... 3 units  
English 001C, 001CH  
Philosophy 025  
Physical Science 002

**GROUP C: Oral Communication (CSU Requirement Only)** ..... 3 units  
Speech 001, 010

### AREA 2 — MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

..... 3 units  
Complete one course, 3 semester units (or 4-5 quarter units).  
Business 014B<sup>†</sup>  
Math 003<sup>†</sup>, 005A<sup>†</sup>, 005B, 005C, 007A<sup>†</sup>, 007B<sup>†</sup>, 009<sup>†</sup>, 010, 015, 022, 055<sup>†</sup>, 055H<sup>†</sup>  
Statistics 018<sup>†</sup>, 050<sup>†</sup>

**AREA 3 — ARTS AND HUMANITIES** ..... 9 units  
Complete three courses, 9 semester units (or 12-15 quarter units); at least one course from the Arts and one course from the Humanities.

**3A ARTS**  
Architecture 024A, 024B  
Art 001A, 001B, 002, 003A, 003B, 004A, 004B, 004C, 004D, 005, 007, 008, 009  
Chinese 022  
Dance 021A, 021B  
French 050  
Italian 050  
Music 007A, 007B, 021, 022, 023, 024A, 024B, 025, 027, 028  
Photo 010, 025  
Spanish 050  
Theater Arts 001, 005A, 005B, 007A, 007B

**3B HUMANITIES**  
Chinese 005, 010, 012  
English 001B, 001BH, 010, 011, 024, 025A, 025C, 025D, 025E, 025F, 025G, 025H, 025I, 025J, 026, 030A, 030B, 030C, 044A, 044B, 044C, 045A, 045B, 046A, 046B, 047, 048, 049A, 050, 051, 052, 053, 054, 057, 059, 060, 061, 078A, 078B, 082A, 082B, 082C

French 006, 010, 012, 016  
 German 005, 010, 012  
 \*History 001A, 001B, 002A, 002B, 005A, 005B, 007A, 007B, 008, 009A, 009B, 012, 016, 018, 019, 025B, 025D, 025F, 025I, 027A, 027B, 029A, 029B, 030, 031, 041  
 Humanities 001, 002, 003, 004  
 Italian 010, 012  
 Japanese 005, 010, 012  
 Linguistics 010, 011  
 Philosophy 001, 001H, 003, 007, 008, 020A, 020B, 031, 037  
 Religious Studies 001, 002, 003  
 Russian 011  
 Spanish 005, 006A, 006B, 012, 025, 042A<sup>†</sup>, 042B<sup>†</sup>, 044A<sup>†</sup>, 044B<sup>†</sup>

**AREA 4 — SOCIAL AND BEHAVIORAL SCIENCES**..... 9 units

Complete three courses, 9 semester units (or 12-15 quarter units) from at least two academic disciplines.

Anthropology 001\*, 001H\*, 002, 002H, 003, 004, 005, 006, 012, 031  
 Economics 001A, 001B  
 English 012  
 Environmental Studies 002<sup>†</sup>  
 Geography 002, 003  
 \*History 001A, 001B, 002A, 002B, 005A, 005B, 007A, 007B, 008, 009A, 009B, 012, 016, 018, 019, 025B, 025D, 025F, 025I, 027A, 027B, 029A, 029B, 030, 031, 041  
 Linguistics 012, 014, 016, 017  
 Political Science 001, 002, 006, 007, 021, 022  
 Psychology 001, 001H, 002, 005, 021<sup>†</sup>, 021H, 022<sup>†</sup>, 023, 024<sup>†</sup>, 025, 029, 031, 033, 041  
 Sociology 001, 002, 014, 015, 016, 022, 024, 029, 031, 041  
 Speech 13

**AREA 5 — PHYSICAL AND BIOLOGICAL SCIENCES**..... 7 units

Complete at least two courses, 7 to 9 semester units (or 9-12 quarter units); one Physical Science course and one Biological Science course. Laboratory course in 5C must be associated with a lecture component in at least one of the courses completed in either 5A or 5B.

**5A Physical Sciences**

Astronomy 001<sup>†</sup>, 012<sup>†</sup>  
 Chemistry 001A<sup>†</sup>, 001B<sup>†</sup>, 002A<sup>†</sup>, 002B<sup>†</sup>, 008A, 008B, 022\*

Environmental Studies 001<sup>†</sup>, 003  
 Geography 001  
 Geology 001<sup>†</sup>, 002, 003<sup>†</sup>, 004, 006, 012, 021, 022  
 Physical Sciences 003<sup>†</sup>  
 Physics 001A<sup>†</sup>, 001B<sup>†</sup>, 001C<sup>†</sup>, 001D<sup>†</sup>, 002A<sup>†</sup>, 002B<sup>†</sup>, 010<sup>†</sup>, 031A<sup>†</sup>, 031B<sup>†</sup>

**5B Biological Sciences**

Anatomy 025  
 Anthropology 001\*, 001H  
 Biology 002, 003<sup>†</sup>, 004, 010A, 010B, 010C<sup>†</sup>, 011<sup>†</sup>, 011H, 014, 016, 038, 039<sup>†</sup>  
 Microbiology 002  
 Physiology 001  
 Psychology 002

**5C Science Courses With Laboratory Component (may be same course from 5A or 5B, or a laboratory related to a lecture course completed in either 5A or 5B)**

Anatomy 025  
 Anthropology 001L\*  
 Astronomy 001<sup>†</sup>  
 Biology 002<sup>†</sup>, 003<sup>†</sup>, 004<sup>†</sup>, 010A, 010B, 011<sup>†</sup>, 011H, 014, 016, 038, 039<sup>†</sup>  
 Chemistry 001A<sup>†</sup>, 001B<sup>†</sup>, 002A<sup>†</sup>, 002B<sup>†</sup>, 008A, 008B, 022\*  
 Environmental Studies 001, 003  
 Geography 001L  
 Geology 001<sup>†</sup>, 001F<sup>†</sup>, 002, 002F, 003<sup>†</sup>, 003F<sup>†</sup>, 006, 012F<sup>†</sup>, 012L, 021L  
 Microbiology 002  
 Physical Sciences 003L<sup>†</sup>  
 Physics 001A<sup>†</sup>, 001B<sup>†</sup>, 001C<sup>†</sup>, 001D<sup>†</sup>, 002A<sup>†</sup>, 002B<sup>†</sup>, 010L<sup>†</sup>, 031A<sup>†</sup>, 031B<sup>†</sup>  
 Physiology 001

**ADDITIONAL REQUIREMENTS**

**I. LANGUAGE OTHER THAN ENGLISH – UC REQUIREMENT ONLY**

Students must provide proof of proficiency equivalent to two years of high school study in the same language. An official copy of high school transcript(s) must be submitted for IGETC certification.

**The following courses fulfill this requirement:**

American Sign Language 002, 010C, 010D  
 Arabic 002; Armenian 002; Chinese 002<sup>†</sup>, 002A<sup>†</sup>, 003, 004; French 002, 003, 004; German 002,

003, 004; Italian 002, 003, 004; Japanese 002, 003, 004; Latin 002; Portuguese 002, 003, 004; Russian 002, 003, 004; Spanish 002†, 002A†, 003, 004

## II. UNITED STATES HISTORY, CONSTITUTION AND AMERICAN IDEALS – CSU REQUIREMENT ONLY

Not part of IGETC. May be completed prior to transfer; however, courses used to meet this requirement may also be used in areas 3 and/or 4 of this document with the approval of the CSU campus where a student is accepted.

6 units required: one course from (A) and one course from (B)

\*(A) Political Science 001

\*(B) History 007A, 007B, 025B, 029A, 029B, 031, 041

\*Courses listed in more than one area may be certified **only** in a single area.

† Courses designated with a (†) have credit limitations for UC. Consult a counselor or [www.assist.org](http://www.assist.org). Select "PCC/UC Transferable courses."

## CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION PROGRAM

**California State University** requirements for advanced undergraduate standing and general education are listed below. Requirements for the individual CSU campuses are similar, but students should consult specific catalogs as each may have additional requirements. For instance, a given campus may have added general education requirements so long as the requirement applies equally to native as well as transfer students.

Under this program, candidates for the Baccalaureate Degree at a California State University must meet the general education requirement of 48 units. A student may currently meet 39 units of this requirement at Pasadena City College. The remaining 9 units must be completed at the upper division level.

Students expecting to request general education certification should complete 39 units distributed among categories A through E as noted with no less than 30 units for areas A through D. Areas A and B4 must be fully completed with minimum grades of C prior to transfer. A single course may not meet more than one area requirement.

Students whose majors require more than 30 units should consult Counseling Services regarding the advisability of completing all major requirements instead of all general education requirements.

### AREA A - ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING ..... 9 semester units or 12-15 quarter units

Students must complete 9 semester units (or 12-15 quarter units) with at least one course from each area: A1, A2, and A3.

**A1 - ORAL COMMUNICATION** ..... 3 units  
Speech 001, 010

**A2 - WRITTEN COMMUNICATION** ..... 3 units  
English 001A, 001AH

**A3 - CRITICAL THINKING** ..... 3 units  
English 001C, 001CH  
Philosophy 025, 030, 033  
Physical Science 002  
Speech 006, 012

### AREA B - SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING ..... 9 units

Students must complete 9 semester units (or 12-15 quarter units) with at least one course from each area: B1, B2, and B4. At least one of the science courses completed in B1 or B2 must contain a related laboratory component in B3 below.

**B1 - PHYSICAL SCIENCE**  
Astronomy 001, 012  
Chemistry 001A, 001B, 002A, 002B, 008A, 008B, 022  
Environmental Studies 001, 003  
Geography 001  
Geology 001, 002, 003, 004, 006, 012, 021, 022, 030A-M  
Physical Sciences 003  
Physics 001A, 001B, 001C, 001D, 002A, 002B, 010, 031A, 031B

**B2 - LIFE SCIENCE**  
Anatomy 025  
Anthropology 001, 001H  
Biology 002, 003, 004, 010A, 010B, 010C, 011, 011H, 014, 016, 030, 038, 039  
Microbiology 002  
Physiology 001  
Psychology 002

### B3 - LABORATORY ACTIVITY (related to a lecture course taken to satisfy either B1 or B2)

Anatomy 025  
Anthropology 001L  
Astronomy 001  
Biology 002, 003, 004, 010A, 010B, 011, 011H, 014, 016, 030, 038, 039  
Chemistry 001A, 001B, 002A, 002B, 008A, 008B, 022

Environmental Studies 001, 003  
 Geography 001L  
 Geology 001, 001F, 002, 002F, 003, 003F,  
 006, 012F, 012L, 021L, 030A-M  
 Microbiology 002  
 Physical Sciences 003L  
 Physics 001A, 001B, 001C, 001D, 002A,  
 002B, 010L, 031A, 031B  
 Physiology 001

**B4 - MATHEMATICS / QUANTITATIVE REASONING**

Business 014B  
 Computer Science 002, 006, 008, 045  
 Mathematics 003, 005A, 005B, 005C, 007A,  
 007B, 008, 009, 010, 015, 022, 038,  
 055, 055H  
 Statistics 015, 018, 050

**AREA C - ARTS AND HUMANITIES ..... 9 units**

Students must complete 9 semester units (or 12-15 quarter units) with at least one course each in Arts and Humanities areas. Coursework must be taught from at least two disciplinary perspectives.

**C1 - ARTS (Arts, Cinema, Dance, Music, Theater)**

Architecture 024A, 024B  
 Art 001A, 001B, 002, 003A, 003B, 004A,  
 004B, 004C, 004D, 005, 007, 008, 009  
 Chinese 022  
 Dance 021A, 021B  
 French 050  
 Italian 050  
 Music 007A, 007B, 021, 022, 023, 024A,  
 024B, 025, 027, 028  
 Photo 010, 025  
 Spanish 050  
 Theater Arts 001, 005A, 005B, 007A, 007B  
 TVR 019

**C2 - HUMANITIES (Literature, Philosophy, Languages Other Than English)**

American Sign Language 001, 002  
 Arabic 001, 002  
 Armenian 001, 002  
 Chinese 001, 002, 002A, 003, 004, 005,  
 010, 012  
 English 001B, 001BH, 005A, 005B, 009,  
 010, 011, 024, 025A, 025C, 025D, 025E,  
 025F, 025G, 025H, 025I, 025J, 026,  
 030A, 030B, 030C, 044A, 044B, 044C,  
 045A, 045B, 046A, 046B, 047, 048,  
 049A, 050, 051, 052, 053, 054, 057,  
 059, 060, 061, 078A, 078B, 082A, 082B,  
 082C

French 001, 002, 003, 004, 006, 010, 012,  
 016  
 German 001, 002, 003, 004, 005, 010, 012  
 History 001A, 001B, 002A, 002B, 005A,  
 005B, 007A\*, 007B\*, 008, 009A, 009B,  
 012, 016, 018, 019, 025B\*, 025D, 025F,  
 025I, 027A, 027B, 029A\*, 029B\*, 030,  
 031\*, 041\*  
 Humanities 001, 002, 003, 004  
 Italian 001, 002, 003, 004, 010, 012  
 Japanese 001, 002, 003, 004, 005, 010,  
 011, 012  
 Latin 001, 002  
 Linguistics 010, 011  
 Philosophy 001, 001H, 003, 007, 008,  
 020A, 020B, 031, 037  
 Portuguese 001, 002, 003, 004  
 Religious Studies 001, 002, 003  
 Russian 001, 002, 003, 004, 011  
 Spanish 001, 002, 002A, 003, 004, 005,  
 006A, 006B, 012, 025, 042A, 042B,  
 044A, 044B

**AREA D - SOCIAL SCIENCES..... 9 units**

Students must complete 9 semester units (or 12-15 quarter units) required with courses in at least two disciplines. Coursework must be taught from at least two disciplinary perspectives.

**D0 - SOCIOLOGY AND CRIMINOLOGY**

Sociology 001, 002, 014, 015, 016, 022,  
 024, 029, 031, 041

**D1 - ANTHROPOLOGY AND ARCHAEOLOGY**

Anthropology 001, 001H, 001L, 002, 002H,  
 003, 004, 005, 006, 012, 031

**D2 - ECONOMICS**

Economics 001A, 001B

**D3 - ETHNIC STUDIES**

Anthropology 012, 031  
 History 012, 029A, 029B, 031\*, 041\*  
 Psychology 029, 031, 041  
 Sociology 014, 029, 031, 041

**D5 - GEOGRAPHY**

Geography 002, 003

**D6 - HISTORY**

History 001A, 001B, 002A, 002B, 005A,  
 005B, 007A\*, 007B\*, 008, 009A, 009B,  
 012, 016, 018, 019, 025B\*, 025D, 025F,  
 025I, 027A, 027B, 029A\*,  
 029B\*, 030, 031\*, 041\*



**D7 - INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE**

Child Development 015  
Communication 001  
English 012  
Environmental Studies 002  
Gerontology 001  
Linguistics 012, 014, 016, 017  
Speech 013

**D8 - POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS**

Political Science 001\*, 002, 006, 007, 021, 022

**D9 - PSYCHOLOGY**

Psychology 001, 001H, 002, 005, 021, 021H, 022, 023, 024, 025, 029, 031, 033, 041

**American Institutions Requirement**

\*All CSU campuses require a U.S. History and an American government course for CSU graduation. This requirement may be met with one asterisked (\*) course in U.S. history within area **C2** or **D6**, AND with Political Science 1 (area **D8**).

Six units required: one course from (A) and one course from (B)

\*(A) Political Science 001

\*(B) History 007A, 007B, 025B, 029A, 029B, 031, 041

**AREA E - LIFELONG LEARNING AND SELF-DEVELOPMENT ..... 3 units**

Students must complete 3 semester units (or 4-5 quarter units). Maximum of 1 unit of Dance Activity or PE/Kinesiology Activity (KINA).

Anthropology 002 or 002H  
College 001  
Counseling 012  
Dance 001, 002, 003, 004H, 005A-B, 006A-B, 008AB, 009A-D, 010, 011A-D, 012, 013, 015A-D, 022A-C, 037A-C (maximum of 1 unit)  
Health Education 002A, 002E, 044  
Nutrition 011  
Kinesiology/Physical Education Activity-Kina 003A-E, 027, 028A-B, 029A-C, 030, 032A-C, 033, 034A-B, 036, 037, 038, 039A-B, 046A-C, 048A-C, 054A-C, 065A-C, 069, 081A-C (maximum of 1 unit)  
Psychology 001, 001H, 021 or 021H, 022, 023, 024  
Sociology 002, 022, 024

**NOTE: Courses may not be used in more than one area.**

**TRANSFER VOCABULARY**

**Articulation Agreements** – Guides to equivalency between PCC courses and those at many CSU, UC, and California independent colleges and universities.

**ASSOCIATE OF ARTS/SCIENCE DEGREES FOR TRANSFER (AD-T)**

- California Community Colleges are now offering Associate Degrees for Transfer (AD-T) to the CSU system. 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. The AD-T degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree or for more information on university admission and transfer requirements.

To view the most current list of Pasadena City College Associate Degrees for Transfer (AD-T), please go to <http://www.pasadena.edu/academicprograms/transfer-degree.cfm>.

The AA-T and AS-T degrees, detailed on pages 99-114 are awarded in the following disciplines:

- Administration of Justice (AS-T)
- Art History (AA-T)
- Business (AS-T)
- Communication Studies (AA-T)
- English (AA-T)
- Early Childhood Education (AS-T)
- Geology (AS-T)
- History (AA-T)
- Kinesiology (AA-T)
- Journalism (AA-T)
- Mathematics (AS-T)
- Music (AA-T)
- Physics (AS-T)
- Political Science (AA-T)

- Psychology (AA-T)
- Sociology (AA-T)
- Spanish (AA-T)
- Studio Arts (AA-T)
- Theater Arts (AA-T)

**Basic Skills Courses, Precollegiate** – Courses numbered in the 400s, 300s or 100s designed as preparation for college-level work. PCC offers these courses in reading, writing, English as a second language, other English skills, and mathematics.

**Certification** – The process in which four-year institutions recognize the general education courses taught at California community colleges as meeting particular general education (GE) requirements.

**C-ID** – The Course Identification Numbering System. C-ID is a supranumber that identifies a lower-division, transferable course commonly articulated between the California Community Colleges and universities (including Universities of California, the California State Universities, as well as with many of California’s independent colleges and universities). The C-ID number means that any other course elsewhere, bearing the same number, will be accepted by the institution.

**Corequisite** – A course in which a student is required to enroll at the same time that he or she is enrolled in another course. In the corequisite course, the student acquires certain skills, concepts and/or information which are essential to success in the concurrent course.

**Elective** – A course which is not specifically required for a major, but which may be taken by choice for unit credit.

**General Education (GE) Requirements** – A specific group of courses taken outside of a student’s major to meet the need for broad knowledge of the world and to satisfy either PCC degree requirements or requirements for transfer to UC, CSU, or an independent college or university.

**Grade-Point Average (GPA)** – The GPA is on a 4-point scale and is computed by dividing the total grade points earned by the number of units attempted. For example, if the number of grade points earned is 28 and the number of units attempted is 14, then the GPA would be 2.0.

**High-Unit Majors** – High-unit majors are those areas of study that place more emphasis on preparatory courses within the major rather than the completion of general education courses. Usually these are majors in the physi-

cal and life sciences and engineering. Examples of these majors include: biology, chemistry, physics, geology, mechanical engineering, civil engineering, computer science, mathematics, and many others.

Students who choose a high-unit major should place their primary focus on completion of courses in mathematics and the appropriate science courses. General education courses based on the Intersegmental General Education Transfer Curriculum (IGETC) should be completed as they can be fitted into one’s schedule. It is not necessary to complete all GE courses prior to transfer, but upon transfer it will be required that a student complete the general education requirements of the particular school where they have been accepted.

**Impacted Major or Program** – An impacted major or program at a four-year college or university is one where more applications are received from students than the campus can enroll. As a result, sometimes those high-demand majors or programs may have additional admission or selection criteria. See a counselor for additional information.

**Independent Institutions** – Private colleges and universities such as USC or Art Center, as opposed to public institutions such as CSUs or UCs.

**Prerequisite** – A condition of enrollment, such as satisfactory completion of another course (defined as a grade of A, B, C, or “P” (Pass) that must be met before a student can register for a course or educational program. By meeting the prerequisite, the student demonstrates readiness for that course or program.

**Recommended Preparation** – A Recommended Preparation statement in a course description means that a student is advised, but not required, to complete the identified course(s) prior to enrollment in another course or educational program.

**TAG** – Transfer Admission Guarantee agreement. These are an alternative to completing the normal transfer pattern. Various CSU and UC schools provide plans whereby a student agrees to complete a specific set of courses and a minimum grade point average with the provision that he/she will be accepted to a particular school upon successful completion of the plan. Information about TAGs is available in the Transfer Center and in the Counseling Division.

**Transferable Course** – A course accepted for credit toward a bachelor’s degree at a four-year institution.

- **CSU Transferable** courses are baccalaureate level and will transfer for credit to all CSU campuses. Courses are designated in the catalog and schedule of classes as *Transfer Credit: CSU*. The units may also count toward the AS, AA, and AD-T degrees at PCC.

- **UC Transferable** courses are baccalaureate level and will transfer for credit to all UC and CSU campuses. Courses are designated in the catalog and schedule of classes as *Transfer Credit: CSU/UC*. The units may also count toward the AS, AA, and AD-T degrees at PCC.

**Transcript** – The official historical record of a student’s high school or college work.

**UC Credit Limitation** – UC limits credit for some transferable courses. Students contemplating transfer to a UC campus should consult with a PCC Counselor, and/or view PCC’s list of UC transferable courses at [www.assist.org](http://www.assist.org). Find Pasadena City College. Find UC transferable courses.

**UC Transfer Paths** – If you’re unsure which UC campus you will attend, or if you want to prepare for as many UC campuses as possible, the UC Statewide Transfer Preparation Paths will help you identify coursework that will prepare you for multiple UC campuses. These “paths” summarize the requirements and major preparation coursework at each UC campus for similar majors, and highlight the common requirements shared by a majority of UC campuses. The **UC Statewide Transfer Preparation Paths** provides information about Transfer Admission Eligibility, general education, what’s generally required for a UC degree, and becoming a competitive applicant. Information can be accessed at: <http://admission.universityofcalifornia.edu/transfer/preparation-paths/index.html>

**Undergraduate, Lower Division** – Fewer than 60 semester units towards completing general education requirements. Lower division courses are usually taken during the first and second years of study at a university.

**Undergraduate, Upper Division** – 60 or more semester units with concentration in an academic major. Upper division courses are usually taken during the third and fourth years of study at a university.

**Unit** – The amount of college credit given for a course based upon the number of hours the course meets weekly. One (1) unit represents one hour per week of actual class time in a lecture or discussion section.

## TRANSFER-RELATED WEBSITES

### Internet Search Engines and Websites for College Exploration

Search engines are a type of software available on the Web which search for a specific word or phrase on millions of Web pages and websites. The following is a sampling of search engines and websites that may be of interest to students planning to transfer to a four-year college or university.

The following search engines provide directories of college information:

#### PCC’s Shatford Library website

<http://www.pasadena.edu/library/>

The following websites provide links with many college and university home pages:

#### California Colleges

<http://www.californiacolleges.edu>

#### The University of California

<http://admission.universityofcalifornia.edu>

#### The California State University

<http://www.calstate.edu>

<http://www.csumentor.edu/>

#### The Association of Independent California Colleges and Universities (AICCU)

<http://www.aiccu.edu>

#### Historically Black Colleges, Hispanic Serving Institutions, and Tribal Colleges

Historically Black Colleges:

<http://www.ed.gov/edblogs/whhbcu/one-hundred-and-five-historically-black-colleges-and-universities/>

Hispanic Serving Institutions:

[http://www.hacu.net/hacu/US\\_Members.asp](http://www.hacu.net/hacu/US_Members.asp)

American Indian Higher Education Consortium:

<http://www.aihec.org/>

#### Princeton Review’s College Service

<http://www.princetonreview.com>

#### US News & World Report College Rankings

<http://www.usnews.com/education>

## SPECIFIC TRANSFER INFORMATION FOR EDUCATION AND PREPROFESSIONAL PROGRAMS

### EDUCATION (TEACHER PREPARATION PROGRAMS)

The Federal No Child Left Behind Act (NCLB) of 2001 contains specific teacher requirements that must be met by all public school teachers who teach “core” academic subjects. All teachers must meet the Highly Qualified Teacher (HQT) requirement. The State of California, in compliance with the federal mandate, revised the requirements to teach in California.

### ELEMENTARY SCHOOL EDUCATION

Currently, students who wish to teach may choose from two options. The first option is a five-year traditional program leading to a Preliminary Multiple Subject Teaching Credential or Preliminary Education Specialist Credential after the baccalaureate degree. In the second option, students may find it possible to complete the requirements for the bachelor’s degree and preliminary credential in a standard four-year, full-time college program and may be employed after graduation. These programs are referred to as Blended or Integrated Teacher Education Programs (ITEP) and are available at several universities and colleges. These types of programs provide avenues for students to complete their baccalaureate degree and receive a Preliminary Multiple Subject Teaching Credential or Preliminary Education Specialist Credential at the same time. Students will complete their professional education courses AND student teaching while completing their bachelor’s degree. Attainment of one of the preliminary credentials and successful passing of State mandated standardized tests allows for immediate employment as a classroom teacher after graduation. The most common majors for students interested in pursuing elementary school teaching are Child Development and Liberal Studies. However, a Bachelor’s degree, in any undergraduate degree, as well as passing State mandated tests, will allow a student to be eligible to enter a teaching credential program.

Currently, PCC maintains partnerships with Cal State Los Angeles (Major areas: Child Development, Liberal Studies, Mexican American Studies and Urban Learning), Cal State Fullerton (Liberal Studies), Cal State Northridge (Liberal Studies), Cal Poly Pomona (Liberal Studies and Gender, Ethnicity and Multicultural Studies – GEMS, University of California, Riverside (Liberal Studies), Mount St. Mary’s College (Liberal Studies), Pacific Oaks

College (Human Development and Early Childhood Education), and University of La Verne (Liberal Studies). Additionally, some of these same campuses also offer Child Development majors and other CSU and independent colleges and universities offer majors in both Child Development and Liberal Studies.

### MIDDLE SCHOOL AND HIGH SCHOOL EDUCATION

For teaching at the high school level, a Single Subject Teaching Credential and a B.A. degree with subject matter preparation in the subject is required. After transfer, students will be informed by the college or university as to whether they will be required to take the Single Subject CSET (California Subject Examination for Teachers) test or whether their subject matter preparation can be met by their major coursework in order to be eligible for the teaching credential program. Typically, students major in the discipline they will teach and progress to the Single Subject Credential Program after the completion of a baccalaureate degree. For example, students wishing to teach high school English, usually major in English. There are however a few programs where the process of starting the Single Subject Teaching Credential begins prior to completing the baccalaureate degree. Currently, Pasadena City College has a Blended partnership for the Single Subject Teaching Credential with CSULA in the subject area of Natural Sciences; a STEP plan in the subject area of English with CSUF; and an Integrated plan with a major in Mathematics and Science at UCR.

Specific program and major course requirements for the various colleges/universities are available on the Pasadena City College Transfer Requirements Tool: <http://www.pasadena.edu/transfer/tool/>, ASSIST: <http://assist.org>, the Pasadena City College Teacher Preparation website: <http://pasadena.edu/divisions/social-sciences/teacherprep/>, and in the Teacher Preparation Programs Office in C350.

### I TEACHING CREDENTIALS

**Multiple Subject:** For instruction in multiple subjects as commonly taught in California elementary schools. The Multiple Subject Teaching Credential authorizes its holder to teach all areas of curriculum for grades K – 8 in a self contained classroom.

**Middle (Junior) School Teaching With a Multiple Subject Credential:** Some students decide to teach at the middle school level after earning a B.A. degree in, for example, Liberal Studies and a Multiple Subjects Teaching Credential. In order to teach at the middle school level, a student must



meet the NCLB Highly Qualified Teacher (HQT) requirements in the area they wish to teach. To meet the HQT requirements a student must: a) complete subject matter preparation in the major area of 32 units (which is considered to be equivalent to a B.A. degree); and b) pass the CSET (California Subject Examination for Teachers) exam to establish subject matter competency. Of course, if a student has earned units in a concentration/depth area of the Liberal Studies major which is one that is taught in the middle school, such as mathematics, English, Government, etc., the additional units in the area may not be as many as 32 because subject matter and major prerequisites may have already been earned prior to the B.A. degree. A student wishing to teach Middle School is generally encouraged to pursue a Single Subject Credential in order to meet the requirement for being highly qualified in their respective discipline.

**Middle and High School Single Subject Credential:**

The Single Subject Credential authorizes its holder to teach the subject for which they have qualified. It is for instruction in a single subject as commonly taught in California junior (middle) and senior high schools. Areas for single “core” subjects of instruction (per NCLB) are: Arts, Foreign Languages, English, Reading and Language Arts, Mathematics, Sciences, and Social Sciences, which include History, Geography, Economics, and Government. Other majors may include: Physical Education, Industrial Arts, Home Economics, and Agriculture. Caution is advised for students who choose a general major in Social Sciences, to assure that the major has State approval and fulfills the “Highly Qualified” mandate of the federal government.

**Education Specialist Credential:** For instruction in one of the following areas: communication handicapped, mild/moderate disabilities, moderate/ severe disabilities, physically handicapped, visually handicapped.

**Excerpt taken from: Education Specialist Credential/State of California Commission on Teacher Credentialing**

**Authorization** State of California Commission on Teacher Credentialing 1900 Capitol Avenue Sacramento, CA 95811-4213 Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov) Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

Teaching English Learners Individuals that completed an Education Specialist Level I Teacher

Preparation Program that includes content for teaching English learners, as described in Education Code section 44259.5, are authorized to provide instruction for English language development in grades twelve and below, including preschool, and in classes organized for adults; and specially designed academic instruction in English within the subject area and grade level authorization of the Education Specialist Instruction Teaching Credential.

Specialty Areas:

**Mild/Moderate Disabilities (M/M)** Includes specific learning disabilities; mild to moderate mental retardation; other health impairment; serious emotional disturbance; and authorizes service in grades K–12 and in classes organized primarily for adults through age 22

**Moderate/Severe Disabilities (M/S)** Includes autism; deaf-blindness; moderate to severe mental retardation; multiple disabilities; serious emotional disturbance; and authorizes service in grades K–12 and in classes organized primarily for adults through age 22.

**Deaf and Hard of Hearing (DHH)** Includes deafness; hearing impairment; deaf-blindness; and authorizes service to individuals ages birth through 22.

**Visual Impairments (VI)** Includes blindness; visual impairment; deaf-blindness; and authorizes service to individuals ages birth through 22.

**Physical and Health Impairments (PHI)** Includes orthopedic impairment; other health impairment; multiple disabilities; traumatic brain injury; and authorizes service to individuals ages birth through 22.

**Early Childhood Special Education (ECSE)** Includes the mild/moderate and moderate/severe disabilities listed above and traumatic brain injury, and authorizes service to children ages birth to pre-kindergarten only.

*Individuals that complete an Education Specialist Level I Teacher Preparation Program that includes content for teaching English learners, as described in Education Code section 44259.5, are authorized to provide instruction for English language development in grades twelve and below, including preschool, and in classes organized for adults; and specially designed academic instruction in English within the subject area and grade level authorization of the Education Specialist Instruction Teaching Credential.*

*The Education Specialist Instruction Credential authorizes the holder to conduct Educational Assess-*



ments related to student's access to the academic core curriculum and progress towards meeting instructional academic goals, provide instruction, and Special Education Support to individuals in the area of specialization listed on the credential in the following settings:

- Resource rooms or services
- Special education settings
- General education settings
- Special schools
- Home/hospital settings
- State hospitals
- Development centers
- Correctional facilities
- Non-public, non-sectarian schools and agencies
- Alternative and non-traditional instructional public school settings other than classroom

**College and University Level:** At the college/university level a credential is not issued by the State. A minimum of a Master's degree is necessary in the subject matter to be taught. A Ph.D. is usually required for teaching at the university level.

**Attainment of credentials requires:**

To be eligible to apply to a teaching credential program, a student must have a 2.75 G.P.A. in the last 90 units of their coursework and receive a passing score on the California Basic Education Skills Test (CBEST) and a passing score on the appropriate **California Subject Examination for Teachers (Multiple Subject CSET or Single Subject CSET)**, dependent upon credential program).

1. A baccalaureate degree in a federal/State approved major (other than education) from an approved institution.
2. Completion of subject matter-preparation and a program of professional education including student teaching.
3. Passage of the State mandated standardized examinations with some exceptions.

**II SPECIALIST CREDENTIAL**

Specialist Credentials are advanced credentials which require a valid teaching credential as a prerequisite. They authorize teaching in specific specialization areas at any grade level, pre-school through secondary and adult education.

Areas of Specialization are:

1. Early Childhood (Currently, a Multiple Subject Teaching Credential is *not* required to teach preschool)

2. Bilingual/Cross-Cultural Studies
3. Mathematics
4. Reading and Language Arts
5. Agriculture

**III SERVICES CREDENTIAL**

The State of California provides for five categories of non-teaching credentials, which authorize their holders to provide specific non-classroom services to public schools. All require advanced preparation after the baccalaureate degree. Service credentials are issued in:

1. Counseling Services
2. Psychological Services
3. Social Work Services
4. Administrative Services
5. Health Services (School Nurse)
6. Library Services
7. Clinical-Rehabilitative Services (primarily speech and hearing therapists and audiologists, orientation and mobility specialists)

**NOTE:** A teaching credential may not be earned at a community college but may be attained at both public and independent colleges and universities. Current information may be obtained at the Teacher Preparation Office (C350) or at California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

**PRE-PROFESSIONAL PROGRAMS:**

The information below is intended to provide a general list of courses that are required by most graduate level/professional programs. Requirements can vary from school to school. Students are urged to contact the specific schools they are considering for up-to-date information. This list of classes should be combined with requirements for general education and major requirements to achieve a Bachelor's degree prior to entry to a professional program. Students are advised to meet with a counselor in L104 to make an education plan that will insure coverage of all essential areas of study.

- Pre-Chiropractic
- Pre-Dentistry
- Pre-Law
- Pre-Medicine
- Pre-Optometry
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Physician Assistant
- Pre-Veterinary Medicine

The general information provided here reflects those courses that may be completed at Pasadena City College in preparation for these fields of study.

### **CHIROPRACTIC** (pre-chiropractic classes)

Chiropractic is a distinct profession in the field of health based on the principle of neurogenic control of physiological processes. The educational program is designed to instruct students in nutritional, manipulative, psychological and allied approaches to healing. Preparation for the major generally includes such coursework as biology, chemistry, anatomy, physics, psychology, and English composition.

Lower-division requirements may vary among colleges of chiropractic. In Southern California there is one chiropractic school: Southern California University of Health Sciences. For more specific details, students should see a counselor in order to plan a program to complete the necessary coursework before transfer. Students should also visit: [www.scuhs.edu](http://www.scuhs.edu) or [www.NaturalHealers.com](http://www.NaturalHealers.com)

Pre-Chiropractic courses at PCC typically include the following:

Anatomy 025 & Physiology 001  
Biology 010A, 010B, 010C  
Chemistry 001A, 001B, 008A, 008B  
English 001A or 001AH  
Physics 031A, 031B (or 002A, 002B or 001A, 001B, 001C)  
Psychology 001 or 001H

### **DENTISTRY** (pre-dental classes)

There are six dental schools in California: the University of California, Los Angeles; the University of California, San Francisco; the University of Southern California, Loma Linda University, University of the Pacific, and Western University of Health Sciences. Dentistry requires excellent scholastic ability and a high degree of manipulative skill. Except in unusual cases, three or four years of pre-dental work are required, making dentistry a seven- or eight-year program. Lower-division requirements for the major may differ widely among four-year colleges and universities. For more specific details, students should plan to meet with a counselor to plan transfer coursework, and should also visit the following website: [www.adea.org](http://www.adea.org) or [www.ada.org](http://www.ada.org)

Pre-Dental courses at PCC typically include the following:

Biology 010A, 010B, 010C  
Chemistry 001A, 001B, 008A, 008B  
Math requirements will vary from school to school

Physics 031A, 031B (or 002A, 002B or 001A, 001B, 001C)

Recommended: Art 032A; Art 038A

### **LAW** (pre-law classes)

The majority of law schools require a bachelor's degree prior to entry. However, there is no set of specific pre-law courses. Law school admission personnel commonly ask pre-law students to choose a major in which a student will develop writing and critical thinking skills. Therefore, many pre-law students choose to finish a bachelor's degree in fields like political science, history, philosophy, and English. However, a student may pursue a degree in business, psychology, biology, or any major that he or she believes is best in terms of preparation for future study and life-long goals. For more information, students may wish to visit: [www.americanbar.org](http://www.americanbar.org), or [stu.findlaw.com](http://stu.findlaw.com)

Pre-Law courses at PCC typically include the following:

English 001C, 001CH  
Philosophy 003, 007, 025, 030, 033  
Physical Science 002

### **MEDICINE** (pre-med classes)

There are more than ten medical schools in California: The Universities of California at Davis, Irvine, Los Angeles, Riverside, San Diego, and San Francisco; the University of Southern California; Loma Linda University; Stanford University; the Western University of the Health Sciences, and Touro University. The study of medicine requires excellent scholastic ability and good human interaction and communication skills. Except in unusual cases, four years of pre-med work are required, making medicine an eight-year program. Preparatory classes for this field of study may differ among medical schools. For more specific details, students should plan to meet with a counselor to plan transfer coursework, and should also visit the following websites: [www.aamc.org/amcas](http://www.aamc.org/amcas), [www.aacom.org](http://www.aacom.org), [www.e-mcat.com](http://www.e-mcat.com), or [www.amsa.premed](http://www.amsa.premed).

Pre-Med courses at PCC typically include the following:

Biology 010A, 010B, 010C  
Chemistry 001A, 001B, 008A, 008B  
Physics 031A, 031B (or 002A, 002B or 001A, 001B, 001C)  
Math requirement will vary from school to school  
Recommended for MCAT beginning in 2015:  
Psychology 001 or 001H, Sociology 001

**OPTOMETRY** (pre-optometry classes)

Optometry curricula are four years in duration and require three to four years of preparatory college work, much of which may be completed at Pasadena City College. There are three schools in California: the University of California, Berkeley; the Southern California College of Optometry; and Western University. Many students interested in pursuing optometry receive undergraduate degrees in such majors as biological sciences prior to admission. For more information, students should visit: [www.opted.org](http://www.opted.org), [www.aaopt.org](http://www.aaopt.org). Also, students should see a counselor.

Pre-Optometry courses at PCC typically include the following:

Anatomy 025 & Physiology 001  
 Biology 010A, 010B, 010C  
 Chemistry 001A, 001B, 008A, 008B  
 English 001A or 001AH, and English 001B or 001BH  
 Physics 031A, 031B (or 002A, 002B or 001A, 001B, 001C)  
 Mathematics 005A  
 Microbiology 002  
 Psychology 001 or 001H  
 Statistics 018, or 050

**PHARMACY** (pre-pharm classes)

There are eight schools of Pharmacy in California: the University of California, San Francisco; the University of California, San Diego; the University of the Pacific; the University of Southern California; Western University of Health Sciences; Touro University; Loma Linda University; and California Northstate College. As of February 2015, three schools in pre-candidate status include California Health Sciences University (Clovis), Keck Graduate Institute (Claremont), and West Coast University (Los Angeles). Pharmacy curricula are four years in duration and require three to four years of preparatory college work that may be completed at Pasadena City College. Lower-division requirements for the major may vary among these four colleges and universities. For more specific details, students should see a counselor and visit [www.aacp.org](http://www.aacp.org), [www.pharmcas.org](http://www.pharmcas.org), or [www.pharmacy.ca.gov](http://www.pharmacy.ca.gov), or [www.pcatweb.info](http://www.pcatweb.info)

Pre-Pharmacy courses at PCC typically include the following:

Anatomy 025 & Physiology 001  
 Biology 010A, 010B, 010C  
 Chemistry 001A, 001B, 008A, 008B  
 Economics 001A, 001B

English 001A or 001AH, 001B or 001BH  
 Mathematics 005A  
 Microbiology 002  
 Physics 031A, 031B (or 002A, 002B or 001A, 001B, 001C)  
 Psychology 001 or 001H  
 Speech 001 or 010

**PHYSICAL THERAPY**  
(pre-physical therapy classes)

Physical Therapy is the treatment of disease or injury by the use of physical means such as heat, cold, sunlight, water, electricity, massage, and exercise. Physical therapists help people overcome or adjust to disabilities caused by illness, injury, or birth defects. They also plan and administer treatments, on referral by physicians.

Physical therapy programs are master's and doctoral degree programs. Entrance requirements are highly competitive and vary widely among schools. Generally, a bachelor's degree in any field is required for admission. Physical therapy schools in California approved by the American Physical Therapy Association include Azusa Pacific University; Chapman University; Loma Linda University; the University of Southern California; the University of the Pacific; Western University of Health Sciences; Samuel Merritt College; Mount Saint Mary's College; the University of California, San Francisco; and California State Universities at Fresno, Long Beach, Northridge, and Sacramento. For more specific details, student should see a counselor and visit [www.apta.org](http://www.apta.org).

Pre-Physical Therapy courses at PCC typically include the following:

Anatomy 025 & Physiology 001  
 Biology 010A, 010B, 010C  
 Chemistry 001A, 001B (or 002A, 002B)  
 Computer Information Systems 001 or 010  
 Economics 001A or 001B  
 Mathematics 003, 007A, 007B or 005A  
 Microbiology 002  
 Physics 031A, 031B (or 002A, 002B or 001A, 001B, 001C)  
 Psychology 001 or 001H, 024  
 Speech 001 or 010  
 Statistics 018 or 050

**PHYSICIAN ASSISTANT** (pre-PA classes)

There are 9 fully accredited physician assistant programs in California: the University of California, Davis; Stanford University; the University of Southern California; Loma Linda University; Western University of Health Sciences; Samuel Merritt College; Riverside Com-



munity College; San Joaquin Valley College; and Touro University. Most of these programs are master's degree programs; others offer bachelor or associate degrees. A physician assistant is a skilled health care professional who, under the supervision of a physician, performs a variety of medical, diagnostic, and therapeutic services. A bachelor's degree or higher is recommended but not required to practice in this profession. Physician Assistants must pass preadmission competency tests in the sciences as well as the National Certifying Examination. A grade of C or better is required in all prerequisite courses. Lower-division requirements for the major may differ widely among four-year colleges and universities. For more specific details, students should see a counselor and visit [www.aapa.org](http://www.aapa.org), [www.caspaonline.org](http://www.caspaonline.org), or [www.paeaonline.org](http://www.paeaonline.org).

Pre-Physician Assistant courses at PCC typically include the following:

- Anatomy 025 & Physiology 001
- Biology 010A, 010B, 010C
- Chemistry 001A, 001B (or 002A & 002B)
- English 001A or 001AH, and English 001B or 001BH
- Mathematics 003 or 007B or 005A
- Microbiology 002
- Anthropology 002 or 002H
- Psychology 001 or 001H
- Sociology 001

## **VETERINARY MEDICINE** (pre-veterinary classes)

This profession offers opportunities in private practice, government service, state or municipal service, teaching and commercial work, such as production and

testing of vaccines and serums. Veterinary medicine or science deals with prevention, control, care, and treatment of disease of domesticated animals and poultry, and supply and control of food and other products derived from them for human use. State laws regulate the practice of veterinary medicine and must be complied with before veterinarians can legally practice. An undergraduate major should be selected on the basis of individual interest and aptitude; there is no advantage gained toward admission by selecting one major over another. Experience with animals is considered an important part of the professional training. There are two veterinary medicine programs in California: the University of California, Davis and Western University of the Health Sciences. Candidates must complete the equivalent of at least three full academic years of college or the baccalaureate degree before applying to the professional school. Students should see a counselor for specific information, and visit [www.avma.org](http://www.avma.org), [www.aavmc.org](http://www.aavmc.org), or [www.aavsb.org](http://www.aavsb.org), [www.vetmed.ucdavis.edu](http://www.vetmed.ucdavis.edu), or [www.westernu.edu](http://www.westernu.edu).

Pre-Veterinary courses at PCC typically include the following:

- Biology 010A, 010B, 010C
- Chemistry 001A, 001B, 008A, 008B
- Physics 031A, 031B (or 002A, 002B or 001A, 001B, 001C)
- Statistics 050

PASADENA CITY COLLEGE  
**CATALOG**  
**2016-2017**



# *Career Technical Education and Skills Certificates*



# SECTION VI

## CAREER TECHNICAL EDUCATION and SKILLS CERTIFICATES

At Pasadena City College, Career Technical Education (CTE) programs have a primary goal of preparing students for employment or upgrading of job skills. This is done through the issuance of a Certificate of Achievement or an Occupational Skills Certificate.

### REQUIREMENTS FOR THE CERTIFICATE OF ACHIEVEMENT/ASSOCIATE IN SCIENCE DEGREE

Students interested in developing advanced levels of proficiency in a career and technical area may pursue a Certificate of Achievement, which requires the completion of 18 units or more. Pasadena City College currently offers 75 Certificate of Achievement Programs in 37 subject areas. Employer feedback suggests that strong academic skills are critical for success in today's high-performance workplace. It is, therefore, strongly recommended that students also complete the requirements for the Associate in Science Degree (see page 97). Students may earn only one Associate in Science Degree with a Certificate of Achievement.

Some programs will include certain subjects required by the College or by state law. Beyond these minimum requirements, programs will vary widely depending upon the vocational or professional goal of the student. Students who change their vocational goals during their course of study may find it impossible to complete the curriculum in the customary span of time and may need to take additional courses. Students should consult counseling services for information about specific requirements, any pre-requisites or co-requisites, and to develop an education plan that will assist them in reaching their goal. Upon completion of the specified curriculum for a Career Technical Education program students may petition in the appropriate division office for issuance of the Certificate of Achievement. Students may earn multiple Certificates of Achievement.

All courses are described in **Section VIII, Course Descriptions**. In instances where the help of a counselor is necessary for proper understanding of requirements, the student should not hesitate to contact the office of Counseling and Career Services.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.pasadena.edu/CTE](http://www.pasadena.edu/CTE).

### CERTIFICATE OF ACHIEVEMENT PROGRAMS

Students who want to earn a Certificate of Achievement and/or an Associate in Science Degree may choose a major from the following list of programs:

#### Accounting

- Accounting – Bookkeeping
- Accounting – Certified Bookkeeper

#### Administration of Justice

#### Anesthesia Technician

#### Automotive Technology

- All Automotive Systems
- Air Conditioning Technician
- Electrical/Electronics Systems
- Engine Performance Technician
- Powertrain Technician
- Undercar Technician
- Underhood Technician

#### Biological Technology

- Computational Biology
- Laboratory Assistant
- Stem Cell Culture

#### Building Construction

#### Business Administration

- Entrepreneurship
- Financial Investment

- International Business/Trade
- Management
- Marketing Merchandising
- Retail Management
- Business Information Technology
  - Administrative Assistant
  - Business Information Worker
  - Business Software Specialist
- Child Development
- Computer Information Systems
  - Operations
  - Programming
  - Web Development Applications
- Construction Inspection
- Cosmetology
  - Cosmetology
  - Instructional Techniques in Cosmetology
- Culinary Arts
- Dental Assisting
- Dental Hygiene
- Dental Laboratory Technology
- Digital Media
  - Computer Assisted Photo Imaging
  - Graphic Design
  - Web Design and Development
- Electrical Technology
  - Photovoltaic Design and Installation
- Fashion
  - Fashion – Design
  - Fashion Assistant
- Fire Technology
- Gerontology
- Graphic Communications Technology
  - Computer Imaging and Composition
  - Screen Printing
- Hospitality Management
- Journalism
  - Photojournalism
  - Printed Media
- Library Technology
- Machine Shop Technology
- Medical Assisting
  - Administrative – Clinical
  - Medical Office – Administrative
  - Medical Office Insurance Biller
- Nursing
  - Registered
  - Vocational
- Paralegal Studies
- Photography
- Product Design Programs
  - Graphics
  - Technology
- Radiologic Technology

- Speech-Language Pathology Assistant
- Television and Radio
  - Radio Production
  - Broadcast Journalism
  - Post-Production
  - Television Operations
  - Video Production
- Theater Arts
  - Theater Technology
- Welding
  - Construction Welding
  - Gas Tungsten and Gas Metal Welding

## OCCUPATIONAL SKILLS CERTIFICATES

Students, who want to develop job skills in a special area of occupational education in a short period of time, can earn an Occupational Skills Certificate, which requires 17 units or less in one of the following programs:

- Archaeological Field Work
- Biological Technology – Laboratory Skills
- Building Construction – Cabinetmaking and Millwork
- Building Construction – Construction Law
- Business Administration – Customer Service
- Certified Nursing Assistant
- Child Development – Instructional Assistant
- Child Development – Music and Movement Education for Young Children
- Child Development – School Age Instructional Assistant
- Child Development – Special Education Assistant
- CISCO Advanced Network Engineer
- CISCO Certified Network Professional (CCNP) Preparation
- Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Professional
- Commercial Music
- Culinary Arts – Baking and Pastry
- Culinary Arts – Catering
- Culinary Arts – Kitchen Assistant
- Design Technology Pathway
- Digital Image Editing
- Digital Media – Foundation
- Digitization Skills for Libraries and Cultural Heritage Institutions
- E-Commerce
  - (Interdisciplinary Occupational Skills Certificate: Business Administration, Computer Information Technology)
- Electrical Technology – Applied Circuits
- Electrical Technology – Basic Photovoltaic Design and Installation

Electronic Technology – Basic Digital Technician	Industrial Design
Emergency Medical Technician I-A	Industrial Fabricator
Engineering Design Technology – CAD Designer – Architectural/Engineering/Construction	Interior Design
Engineering Design Technology – CAD Technician – Architectural/Engineering/Construction	Jewelry/Metalworking
Engineering Design Technology – CAD Technician – Mechanical Design and Manufacturing	Manufacturing Technology II
Fashion – Fashion Marketing	Medical Office Receptionist
Fashion – Historical Costume Making	Medical Office Transcription
Fire Technology – Fire Academy Preparation	Microsoft Certified Systems Engineer Preparation (MCSE)
Foreign Language – Basic	Oracle Database Fundamentals
Foreign Language – Intermediate	Photography – Cinema-Cinematography
Foreign Language – Advanced	Photography – Cinema Production/Filmmaking
Foundation in Photography	Portrait Photography
Geotech	Television and Radio – Broadcast Journalism
Graphic Communications Technology – Apparel Graphics and Printing	Television and Radio – Media Programming and Management
Graphic Communications Technology – Electronic Prepress	Television and Radio – Television Production
Graphic Communications Technology – Screen Printing for Small Business	Television and Radio – Television Post Production
Graphic Communications Technology – Textile Printing	Television and Radio – Video Operations
	Television and Radio – Writing for Film, Television and Radio
	Welding – Basic Welding

## ACHIEVEMENT AND OCCUPATIONAL SKILLS CERTIFICATES BY DIVISION

### ■ BUSINESS DIVISION

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• Accounting – Bookkeeping .....	145
• Accounting – Certified Bookkeeper.....	145
Administration of Justice .....	146
Business Administration.....	156
• Entrepreneurship.....	156
• Financial Investment .....	156
• International Business/Trade .....	157
• Management .....	157
• Retail Management .....	158
• Marketing Merchandising .....	158
Business Information Technology .....	159
• Administrative Assistant .....	159
• Business Information Worker.....	160
• Business Software Specialist .....	160
Computer Information Systems .....	164
• Microcomputer Support.....	164
• Operations .....	165
• Programming .....	166
• Web Development Applications.....	166
Hospitality Management .....	192
Paralegal Studies .....	204

### **OCCUPATIONAL SKILLS CERTIFICATES**

Business Administration.....	159
• Customer Service.....	159
• E-Commerce .....	159
Computer Information Systems .....	166
CISCO Advanced Network Engineer.....	166
CISCO Certified Network Associate (CCNA) Preparation .....	167
CISCO Certified Network Professional (CCNP) Preparation .....	167
E-Commerce.....	167
CIS - Microsoft Certified Systems Engineer Preparation (MCSE) .....	168
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## **■ HEALTH SCIENCES DIVISION**

### **CERTIFICATES OF ACHIEVEMENT**

Anesthesia Technician .....	146
Dental Assisting .....	172
Dental Hygiene.....	173
Dental Laboratory Technology.....	174
Gerontology.....	188
Medical Assisting.....	197
• Administrative – Clinical .....	198
• Medical Office – Administrative .....	197
• Medical Office Insurance Biller .....	198
Nursing .....	199
• Registered .....	199
• Vocational .....	201
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### **OCCUPATIONAL SKILLS CERTIFICATES**

Certified Nursing Assistant .....	203
Emergency Medical Technician I-A .....	180
Medical Office Receptionist .....	198
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## **■ ENGINEERING AND TECHNOLOGY DIVISION**

### **CERTIFICATES OF ACHIEVEMENT**

Automotive Technology .....	147
• All Automotive Systems .....	147
• Air Conditioning Technician .....	148
• Electrical/Electronics Systems .....	149
• Engine Performance Technician .....	149
• Powertrain Technician.....	150
• Undercar Technician .....	150
• Underhood Technician.....	151
Building Construction.....	154
Construction Inspection.....	169
Cosmetology .....	169
• Instructional Techniques in Cosmetology .....	170
Culinary Arts.....	171



Electrical Technology.....	179
Fire Technology .....	184
Machine Shop Technology .....	195
Welding (Metal Processes Technology) .....	215
• Construction Welding.....	215
• Gas Tungsten and Gas Metal Welding.....	216

**OCCUPATIONAL SKILLS CERTIFICATES**

Building Construction.....	154
• Cabinetmaking and Millwork .....	155
• Construction Law .....	155
CISCO Certified Network Professional (CCNP) Preparation .....	167
Culinary Arts.....	171
• Baking and Pastry .....	171
• Catering .....	171
• Kitchen Assistant.....	171
Design Technology.....	181
• CAD Modeling and Animation – Architecture/Engineering/Construction .....	181
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• CAD Technician – Architecture/Engineering/Construction .....	182
• CAD Technician – Mechanical Design and Manufacturing.....	182
Design Technology Pathway.....	175
Electrical Technology.....	179
• Applied Circuits and Systems .....	179
• Photovoltaic Design and Installation.....	179
Electronics Technology – Basic Digital Technician .....	180
Fire Academy Preparation .....	185
Graphic Communications Technology.....	190
• Apparel Graphics and Printing .....	190
• Electronic Prepress .....	191
• Screen Printing for Small Business .....	191
• Textile Printing.....	191
Industrial Fabricator.....	196
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Welding – Basic Welding .....	217

**■ LANGUAGES DIVISION**

**OCCUPATIONAL SKILLS CERTIFICATES**

Foreign Language - Basic .....	185
Foreign Language - Intermediate.....	186
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**■ LIBRARY AND LEARNING RESOURCES DIVISION**

**CERTIFICATES OF ACHIEVEMENT**

Library Technology.....	195
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**OCCUPATIONAL SKILLS CERTIFICATES**

Digitization Skills for Libraries and Cultural Heritage Institutions .....	195
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## ■ NATURAL SCIENCES DIVISION

### CERTIFICATES OF ACHIEVEMENT

Biological Technology.....	151
• Computational Biology.....	152
• Laboratory Assistant Option.....	153
• Stem Cell Culture .....	153

### OCCUPATIONAL SKILLS CERTIFICATES

Biological Technology – Laboratory Skills .....	154
Geotech .....	188

## ■ PERFORMING AND COMMUNICATION ARTS DIVISION

### CERTIFICATES OF ACHIEVEMENT

Speech-Language Pathology Assistant.....	212
Television and Radio .....	211
• Broadcast Journalism.....	211
• Post-Production .....	211
• Radio Production .....	211
• Television Operations.....	213
• Video Production.....	213
Theater Arts.....	217
• Theater Technology .....	215

### OCCUPATIONAL SKILLS CERTIFICATES

Commercial Music .....	162
Television and Radio .....	211
• Broadcast Journalism.....	211
• Media Programming and Management.....	214
• Television Post Production.....	211
• Television Production.....	211
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• Writing for Film, Television and Radio .....	215

## ■ SOCIAL SCIENCES DIVISION

### CERTIFICATES OF ACHIEVEMENT

Child Development.....	161
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### OCCUPATIONAL SKILLS CERTIFICATES

Archaeological Field Work .....	147
Child Development.....	161
• Instructional Assistant.....	162
• Music and Movement Education for Young Children .....	163
• School Age Instructional Assistant.....	163
• Special Education Assistant .....	163

## ■ VISUAL ARTS AND MEDIA STUDIES DIVISION

### CERTIFICATES OF ACHIEVEMENT

Digital Media .....	176
• Computer Assisted Photo Imaging .....	176
• Graphic Design .....	176
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Fashion .....	182
• Fashion – Design .....	182
• Fashion Assistant.....	183
Graphic Communications Technology.....	189
• Computer Imaging and Composition.....	189
• Screen Printing.....	190
Journalism.....	194
• Photojournalism .....	194
• Printed Media.....	194
Photography .....	205
Product Design Programs .....	208
• Graphics .....	208
• Technology .....	209

### OCCUPATIONAL SKILLS CERTIFICATES

Digital Media – Foundation.....	178
Fashion .....	183
• Fashion Marketing.....	183
• Historical Costume Making.....	184
Industrial Design .....	192
Interior Design.....	193
Jewelry/Metalworking.....	193
Photography .....	205
• Cinema-Cinematography.....	206
• Cinema Production/Filmmaking .....	206
• Digital Image Editing .....	207
• Foundation in Photography.....	207
• Portrait Photography .....	207



## ACCOUNTING – BOOKKEEPING (Scheduled to be archived in 2017)

The curriculum prepares students to seek employment as accountant-bookkeepers for public, private and governmental institutions. Emphasis is on compiling and analyzing business records and preparing financial data, such as profit and loss statements, balance sheets, cost studies and tax reports. Application of accounting software packages for general ledger, accounts receivable, accounts payable, payroll and income tax.

Accounting majors desiring to transfer to a four-year college or university should follow the Business Administration curriculum.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. The student should be able to fulfill the entry level job requirements in an accounting department.
2. The student should be able to perform basic General Ledger, Accounts Receivable and Accounts Payable duties.
3. The student should have enough general business skills to assist in the business management process.

### Requirements for the Certificate of Achievement (41-46 units):

*Recommended sequence:*

Semester I  
Acct 010\*  
BIT 011A  
Bus 016

Semester II  
Acct 001A  
Acct 104A  
Bus 011A  
Engl 001A

Semester III  
Acct 001B  
Acct 104B  
Bus 009  
Bus 114  
or Bus 115  
or Bus 014A

Semester IV  
Acct 104C  
BIT 025  
Bus 012A

### Recommended elective:

Bus 013

\*Students who have already taken Acct 001A and Acct 001B do not need to take Acct 010.

## ACCOUNTING - CERTIFIED BOOKKEEPER

The curriculum prepares students to become (with experience) certified bookkeepers. This training is relevant to positions such as bookkeeping/accounting/auditing clerk, accounts payable clerk, accounts receivable clerk/collections, general ledger clerk or payroll clerk. Knowledge of accounting and spreadsheet software is necessary.

The curriculum is aimed at students passing the national Certified Bookkeeper exams administered by the American Institute of Public Bookkeepers (AIPB). For more information on this program go to [www.aipb.org](http://www.aipb.org). Optionally, students can also take a course to become a California Registered Tax Preparer (CRTP) to prepare to work as a para-professional in an accounting or CPA office. For more information go to [www.ctec.org](http://www.ctec.org). A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Be able to pass the national AIPB Certified Bookkeeping exams.
2. Be able to perform basic General Ledger, Accounts Receivable, Accounts Payable, basic payroll duties.

### Requirements for the Certificate of Achievement (21 units):

Acct 010  
Acct 104A  
Acct 104B  
BIT 133  
Bus 112  
BIT 106  
Bus 114

### Recommended Electives:

Acct 104C  
Acct 001A  
Acct 001B  
Bus 012A  
Bus 170

## ADMINISTRATION OF JUSTICE

The curriculum prepares students for entry-level positions as police officers, police reserve officers, police assistants and community service officers in police and sheriffs departments and for positions in private security, as well as preparation for careers in probation, parole and federal law enforcement agencies.

Emphasis is on critical thinking, oral communication skills and writing skills essential to today's law enforcement employees. Students are kept informed of changes in law enforcement such as community policing, laws of arrest, search and seizure and updates to the State penal code. Role-playing and Moot Court participation are included to enhance oral communication skills and preparation of written reports. Training is also provided in the area of crime analysis and use of computer technology in law enforcement.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Identify the education stages to successfully enter a law enforcement Academy consisting of academics, physical training, firearms, Code of Ethics requirements for the law enforcement officer as a professional.
2. Demonstrate a fundamental knowledge of the law enforcement profession consisting of the role of the police, the courts and corrections.
3. Explain an understanding of the role of the community in a partnership with law enforcement including interpersonal skills of effective written and oral communications plus critical thinking required of a law enforcement officer (i.e., community policing).
4. Outline and discuss the moral/legal aspects of the use of firearms, impact weapons, chemical agents, Laws of Evidence, the preparation of Search and Arrest Warrants and the collection of physical evidence at a crime scene.

### Requirements for the Certificate of Achievement (37 units):

*Recommended sequence:*

Semester I

AJ 010

AJ 012

Engl 100

or Engl 001A

Semester II

AJ 014

AJ 016

AJ 185

Kina 037

Semester III

AJ 018

AJ 019

Spch 001

or Spch 010

Semester IV

AJ 022

AJ 128

AJ 130

AJ 190

### Recommended electives:

AJ 122

Fire 110

## ANESTHESIA TECHNICIAN

The Anesthesia Technician program prepares the student to be an integral member of the anesthesia patient care team. Emphasis is on fundamental and advanced clinical procedures to assist licensed anesthesia providers in the acquisition, preparation, and application of various types of equipment required for the delivery of anesthesia care.

Anesthesia technicians are integral members of the anesthesia patient care team. Their role is to assist licensed anesthesia providers in the acquisition, preparation and application of various equipment required for the delivery of anesthesia care. This may be performed in a variety of clinical settings such as: the operating room, interventional and diagnostic radiology, post anesthesia care unit, intensive care unit, cardiac cath lab, emergency room, endoscopy, dental suites, and ambulatory surgery centers.

Job responsibilities may include equipment maintenance and servicing such as cleaning, sterilizing, assembling, calibrating, testing, troubleshooting, and recording of inspections and maintenance. In addition, the anesthesia technician will assist licensed anesthesia providers with patient assessments, evaluations, transport, positioning, insertion of intravenous and other invasive lines, and airway management.

### Certification/Accreditation/Eligibility:

A Certificate of Achievement and an Associate of Science degree is awarded upon completion of all required courses with a C or better. The two-year program includes one summer session.

Upon successful completion of the program, the student is eligible to take the American Society of Anesthesia Technicians/Technologists (ASATT) National Certification Examination to become certified as an Anesthesia Technician (Cer. A.T.)

Highlights of the PCC program include professional,



experienced academic and clinical instructors, and a multitude of clinical sites with state-of-the-art technology and hands-on instruction. The Anesthesia Technician program is a partnership program with Kaiser Permanente.

#### Requirements for Admission:

1. Graduation from an accredited high school or equivalent.
2. Overall minimum GPA of 2.0 in all required prerequisite courses. An overall minimum GPA of 2.5 in the following prerequisite courses: Speech 010, Physiology 002A/002B or Anatomy 025 and Physiology 001, English 001A, and Chemistry 002A.
3. Current CPR/ Basic Cardiac Life Support (BCLS) certification.
4. Completion of application for admission into the program.

#### Program Outcomes:

1. Apply theory and knowledge of social sciences in effective communication with anesthesia care providers in the delivery of patient care.
2. Apply theory and knowledge of chemistry and biology to assist the anesthesia provider in the selection and operation of appropriate anesthesia equipment for patient care.
3. Apply theory and concepts in pharmacology specific to anesthesia surgical procedure in preparation of patient care.
4. Apply theory and knowledge of basic anatomy/physiology, and pathophysiology in assisting the anesthesia provider in the development of patient care plans.

#### Recommended Preparation:

High school courses in biology, anatomy/physiology, and chemistry with a laboratory.

#### Requirements for the Certificate of Achievement (30 units):

AT 110  
AT 111  
AT 112  
AT 113  
AT 114  
AT 115  
AT 116  
AT 117  
AT 118

## ARCHAEOLOGICAL FIELD WORK OCCUPATIONAL SKILLS CERTIFICATE

The curriculum prepares an individual for the workplace environment with skills that apply to archaeological field excavation techniques, artifact analysis and preparation of the required governmental documentation associated with cultural resource management. The student may choose to work for either a private or a governmental agency as a cultural resource specialist.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Satisfy requirements for entry level position in archaeological excavation project or CRM work.
2. Understand the essential scientific components required in archaeological field work.
3. Allow students the opportunity to decide if a career in archaeology is of interest to them in the future.

#### Requirements for the Occupational Skills Certificate (17 units):

*Recommended sequence:*

Semester I

Anth 001

Anth 001L

Anth 002

Semester II

Anth 003

Anth 012

One of the following:

Anth 030A-H

Semester III

Anth 030H

#### Recommended electives:

Biol 002

Biol 030

## AUTOMOTIVE TECHNOLOGY – ALL AUTOMOTIVE SYSTEMS

The curriculum prepares the student for entry-level employment in the automotive areas such as an apprentice mechanic, assistant technician, mechanic's helper, predelivery technician, installer, service technician, service attendant, or trainee smog technician.

Students enrolling in the curriculum of Automotive Technology will have the opportunity to receive instruction and hands-on experience in diagnosis and repair of

late model automobiles. Students must provide or purchase their own required hand tools.

Instruction includes automotive engines, transmissions and drive lines (RWD & FWD) for both automatics and manual, suspension systems, braking systems (including ABS), air conditioning systems, engine performance, California State automotive emission laws, and diagnostic testing of computer control automotive systems.

Upon successful completion of the curriculum a student receives credit for one year of work experience when applying for certification by the National Institute of Automotive Service Excellence (ASE).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Describe automotive systems' fundamentals of operation in order to apply the theory to practical diagnostic scenarios encountered during automotive service and repair.
2. Demonstrate and integrate the safe set-up and operation of diagnostic, hand, special service and machine tools utilized by standard automotive repair industry.
3. Develop diverse skill sets pertaining to the National Automotive Technician Education Foundation (NATEF) standards and performance tasks.
4. Develop a technician with the knowledge of basic customer service and writing skills to follow the legal aspects outlined by the State of California Bureau of Automotive Repair standards.
5. Prepare students to successfully complete Automotive Service Excellence examinations.

**Requirements for the Certificate of Achievement (59-61 units):**

*Recommended sequence:*

Semester I  
 Auto 032  
 Auto 220  
 Auto 221  
 Eltn 109A  
 or Tech 107A

Semester II  
 Auto 222  
 Auto 223  
 Eltn 130

Semester III  
 Auto 050  
 or 151  
 Auto 226  
 Auto 227

Semester IV  
 Auto 224  
 Auto 225  
 Mach 220A  
 Weld 044A  
 Weld 044B

**Recommended electives:**

Auto 214A, 214B, 214C  
 Auto 215  
 Bus 011A, 116, 121, 160  
 DT 008A  
 Engl 434  
 Lib 010A

**The following are options to the All Automotive Systems Certificate of Achievement.**

**AUTOMOTIVE TECHNOLOGY – AIR CONDITIONING TECHNICIAN**

The curriculum prepares the student for entry-level employment in automotive air conditioning repair. Students will receive instruction and hands-on experience in servicing, repair and diagnosis of automotive air conditioning systems. The Refrigerant Handlers Certification Examination given by International Mobile Air Conditioning Society (IMAC) is included in this training. The use of precision equipment and specialty tools is emphasized.

Students are encouraged to take the Automotive Service Excellence (ASE) Exam for Heating and Air Conditioning (A7).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Prepare students for successful completion of the Automotive Service Excellence examination, A7 – Heating and Air Conditioning.
2. Describe automotive heating and air conditioning system fundamentals of operation and apply these theories to practical diagnostic scenarios encountered during automotive heating and air conditioning service repairs.
3. Demonstrate and integrate the proper set up and operation of automotive air conditioning systems refrigerant identification, recovery and recharging equipment.
4. Prepare students to obtain the United States Clean Air Act Section 609 Certification through examination from the International Mobile Air Conditioning Society (IMAC).

5. Apply skill sets pertaining to the National Automotive Technician Education Foundation (NATEF) standards and performance tasks for automotive air conditioning.

### Requirements for the Certificate of Achievement (19-21 units):

*Recommended sequence:*

Semester I

Auto 032

EltN 130

EltN 109A

or Tech 107A

Semester II

Auto 050

or Auto 151

Auto 215

Engl 435

## AUTOMOTIVE TECHNOLOGY – ELECTRICAL/ELECTRONICS SYSTEMS

The curriculum prepares the students for entry level employment in Automotive electrical/electronics systems. This certificate is also available to automotive professionals who wish to update and/or upgrade their knowledge in automotive electrical/electronic systems. Students will receive instruction and hands-on experience in proper service and diagnostic techniques used to repair automotive electrical/electronic systems. The use of precision measuring equipment and specialty tools are emphasized. Students are encouraged to take the Automotive Service Excellence (ASE) exam for electrical/electronic systems (A6).

A Certificate of Achievement is awarded upon completion of all required courses with a grade C or better.

### Program Outcomes:

1. Describe electrical/electronic systems fundamentals of operation in order to apply the theory to practical diagnostic scenarios encountered during electrical/electronic automotive service and repair.
2. Demonstrate and integrate the safe set up and operation of diagnostic, hand, special service, and machine tools utilized by electrical/electronic automotive repair industry.
3. Develop diverse skill sets pertaining to the electrical/electronic systems (A6) tasks as it pertains to the National Automotive Technician Education Foundation (NATEF).

4. Develop an electrical/electronic systems technician with the knowledge of basic customer service and writing skills to follow the legal aspects, outlined by the California Bureau of Automotive Repair standards.
5. Prepare students to successfully complete and pass the automotive service excellence exam on electrical/electronics systems (A6).

### Requirements for the Certificate of Achievement: (19-20 units)

*Recommended sequence:*

Semester I

Auto 032

EltN 130

Auto 050

Semester II

Auto 151

EltN 109A

or Tech 107A

Engl 435

### Recommended Electives

Elty 012

EltN 109B

EltN 117

Lib 010A

Lib 010B

## AUTOMOTIVE TECHNOLOGY – ENGINE PERFORMANCE TECHNICIAN

The curriculum prepares the student for entry-level employment in automotive engine performance. Students enrolling will have the opportunity to receive instruction and hands-on experience in diagnosing and repairing automotive engine drivability problems, carburetion, electronic fuel injection, ignition systems, emission testing and applicable laws. The use of precision equipment including lab scopes, engine and emission analyzers and other specialty tools is emphasized. Students must provide or purchase, if necessary, their own required hand tools.

Students are encouraged to take the Automotive Service Excellence (ASE) Exams for Engine Performance (A8) and Advanced Engine Performance (L1).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Prepare students for successful completion of the Automotive Service Excellence examination, A8 – Engine Performance.

2. Demonstrate and integrate the proper set up and operation of engine diagnostic tools used in the automotive industry.
3. Describe fuel system, ignition system and emission system fundamentals of operation and apply these theories to practical diagnostic scenarios encountered during engine performance repairs.
4. Apply skill sets pertaining to the National Automotive Technician Education Foundation (NA-TEF) standards and

### Requirements for the Certificate of Achievement (31-32 units):

*Recommended sequence:*

Semester I

Auto 032

Auto 050

Auto 220

Eltn 109A

or Tech 107A

Eltn 130

Semester II

Engl 435

Auto 226

Auto 227

Weld 044A

or Weld 044B

### Recommended electives:

Auto 214A, 214B, 214C

## AUTOMOTIVE TECHNOLOGY – POWERTRAIN TECHNICIAN

The curriculum prepares the student for entry-level employment in transmission repair. Students will receive instruction and hands-on experience in removing, rebuilding, and adjusting manual and automatic transmissions and transaxles, clutches, drivelines, universal joints, constant-velocity (CV) joints, and differentials. The use of precision equipment and specialty tools is emphasized. Students must provide or purchase their own required hand tools.

Students are encouraged to take the Automotive Service Excellence (ASE) Exams for Automatic Transmission/Transaxle (A2), and Manual Drive Train and Axles (A3).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Prepare students for successful completion of the Automotive Service Excellence examinations, A2 – Automatic Transmissions and Transaxles, and A3 – Manual Transmissions and Drive Trains.
2. Demonstrate and integrate the proper set up and operation of transmission diagnostic and service tools used in the automotive industry.
3. Describe automatic transmission and manual transmission fundamentals of operation in order to apply these theories to practical diagnostic scenarios encountered during service and repairs of automatic and manual transmissions/transaxles and drive trains.
4. Apply skill sets pertaining to the National Automotive Technician Education Foundation (NA-TEF) standards and performance tasks for automatic and manual transmissions, transaxles, and drive trains.

### Requirements for the Certificate of Achievement (23-24 units):

*Recommended sequence:*

Semester I

Auto 032

Engl 435

Weld 044A

or Weld 044B

Eltn 109A

or Tech 107A

Semester II

Eltn 130

Auto 222

Auto 223

## AUTOMOTIVE TECHNOLOGY – UNDERCAR TECHNICIAN

The curriculum prepares the student for entry-level employment in brake and suspension repair. Students will receive hands-on instruction experience in removing, rebuilding, adjusting and re-installing brake systems and components of both foreign and domestic vehicles. A wide variety of vehicle models are discussed and used during the lab portion of the class. Both early and late model vehicles are covered during the course of the semester for both the brakes class and the steering and suspension class. Antilock brake systems (ABS) are discussed and service procedures are demonstrated. The use of precision equipment such as computerized alignment racks, brake disc and drum lathes and diagnostic

scan tools keep students current with the latest industry standards. All applicable machining procedures and technical calculations are covered.

Students are encouraged to take the Automotive Service Excellence (ASE) exams for Suspension and Steering (A4), and Brakes (A5).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

#### **Program Outcomes:**

1. Describe the theory, operation, and fundamentals of automotive brakes, suspension, and steering systems to apply a practical diagnosis, service, maintenance, and repair.
2. Demonstrate and integrate the safe set up and operation of tools and equipment required by the automotive industry as it relates to automotive brakes, suspension, and steering systems.
3. Develop the ideology and core fundamental skills and values outlined by the National Automotive Technician Education Foundation (NATEF), Automotive Youth Education Services (AYES), and Automotive Service Excellence (ASE) organizations as they relate to automotive brakes, suspension, and steering systems.
4. Develop the basic skills and writing processes necessary for conforming to the legal aspects outlined by the State of California Bureau of Automotive repair standards.
5. Prepare students to successfully take and complete the Automotive Service Excellence exam in the areas of automotive brakes (A5), suspension, and steering systems (A4).

#### **Requirements for the Certificate of Achievement (23-24 units):**

*Recommended sequence:*

Semester I  
Auto 032  
Eltn 109A  
    **or** Tech 107A  
Eltn 130  
Weld 044A

Semester II  
Engl 435  
Auto 224  
Auto 225

## **AUTOMOTIVE TECHNOLOGY – UNDERHOOD TECHNICIAN**

The curriculum prepares the student for entry-level employment in automotive engine repair. Students will receive instruction and hands-on experience in removing, measuring, rebuilding, adjusting and reinstalling automotive engines. The use of precision equipment and specialty tools is emphasized. Students must provide or purchase their own required hand tools.

Students are encouraged to take the Automotive Service Excellence (ASE) Exam for Engine Repair (A1).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

#### **Program Outcomes:**

1. Prepare students for successful completion of the Automotive Service Excellence examination; A1 – Engine Repair.
2. Demonstrate and integrate the proper set up and operation of engine mechanical system diagnostic tools used in the automotive industry.
3. Describe engine mechanical operating systems and control assemblies, their theories of operation and practical diagnostic scenarios used to track failed components or systems encountered during engine repair.
4. Apply skill sets pertaining to the National Automotive Technician Education Foundation (NATEF) standards and performance tasks for automotive engine repair.

#### **Requirements for the Certificate of Achievement (24-25 units):**

*Recommended sequence:*

Semester I  
Auto 032  
Auto 220  
Eltn 109A  
    **or** Tech 107A  
Engl 435

Semester II  
Eltn 130  
Auto 221  
Weld 044A  
    **or** Weld 044B

## **BIOLOGICAL TECHNOLOGY**

The curriculum prepares students to work in entry level positions in the field of biotechnology in high-tech industry and institutions. This is an interdisciplinary program including courses and practical training in



math, chemistry, biology, computer skills and English. This program prepares students using SCANS guidelines. Emphasis is on practical laboratory skills combined with training in quality assurance and quality control in a working laboratory setting. Students are kept informed on current advances in biotechnology by speakers from industry, internet assignments and tours of local biotech facilities.

This program offers classroom instruction plus supervised work experience in the biotechnology industry. Students must be willing to spend time working on long-term projects and participating in outreach programs.

Students must be able to provide their own transportation in the final semester to an internship site. Employment opportunities include: biomedical industry, academic research labs, pharmaceuticals, agriculture, food science labs, genetic engineering labs.

Students who have previously completed coursework required for the Certificate of Achievement and need only the Biology 102A-D courses may take a fast track and complete the certificate in one year.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Understand, interpret and write laboratory documents, SOPs, protocols and notebook documentation.
2. Be able to use, maintain, calibrate and/or validate standard laboratory equipment.
3. Be prepared for entry level technician positions in the biological technology industry and in research laboratories.

#### Prerequisites:

Math 131  
Chem 001A, 022

#### Recommended preparation:

Computer literacy

#### Requirements for the Certificate of Achievement (50-59 units):

*Recommended sequence:*

Semester I  
Engl 001A  
Chem 001B  
Biol 102A  
Biol 010A

Semester II  
Biol 010B  
Biol 102B  
Biol 102C

Semester III  
Chem 008A  
Micr 002  
    **or** Biol 104B  
Stat 018  
    **or** Stat 050

Semester IV  
Biol 010C  
Phsc 002

Summer  
Biol 102D

### COMPUTATIONAL BIOLOGY

Today's biotechnology companies depend on the ability of their employees to understand and use computational skills to handle large amounts of research data. This curriculum provides interdisciplinary skills required to seek employment at an entry level in performing data acquisition, management, and analysis in laboratory environments. The certificate program can also benefit working professionals seeking to advance or change their careers.

Students will learn programming, statistics, basic concepts of molecular biology, and use of bioinformatics applications and resources. The program emphasizes the skills necessary to become creative and flexible team members and leaders who can work with others in the dynamic interdisciplinary team environment found in today's biotechnology companies.

Students in the certificate program will be required to complete a programming project in the Biology 028 class.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Demonstrate an understanding of the fundamental concepts of molecular biology, including DNA, genes, proteins, and genomes.
2. Use online resources such as NCBI (National Center for Biotechnology Information) and bioinformatics applications to research and analyze biological data.
3. Write computer programs to perform customized analyses of biological data, using statistical measures to determine the significance of results.

## Requirements for the Certificate of Achievement (16-18 units):

*Recommended sequence:*

Semester I

CIS 010

One of the following:

Biol 102A

Biol 102B

Biol 039

Biol 001A

Biol 001B

Biol 001C

Semester II

Stat 018

or Stat 050

CS 010

or CS 012

or CIS 036

Semester III

Biol 028

## LABORATORY ASSISTANT OPTION

The curriculum prepares students to work in entry level positions in the field of biotechnology where a biology or chemistry degree is not required. This is an interdisciplinary program including courses and practical training in math, chemistry, biology, computer skills and English. This program prepares students using scans guidelines. Emphasis is on practical laboratory skills combined with training in quality assurance and quality control in a working laboratory setting. Students are kept informed on current advances in biotechnology by speakers from industry, internet assignments and tours of local biotech facilities.

This program offers classroom instruction plus supervised work experience in the biotechnology industry. Students must be willing to spend time working on long term projects and participating in outreach programs.

Students must be able to provide their own transportation in the final semester to an internship site. Employment opportunities include: biomedical industry, academic research labs, pharmaceuticals, agriculture, food science labs, genetic engineering labs.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Students who have previously completed coursework required for the laboratory assistant option and need only the Biology 102A-D courses may take a "fast track" and complete the option in 1 year.

## Program Outcomes:

1. Understand, interpret and write laboratory documents, SOPs protocols and notebook documentation.
2. Be able to use, maintain, calibrate and/or validate standard laboratory equipment.
3. Be prepared for entry level technician positions in the biological technology industry and in research laboratories with an emphasis in the medical environment.

## Prerequisite:

Math 125

## Requirements for the Certificate of Achievement (39 units):

*Recommended sequence:*

Semester I

Engl 001A

Chem 002A

Biol 011

or Biol 039

Biol 102A

Semester II

Biol 102B

Chem 002B

Phsc 002

Semester III

Micr 002

Stat 018

or Stat 050

Semester IV

Biol 102C

Summer

Biol 102D

## STEM CELL CULTURE

The curriculum prepares students to work in entry level positions in the field of cell culture including stem cell culture. Emphasis is on practical laboratory skills combined with training in a working laboratory setting.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

## Program Outcomes:

1. Understand, interpret and write laboratory documents, SOPs, protocols and notebook documentation.
2. Be able to use, maintain, calibrate and/or validate standard laboratory equipment.

3. Be prepared for entry level technician positions in laboratories performing stem cell research in the biological technology industry and in research institutes.

### Requirements for the Certificate of Achievement (33 units):

*Recommended sequence:*

Semester I  
Math 131  
Chem 022  
Biol 102A

Semester II  
Chem 001A  
Biol 102B

Semester III  
Biol 102C  
Biol 002  
or Micr 002

Semester IV  
Biol 038  
Biol 102D

## BIOLOGICAL TECHNOLOGY OCCUPATIONAL SKILLS CERTIFICATE

### Biological Technology – Laboratory Skills

The curriculum prepares students to work in entry level positions in the field of biotechnology in high-tech industry and institutions. Emphasis is on practical laboratory skills combined with training in a working laboratory setting.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Understand, interpret and write laboratory documents, SOPs, protocols and notebook documentation.
2. Be able to use, maintain, calibrate and/or validate basic laboratory equipment.
3. Be prepared for entry level technician positions in the biological technology industry and in research laboratories.

### Requirement for the Occupational Skills Certificate (16 units):

*Recommended Sequence:*

Semester I  
Biol 102A

Semester II  
Biol 102B

Semester III  
Biol 102C

Semester IV  
Biol 039

Summer  
Biol 102D

## BUILDING CONSTRUCTION

The curriculum prepares students for working in the construction industry. The program qualifies graduates to seek employment as apprentice carpenters and journey-level carpenters. Students may also complete at least two years' experience which can be applied towards the required four years' experience needed to qualify for a Class "B" State of California Contractors License.

Instruction is offered in all phases of construction from demolition of an existing structure to grading of land to, ultimately, a turn-key situation. Studies include safety, materials of construction, mathematics, print reading, builders level and transit, site work, foundation and floors, rough framing, roof framing, stair building, exterior finish, and interior finish.

Additional studies included are timber construction, steel stud construction, grading of land, plumbing, HVAC, and various other specialty items that vary from project to project. The culminating student experience is the building of a single family dwelling.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Identify the training/educational requirements and describe the role of the apprentice carpenter.
2. Demonstrate the safe practices in the shop and on the job site and the safe/proper use of hand and power tools used in construction.
3. Interpret trade technical calculations using addition, subtraction, multiplication, and division for estimating material take-off costs.

4. Explain the importance of measuring tools and their use in calculating building layout and estimation of materials used for construction.
5. Describe and explain residential print reading and interpret the use of the related local and international building codes used for construction.
6. Demonstrate the skills of an apprentice carpenter in the construction field to build a single-family residence from foundation to roofing including framing, plumbing, heating and air conditioning, stairs, windows, doors and the application of interior and exterior finish.

### Requirements for the Certificate of Achievement (40 units):

*Recommended sequence:*

Semester I  
Bldg 230A

Semester II  
Bldg 230B

Semester III  
Bldg 230C

Semester IV  
Bldg 230D

#### Recommended electives:

Arch 014  
Bldg 122-224  
Tech 107A

## BUILDING CONSTRUCTION OCCUPATIONAL SKILLS CERTIFICATES

### Cabinetmaking and Millwork

The curriculum prepares students for working in the construction industry in cabinetmaking and millwork. The program qualifies graduates to seek employment as an apprentice cabinetmaker and finish carpenter and journey-level cabinetmaker and finish carpenter. Students may also complete at least two (2) additional years experience which all related work can be applied towards the required four (4) years needed to qualify for a C-6 State of California Contractors License.

Instruction is offered in cabinetmaking, cabinet installation and millwork. Studies include safety in hand, pneumatic and power tools in the shop and on the jobsite, materials and take-off list, mathematics, print reading, cutting list, and cabinet assembly.

Additional studies included are cabinet finishing and installation, interior door installation, moulding making, and installation and estimating. The culminating student experience is the fabrication of cabinets and millwork and their installation in the residential home project.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Interpret a complete set of prints for cabinet layout and cabinet construction.
2. Practice safe construction techniques in both the shop and jobsite according to OSHA standards.
3. Demonstrate the proper sequence of cabinet construction and millwork.

### Requirements for the Occupational Skills Certificate (14 units):

Bldg 152A  
Bldg 152B  
Bldg 212  
Bldg 220

#### Recommended electives:

Bldg 210A  
Bldg 230A  
Tech 107A

### Construction Law

Details in the areas of construction law, printreading and estimating. Legal and contractual aspects of the construction industry including California contractors' license law, business ethics, lien laws, health and safety regulations, workers' compensation, employment insurance and taxes. Also residential and commercial printreading and estimating.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Interpret the legal and contractual aspects of the construction industry.
2. Compare the difference of construction laws versus contractor's license laws.

### Requirements for the Occupational Skills Certificate (9 units):

Bldg 122  
Bldg 212  
Bldg 220

#### Recommended electives:

Tech 107A

## BUSINESS ADMINISTRATION – ENTREPRENEURSHIP

The curriculum prepares students for owning or operating small businesses. Instruction includes all aspects of business creation, start-up strategies, product/service development, legal and financial components of a new business.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Identify the various types of business organizations.
2. Write effective business letters and memos, and give clear, concise oral presentations.
3. Achieve mastery and confidence working with whole numbers, fractions, and percents so that they can use these skills in everyday situations to reconcile bank statements, read financial tables to calculate loan rates and house payments, develop a personal budget, determine house and credit card payments, verify pay check etc.
4. Identify the kinds of assets and liabilities commonly found in a small business.
5. Compare the advantages and disadvantages of buying an existing business instead of starting one from scratch.

### Requirements for the certificate (33-34 units):

*Recommended sequence:*

Semester I

Acct 001A

or Acct 010

BIT 025

Bus 009

Bus 116

or Bus 010

Bus 002

Semester II

Engl 001A

Bus 011A

Bus 012A

Bus 013

Mrkt 123

or Mrkt 020

Bus 114

or Bus 115

or Bus 014A

or Bus 016

or Stat 015

### Recommended electives:

BIT 105A

Bus 114, 128, 160, 161

## BUSINESS ADMINISTRATION – FINANCIAL INVESTMENTS

The curriculum prepares students for careers in investment banks, stock brokerage firms, insurance companies, and firms providing financial advice in buying and selling of stocks, bonds, or shares in mutual funds.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Identify the various ways by which business enterprises are financed. Explain the legal elements of financing a business.
2. Write effective business letters and memos, and give clear, concise oral presentations.
3. Achieve mastery and confidence working with whole numbers, fractions, and percents so that they can use these skills in everyday situations to reconcile bank statements, read financial tables to calculate loan rates and house payments, develop a personal budget, determine house and credit card payments, verify pay-check, etc.
4. Identify the tools of business investments: liquidity, short-term and long-term investments, return vs. risk, and leverage.
5. Describe financial controls that may be used to keep a business successful.

### Requirements for the certificate (30-31 units):

*Recommended sequence:*

Semester I

Acct 010

BIT 025

Bus 009

or Bus 010

Bus 002

Semester II

Engl 001A

Bus 011A

Bus 013

Bus 118

Bus 160

or Bus 117

Bus 114

or Bus 115

or Bus 014A

or Bus 016

or Stat 015



**Recommended electives:**

Acct 104A  
 Bus 121  
 Mrkt 030

**BUSINESS ADMINISTRATION –  
INTERNATIONAL BUSINESS/TRADE**

The curriculum prepares students for competing in the international global marketplace. Emphasis is on importing, exporting and establishing an overseas business presence. This curriculum is designed for the individual international entrepreneur, as well as the established company executive.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Identify the various ways by which business enterprises are financed. Explain the legal elements of financing a business.
2. Write effective business letters and memos, and give clear, concise oral presentations.
3. Achieve mastery and confidence working with whole numbers, fractions, and percents so that they can use these skills in everyday situations to reconcile bank statements, read financial tables to calculate loan rates and house payments, develop a personal budget, determine house and credit card payments, verify paycheck, etc.
4. Identify the tools of business investments: liquidity, short-term and long-term investments, return vs. risk, and leverage.
5. Describe financial controls that may be used to keep a business successful.

**Requirements for the certificate (29-30 units):**

*Recommended sequence:*

Semester I  
 Acct 001A  
   or Acct 010  
 BIT 025  
 Bus 009  
 Bus 150  
   or Bus 151  
   or Bus 152

## Semester II

Engl 001A  
 Bus 011A  
 Bus 002  
 Bus 013  
 Bus 161  
 Bus 114  
   or Bus 115  
   or Bus 014A  
   or Bus 016  
   or Stat 015

**Recommended electives:**

Bus 114, 116, 153, 160  
 Mrkt 030

**BUSINESS ADMINISTRATION – MANAGEMENT**

The curriculum prepares students to seek employment as managers or supervisors in medium or large corporations, emphasizing leadership skills. The business supervisor coordinates the operation, production, distribution and sales divisions within an organization by planning, organizing, directing, controlling resources and executing administrative policies through support personnel.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Identify the five functions of management. Identify the four skills of management.
2. Write effective business letters and memos, and give clear, concise oral presentations.
3. Achieve mastery and confidence working with whole numbers, fractions, and percents so that they can use these skills in everyday situations to reconcile bank statements, read financial tables to calculate loan rates and house payments, develop a personal budget, determine house and credit card payments, verify paycheck, etc.
4. Demonstrate the ability to work cooperatively with others.

**Requirements for the certificate (32-33 units):**

*Recommended sequence:*

Semester I  
 Acct 001A  
   or Acct 010  
 BIT 025  
 Bus 002  
 Bus 013  
 Bus 009

Semester II  
 Engl 001A  
 Bus 010  
   or Bus 128  
 Bus 011A  
 Bus 160  
   or Bus 117  
 Bus 161  
 Bus 114  
   or Bus 115  
   or Bus 14A  
   or Bus 016  
   or Stat 015

**Recommended electives:**

Bus 003, 114, 121, 170  
 Mrkt 030, 123

**BUSINESS ADMINISTRATION –  
 RETAIL MANAGEMENT**

The curriculum prepares students for marketing careers in the retail industry in market research, promotion, advertising, distribution and pricing. Curriculum was developed in cooperation with the Western Association of Food Chains (WAFC), and is a nationally-recognized certificate.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Write effective business letters and memos.
2. Prepare a cash flow statement for a business.
3. Achieve mastery and confidence working with whole numbers, fractions, and percents to use these skills in everyday situations to reconcile bank statements, calculate discounts, compute payroll, determine markup and markdown, develop a financial budget, etc.
4. Identify the five mental stages of a sale.
5. Write a features-and-benefits analysis on a product.

**Requirements for the certificate (28 units):**

BIT 025  
 Bus 128  
 Bus 011A  
 Engl 001A  
 Mrkt 020  
 Bus 160  
 Mrkt 132  
 Bus 010  
 Bus 016

**BUSINESS ADMINISTRATION –  
 MARKETING MERCHANDISING  
 (With Field Practice)**

The curriculum prepares students for careers as managers in the merchandising division of a retail store. Merchandising managers can own their own businesses, work for a major department store chain, work for a small independent retailer or any number of retail, wholesale and/or service businesses. The program offers classroom instruction plus supervised work experience in businesses in the community. Students must provide their own transportation to off-campus sites.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Explain three methods of artistic merchandise display.
2. Present a 5-minute sales demonstration.

**Requirements for the certificate (36 units):**

*Recommended sequence:*

Semester I  
 Mrkt 030  
 Bus 160  
 Bus 013  
 Mrkt 128

Semester II  
 Mrkt 125  
 Bus 114

Semester III  
 Mrkt 020  
 Acct 001A  
   or Acct 010  
 Bus 010

Semester IV  
 Engl 001A  
 Bus 011A  
 Bus 128  
 Bus 117

**Recommended electives:**

BIT 025  
 Bus 161

## BUSINESS ADMINISTRATION OCCUPATIONAL SKILLS CERTIFICATES

### Customer Service

The curriculum prepares students to work with diverse groups of customers, responding to them with courtesy and tact. Emphasis on customer skills, effective oral and written communication, interpersonal skills, workplace attitude and conduct, stress and time management, conflict resolution, business etiquette, and problem solving.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Write effective Business letters and memos. Give clear concise oral presentations.
2. Achieve mastery and confidence working with whole numbers, fractions, and percents so that they can use these skills in everyday situations to reconcile bank statements, read financial tables to calculate loan rates and house payments, develop a personal budget, determine house and credit card payments, verify paycheck, etc.
3. Identify the customer service factors involved in obtaining customer goodwill, enhancing the company image and communicating with customers.
4. Demonstrate knowledge of the elements necessary in establishing a successful customer service program.

#### Requirements for the Occupational Skills Certificate (12-16 units):

Bus 009  
Bus 160  
BIT 025  
Bus 112

or Optional courses to Bus 112  
Engl 001A  
Bus 011A

### E-Commerce

*(Interdisciplinary Occupational Skills Certificate: Business Administration, Computer Information Technology)*

This curriculum prepares the student to enter the industry as an entry level E-Commerce developer, or as an entrepreneur seeking to move an existing business to the internet. Fundamental concepts of the technology

and business practices used to build a successful business on the Internet are stressed during the course of this program.

An Occupational Skills Certificate is awarded upon successful completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Given a simple and clearly defined common business need, students will be capable of recommending one or more potential e-commerce hardware and/or software solution to meet the needs of the client.
2. Apply skills needed to:
  - a. Develop a fully-functioning e-commerce website
  - b. Create a marketing and advertising program for a client business utilizing industry-standard e-commerce tools.
3. Obtain an entry-level position in industry developing e-commerce capable websites.

#### Requirements for the Occupational Skills Certificate (12 units):

CIS 010  
CIS 055  
CIS 060  
CIS 050

#### Recommended electives:

Bus 009, 012A, 012B, 116, 151, 153  
CIS 190

## BUSINESS INFORMATION TECHNOLOGY – ADMINISTRATIVE ASSISTANT

The curriculum prepares students for business positions such as administrative assistant, secretary, executive assistant, and office assistant. Employees in these types of positions perform a variety of administrative tasks including document processing, using computer applications such as presentation graphics and spreadsheets, scheduling appointments, researching and organizing information, and arranging meetings and travel.

Upon successful completion of this certificate, students will be prepared to take the Microsoft Office Specialist (MOS) certification exams in Word, Outlook, and Excel.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Develop work habits to function as a team member with people of diverse experiences and backgrounds in a workplace environment.

2. Apply standard business English to oral and written communications in support of a business office, including the production and design of complex electronic and paper-based correspondence and documents.
3. Determine appropriate information technology tools to access, manage, integrate, and create information.
4. Formulate solutions to business problems by using the Internet, current and emerging computer applications, records management, and standard business procedures.
5. Demonstrate self-management and self-awareness in terms of workplace responsibility and productivity. Demonstrate the ability to competently use a wide variety of office systems, including computers, web-based workspaces, and video conferencing.

**Requirements for the Certificate of Achievement (26 units):**

*Recommended sequence:*

Semester I

- BIT 011
- BIT 025
- Bus 009
- Bus 107

Semester II

- BIT 106
- BIT 122
- BIT 108
- BIT 115
- Bus 112

Semester III

- BIT 117
- BIT 133
- BIT 124
- BIT 128

**Recommended electives:**

- BIT 105
- BIT 109

**BUSINESS INFORMATION TECHNOLOGY – BUSINESS INFORMATION WORKER**

The curriculum prepares students to work in a variety of office environments by acquiring a broad range of entry-level office skills and applications. With a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills, the Business Information Worker brings efficiency and productivity to the workplace.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. In an enterprise environment, create, manage, and store data on collaborative web sites.
2. In an enterprise environment, use business computer software to perform common tasks.
3. Communicate with customers, employees, and other individuals to disseminate or explain information.
4. Demonstrate critical thinking, problem solving, and professional interpersonal skills in the workplace.

**Requirements for the Certificate of Achievement (26 units):**

*Recommended sequence:*

Semester I

- BIT 011
- BIT 106
- BIT 025
- BIT 107
- BUS 009

Semester II

- BIT 108
- BIT 115
- BIT 122
- BIT 124
- BIT 128
- BIT 133
- BUS 112
- BUS 117

**BUSINESS INFORMATION TECHNOLOGY – BUSINESS SOFTWARE SPECIALIST**

The curriculum prepares students to apply commonly used computer applications to business tasks; for example, word processing, spreadsheets, presentation graphics, databases, email, Internet research, and content management. Emphasis is on the use of computer systems to collaborate with others to solve business problems.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Analyze business problems, and then design and use appropriate technology to effectively, accurately, and coherently communicate solutions.
2. Develop creative methods for applying technology to solve business problems.

3. Employ technological tools to expedite workflow within an organization.
4. Identify and demonstrate professional work behaviors and personal qualities needed to be employable.

### Requirements for the Certificate of Achievement (22 units):

*Recommended sequence:*

#### Semester I

BIT 025  
BIT 107  
BIT 106  
BIT 128  
BIT 011

#### Semester II

BIT 108  
BIT 122  
BIT 105  
BIT 117  
BIT 133  
BIT 109  
BIT 125

## CHILD DEVELOPMENT

The curriculum focuses on children, from infancy through school age. Courses provide foundations and prepare students for careers in child care, sociology, social work, education, special education and psychology. Opportunities are available for work with children in a variety of settings including homes, schools, hospitals, and public and non-profit agencies concerned with the development and welfare of children. CPR, First-aid training, TB and fingerprint clearances are required for certificates in child development.

Requirements for the **Associate Teacher** Child Development Permit\*:

Completion of 16 core units as follows: Psyc 021 or Psyc 121, CHDV 010, CHDV 015 and CHDV 020 or CHDV 016, and CHDV 013A. Completion of these courses with a C or better must be verified by official transcripts.

Requirements for the **Teacher** Child Development Permit\*: Completion of the Certificate of Achievement requirements plus 16 additional general education units as follows: at least one course each in Humanities, Social Sciences, Math and/or Science, and English. Completion of these courses with a C or better must be verified by official transcripts. The Administration Specialization (CHDV 112A and CHDV 112B) does not meet the State

of California Child Development Permit requirements for the "Teacher" permit.

Requirements for the **Master Teacher** Child Development Permit\*:

Completion of the Certificate of Achievement requirements plus 16 additional general education units as follows: at least one course each in Humanities, Social Sciences, Math and/or Science, and English; a minimum (6 unit) specialization option, and CHDV 119, Child Development Mentor Teacher Practices. Completion of these courses with a C or better must be verified by official transcripts. The Administration Specialization (CHDV 112A and CHDV 112B) does not meet the State of California Child Development Permit requirements for the "Master Teacher" permit.

Requirements for the **Site Supervisor** Child Development Permit\*

Completion of the Certificate of Achievement requirements including A.A., CHDV 112A, Administrative Issues, CHDV 112B, Advanced Administrative Issues and CHDV 119, Child Development Mentor Teacher Practices. Completion of these courses with a C or better must be verified by official transcripts.

\*Permits are issued by the California Commission on Teacher Credentialing.

### Program Outcomes:

1. Students will demonstrate through original written and/or oral presentations their ability to identify the theories and practices of the social, emotional, creative, cognitive and physical development of young children.
2. Students will demonstrate an awareness of and evaluate important factors in planning in child-care facilities and the ethical issues involved in working with young children.
3. Students will demonstrate responsibility as self-directed learners and facilitators of the practical application of theoretical concepts through structured interaction in child care settings.
4. Students will demonstrate an understanding for the planning and guiding of learning activities.
5. Students will demonstrate competency upon completion of structured mentoring experiences in approved learning partnerships with private industry.
6. Students will compare and contrast the skills necessary in working with and supporting families, diversity and program practices.



**Requirements for the Certificate of Achievement (37-45 units):**

*Recommended sequence:*

Semester I  
 CHDV 010  
 Engl 100\*  
   **or** ESL 033B\*  
   **or** Engl 001A\*  
 Psyc 021  
   **or** Psyc 121

Semester II  
 CHDV 013A  
 CHDV 020

Semester III  
 CHDV 013B  
 CHDV 015

Semester IV  
 CHDV 013C  
 CHDV 016

**\*Depending on initial placement, students may be required to take additional English and ESL courses. AND**

**6 units from the electives listed below:**

Art 006  
 CHDV 011, 024A-H, 017, 118, 128, 196  
 Danc 025  
 Educ 030, 132  
 Engl 059  
 Musc 030, 130, 131, 135  
 Kint 027C  
 SET 100, 105

**OR select a specialization.**

**Specialization Options:**

**Infant/Toddler (6 units)**

CHDV 011, CHDV 128

**Multicultural Awareness (6 units)**

CHDV 017, Musc 131

**Language/Literacy (6 units)**

CHDV 118, Engl 059

**School Age Children (6 units)**

Educ 131, Educ 132

**Children with Special Needs (8 units)**

SET 100, SET 105, SET 122

**Preschool Music Education (14 units)**

Musc 030 or Musc 130; Musc 131; Musc 134; Musc 135; Danc 025 or Kint 027C

**\*Administration (6 units)**

CHDV 112A, CHDV 112B

*\* This option does not qualify for the State of California Child Development Permit for "Teacher" and "Master Teacher," but does qualify for the Pasadena City College Certificate of Achievement.*

**CHILD DEVELOPMENT OCCUPATIONAL SKILLS CERTIFICATE OPTIONS**

**Child Development Instructional Assistant**

The Child Development Instructional Assistant curriculum provides students with the necessary skills to seek employment as assistants in instructional programs for young children. Opportunities are available for work with children in a variety of settings including: homes, schools, and public or private agencies concerned with the development and welfare of young children. The program focuses on child psychology, curriculum planning, developmentally appropriate practices, safety, anti-bias environment, and provides practical experience. CPR, First-Aid training, TB and fingerprint clearances are required. Completion of this curriculum with a C or better grade allows the student to apply for the California Child Development permit at the Associate Teacher level.

**Requirements for the Occupational Skills Certificate (16 units):**

Semester 1  
 Psyc 021  
 CHDV 010

Semester 2  
 CHDV 015  
 CHDV 020

Semester 3  
 \*CHDV 013A

*\*Enrollment in 7 units or more including field practice.*

**Recommended electives:**

CHDV 118, 024A-H, 016\*, 017, 128, 196  
 Educ 030  
 Engl 059  
 Musc 030 or 130  
 Kint 027C  
 Art 006

*\*This class meets the CPR and First-Aid requirements.*

## Music and Movement Education for Young Children

The program offers extensive hands-on training in music and movement education targeted specifically for early childhood (birth to 8 years old). Participants learn a comprehensive body of musical activities and games in four areas – singing, movement, playing instruments and listening. Students practice effective teaching techniques, explore the musical development of young children, and become acquainted with invaluable, state-of-the-art teaching materials. This certificate prepares students to teach music and movement in preschools, childcare centers, primary classrooms and private studios.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

### Requirements for the Occupational Skills Certificate (9 units):

Musc 030  
Musc 131  
Musc 135

#### Recommended electives:

Danc 025  
Kint 027C

## School Age Instructional Assistant

The Instructional Assistant curriculum provides students with the necessary skills to seek employment working with school age children. Opportunities are available for work in a variety of settings including: parks and recreational facilities, before and after school programs, tutoring centers, public and private schools, and community agencies providing services for school age children and their families. The program focuses on child psychology, discipline techniques, curriculum planning, developmentally appropriate practices, safety, anti-bias environment, along with practical experience. CPR, First-aid training, TB and fingerprint clearances are required.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

### Requirements for the Occupational Skills Certificate (13-14 units):

Semester I  
Educ 131  
Educ 132

Semester II  
CHDV 010  
Educ 100

Semester III  
CHDV 013A  
or Educ 013\*

\*Enrollment in 7 units or more including field practice.

#### Recommended electives:

HED 044  
CHDV 118, 024A-H, 016\*, 017, 196  
Educ 030  
Engl 059  
Musc 030 or 130  
Kint 027C  
Art 006

\*This class meets the CPR and First-Aid requirements.

## Special Education Assistant

This curriculum is designed to train and place individuals within one year into a special education paraprofessional position in the public or private sector. Individuals will be provided guidance as to what type of setting would most closely match their needs and aptitudes. Settings vary significantly in the age of student served (infants, toddlers, preschoolers, elementary age, secondary age, and adults) and types of disabilities served (acquired brain injury, learning disabilities, developmental disabilities, deaf, blind, visually-impaired, severely emotionally disturbed, mobility-impaired, communication disorders, etc.). The sites also differ in their requirements for employment. Employment sites may require a high school diploma, passing of a basic skills and special education concepts test, passing of an oral interview, bilingualism, fluency in sign language, ability to lift 50 pounds, CPR and First-aid training, passing of a TB and fingerprinting test, a driver's license, a specific amount of experience working with individuals with disabilities, and clerical skills. Students would select electives, as needed, to prepare themselves for job requirements.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

### Requirements for the Occupational Skills Certificate (15 units):

Semester I  
CHDV 030  
CHDV 010

Semester II  
 CHDV 0122F  
 CHDV 122  
 CHDV 105  
 CHDV 035

**Recommended electives:**

ASL 010A-D  
 BIT 010, 011A, 100, 122  
 Bus 160  
 CHDV 016\*, 017, 113, 114, 118  
 Educ 100, 132  
 Engl 110  
 Psyc 022, 024

\*This class meets the CPR and First-Aid requirements.

**COMMERCIAL MUSIC  
 OCCUPATIONAL SKILLS CERTIFICATE**

The Commercial Music Occupational Skills Certificate prepares students for employment in a variety of commercial music and music production settings such as sound designer assistant, sound editor assistant, automation dialogue replacement assistant and sound recordists. They will gain skills in applying musical skills in audio production, audio signal flow, using recording equipment, signal processing and audio editing and post-production.

An Occupational Skills Certificate is awarded upon successful completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate conventional, industry-standard recording techniques including microphone selection and placement.
2. Demonstrate proficiency in multi-track recording production by recording multi-track sessions that are enhanced with the use of compiled play-lists, quantization and elastic audio.
3. Demonstrate proficiency in audio post-production by mixing a multi-track recording session so that elements of the mix are clear, and the frequency range, stereo width, and perception of depth/dynamics are all to industry standards.

**Prerequisite:** One of the following: Musc 001, 004A, 040 or 041A

**Requirements for the Occupational Skills Certificate (17 units):**

Musc 096A  
 Musc 096B  
 Musc 096C  
 Musc 093

**Required Electives** - six units from the following:

Musc 034A  
 Musc 034B  
 Musc 036A  
 Musc 036B  
 Musc 041A  
 Musc 071A  
 Musc 083A  
 Musc 105  
 Musc 112A  
 Musc 112B  
 Musc 115  
 Musc 116  
 Musc 117  
 Musc 121  
 Musc 144  
 Musc 171A  
 Musc 171B  
 Musc 171C

**COMPUTER INFORMATION SYSTEMS –  
 MICROCOMPUTER SUPPORT**

The curriculum prepares students with entry-level skills to seek employment in microcomputer support for business or technical support staff and networking technologies. Instruction includes training in the fields of microcomputer hardware and software with an emphasis on Local Area Networks (LANs).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate an understanding of basic microcomputer support and networking technologies and techniques.
2. Apply skills needed to:
  - a. Troubleshoot hardware and software systems for a desktop as well as a network.
  - b. Install, maintain, and repair hardware and software systems for a desktop as well as a network.
  - c. Set up and maintain a network within a small- to medium-sized business.
  - d. Set up and maintain application software on a desktop as well as on a network within a small- to medium-sized business.

3. Be able to secure employment as an entry-level microcomputer support specialist.

### Requirements for the Certificate of Achievement (20 units):

*Recommended sequence:*

Semester I  
CIS 010  
CIS 062

Semester II  
CIS 011  
CIS 030  
CIS 137

Semester III  
CIS 115  
CIS 139

#### Recommended electives:

CIS 040, 114, 133, 135, 136, 138, 141, 190  
Engl 100  
Spch 125

## COMPUTER INFORMATION SYSTEMS – OPERATIONS

This curriculum prepares students with entry-level skills to seek employment in client/server operations for business or technical support staff. Instruction includes training in the fields of client/server applications, database, SQL, and operating systems. Students must be willing to spend time outside of class working on assignments.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Demonstrate an understanding of basic computer operations and industry-standard operation systems utilized on personal computers.
2. Apply skills needed to:
  - a. Keep track of all processing on a CPU and respond to the needs of the system.
  - b. Use computer-based technology to locate, access, evaluate, store and retrieve information.
  - c. Create and maintain a basic spreadsheet.
  - d. Execute Operating System commands, use utility programs as needed, and maintain information storage and retrieval systems.
3. Secure employment in an entry-level operations position to support a client-server network.

### Requirements for the Certificate of Achievement (18 units):

*Recommended sequence:*

Semester I  
CIS 010  
CIS 062

Semester II  
CIS 011  
CIS 132

Semester III  
CIS 031  
CIS 115  
CIS 135

#### Recommended electives:

BIT 105A  
CIS 030, 081  
Engl 100  
Spch 125

## COMPUTER INFORMATION SYSTEMS – PROGRAMMING

The curriculum prepares students with entry-level skills to seek employment in programming. Emphasis will be on providing students with practical experience in utilizing at least two programming languages. Instruction will cover such topics as operating systems, applications and common programming languages. Students must be willing to spend considerable time outside of class working on assignments.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Demonstrate an understanding of computer programming constructs and be able to write programming code in several programming languages to solve a business problem.
2. Design and layout the sequence of steps to solve a problem using appropriate tools and charts.
3. Write program code using the syntax of the programming language skills obtained during the course of this program.
4. Test program code, using different sets of data.
5. Maintain documentation to communicate the purpose of the program steps.
6. Present E-Portfolio to showcase skills necessary to qualify for an entry-level programming job.

**Requirements for the Certificate of Achievement  
(22 units):***Recommended sequence:*

## Semester I

CIS 010  
CIS 012  
CIS 062

## Semester II

CIS 014  
CIS 036

## Semester III

CIS 016  
CIS 038  
CIS 020**Recommended electives:**CIS 011, 030  
Engl 100**COMPUTER INFORMATION SYSTEMS –  
WEB DEVELOPMENT APPLICATIONS**

This curriculum prepares students with entry-level skills to seek employment in the field of Web development/publishing, and the use of multimedia in creating Web pages/Web sites. Courses cover training in applications with an emphasis on programming with HTML/XHTML, CSS, JavaScript, XML, Flash, PHP, Ajax, ASP.Net, and Ruby on Rails.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate an understanding of how to use the Internet and how to create web-page content using HTML, Java and JavaScript.
2. Demonstrate effective use of a wide variety of technologies used in Web scripting and in the construction of a Web site: TML/XHTML, CSS, JavaScript, XML, Flash, PHP, Ajax, ASP.Net, and Ruby on Rails.
3. Present E-Portfolio to demonstrate skills to qualify for an entry-level position as a Web-Page/Web site Developer.

**Requirements for the Certificate of Achievement  
(19 units):***Recommended sequence:*

## Semester I

CIS 010  
CIS 012

## Semester II

CIS 192  
CIS 193

## Semester III

CIS 197  
CIS 199  
CIS 010**Recommended electives:**CIS 031, 062  
Engl 100**COMPUTER INFORMATION SYSTEMS  
OCCUPATIONAL SKILLS CERTIFICATES****CISCO Advanced Network Engineer**

The Cisco Advanced Network Engineer Program provides advanced training for Cisco router and switch configuration, maintenance, and troubleshooting. It also covers confirmation of network security using Cisco ASA. Students will obtain necessary training to become a network engineer for an organization of any size and form. This program will prepare students to take the CCNP (Cisco Certified Network Professional) and CCNA-Security certification exams.

An Occupational Skills Award is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Install, configure and troubleshoot Cisco routers, switches and ASA firewalls.
2. Configure dynamic routing with provided network scenario.
3. Configure VLANs and spanning-tree protocol.
4. Provide necessary security for the network using Cisco routers, switches, and ASA firewalls.

**Requirements for the Occupational Skills Certificate  
(17 units):**

## Semester I

CIS 165

## Semester II

CIS 167

## Semester III

CIS 168  
CIS 169A

## Semester IV

CIS 020



**Recommended electives:**

CIS 140A, 140B, 151

**CISCO Certified Network Associate (CCNA) Preparation**

*(Interdisciplinary Occupational Skills Certificate: Business & Computer Technology, Engineering & Technology)*

This Cisco Networking Academy's CCNA curriculum provides students with necessary skills to seek entry-level employment in the field of Information Technology. Instruction includes training in installing, configuring, maintaining, and troubleshooting Cisco routers and switches in a medium-size route and switched LANs, and WAN environment. These certificate courses are followed by Cisco Certified Network Professional (CCNP), and CCNA Security.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate an understanding of basic network design, implementation and troubleshooting using Cisco routers and switches.
2. Apply skills needed to:
  - a. Install and configure Cisco routers and switches in multiprotocol internetworks using LAN and WAN interfaces.
  - b. Provide Level 1 troubleshooting service.
  - c. Improve network performance and security.
  - d. Perform entry-level tasks in the planning, design, installation, operation, and troubleshooting of Ethernet and TCP/IP networks.
3. Obtain the industry-level CCNA certification and secure employment as an entry-level network technician or network engineer.

**Requirements for the Occupational Skills Certificate (12 units):**

CIS 161  
CIS 162  
CIS 163  
CIS 164

**CISCO Certified Network Professional (CCNP) Preparation**

This Cisco Academy curriculum provides a student with the necessary skills to seek entry to mid-level employment in the information technology field, especially, in the configuring, installing, and maintaining Cisco

routers and switches in either a LAN, WAN, or switched LAN environment. This certificate course is designed to follow the CCNP program, and is the second level of three level Cisco certification designations. Students completing this certification program will have the ability to install, configure, and maintain more complicated LAN, WAN, and switched LAN networks. To become a CCNP a student must pass four industry level certificate exams offered by Cisco.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate an understanding of basic network management utilizing CISCO products.
2. Apply skills needed to:
  - Construct a CISCO-based network from the "ground up."
  - Manage a CISCO-based network.
  - Establish appropriate routing and virtual networks for any given situation utilizing CISCO products.
3. Obtain the appropriate CISCO certification and an entry-level position within industry.

**Requirements** for admission into the Cisco Certified Network Professional Preparation program:

CIS 164

**OR**

Obtain CCNA certificate by passing Cisco Certified Network Associate industry certificate exam.

**Requirements for the Occupational Skills Certificate (12 units):**

CIS 165  
CIS 167  
CIS 168

**Recommended electives:**

CIS 169A, 169B, 170

**E-Commerce**

*(Interdisciplinary Occupational Skills Certificate: Business Administration, Computer Information Technology)*

This curriculum prepares the student to enter the industry as an entry level E-Commerce developer, or as an entrepreneur seeking to move an existing business to the internet. Fundamental concepts of the technology and business practices used to build a successful business on the Internet are stressed during the course of this program.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Given a simple and clearly defined common business need, students will be capable of recommending one or more potential e-commerce hardware and/or software solution to meet the needs of the client.
2. Apply skills needed to:
  - a. Develop a fully-functioning e-commerce website.
  - b. Create a marketing and advertising program for a client business utilizing industry-standard e-commerce tools.
3. Obtain an entry-level position in industry developing e-commerce capable websites.

**Requirements for the Occupational Skills Certificate (12 units):**

CIS 010  
CIS 055  
CIS 060  
CIS 050

**Recommended electives:**

Bus 009, 012A, 012B, 116, 151, 153  
CIS 190

**CIS - Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Professional**

This curriculum provides students with necessary skills to seek entry-level employment in the field of Information Technology to administer Microsoft Windows Server operating system and Microsoft client operating system. Instruction includes training in installing, configuring, maintaining, monitoring, and troubleshooting Microsoft Windows Server operating system networking services and Windows client operating system features in a networked environment.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Requirements for the Occupational Skills Certificate (12 units):**

CIS 011  
CIS 140A  
CIS 140B

**Program Outcomes:**

1. Demonstrate an understanding of the Microsoft Windows Server operating system networking services and Windows Client Operating System features.
2. Apply skills needed to:
  - a. Install, configure, maintain, monitor, and troubleshoot systems with Microsoft Windows Server Operating System in a small to enterprise environment.
  - b. Deploy, configure, maintain, and troubleshoot desktop systems with Microsoft Windows Client Operating system in a small to enterprise environment.
  - c. Plan and implement networking services and security using Microsoft Windows Operating Systems.
3. Obtain the industry-level Microsoft Certified Solutions Expert (MCSE): Server Infrastructure certification and secure employment as an entry-level system engineer or system administrator.

**Oracle Database Fundamentals**

This curriculum prepares students for entry level Oracle database design and programming in SQL, PL/SQL, and Forms. Oracle database concepts and technology are specifically emphasized. Content of the courses prepares students for industry level certification.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate an understanding of how to use the Oracle Database Engine.
2. Demonstrate an understanding of the SQL query language.
3. Apply skills needed to:
  - a. Demonstrate an ability to form SQL query statements to generate reports.
  - b. Demonstrate an ability to combine SQL statements with a programming language.
  - c. Demonstrate an ability to establish Oracle database tables.
4. Be able to secure an entry-level position as an Oracle Database specialist

**Requirements for the Occupational Skills Certificate (13 units):**

CIS 180  
CIS 181  
CIS 182  
CIS 183  
CIS 020

**Recommended electives:**

CIS 016, 031, 038

**CONSTRUCTION INSPECTION**

The curriculum prepares students to seek employment as construction inspectors. The focus is on the responsibility of construction inspectors to verify that contractors and subcontractors comply with the architect's plans.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Requirements for the Certificate of Achievement (31-32 units):**

*Recommended sequence:*

Semester I  
Bldg 212  
Tech 107A

Semester II  
Bldg 214  
Bldg 215  
Bldg 221

Semester III  
Bldg 218  
Elty 217 or 218  
Bldg 222

Semester IV  
Bldg 213  
Bldg 223  
Bldg 224

**Recommended electives:**

Bldg 220, 210AB  
Fire 142

**COSMETOLOGY**

The Cosmetology Certificate of Achievement is a comprehensive curriculum that prepares students for the Cosmetology Certificate of Achievement is a comprehensive curriculum that prepares students for the California State Board of Cosmetology Exam and a wide range of careers in the beauty industry. The curriculum offers theoretical and practical disciplines as well as interactive demonstrations and hands-on applications that train students to become creative professionals and gain entry level employment as cosmetologists, nail technicians, aestheticians, salon managers or small business owners.

The program requires a minimum of 1,600 hours and will take approximately one year to complete with full-time commitment. All students will start in the Intro to Cosmetology class, which is an introductory course that teaches basic cosmetology principles and techniques. The program costs approximately \$4,000, with \$2,000 of the total cost required during the first week of the program. The \$2,000 includes tuition, kit, books, uniforms, and other school related materials. Students must have the cosmetology kit, books, and uniforms within the first week of the Intro to Cosmetology class. According to State Board regulation, students must have proof of 10th grade high school completion to enroll in the program.

After completion of Intro to Cosmetology with a passing grade of C or above, students can take Haircutting, Hair Color, Hair Styling, Chemical Texture, Skin Care, Nail Care, State Board, and Professional Development classes, which concentrate on specific topics of the cosmetology field. All classes must be passed with a C or above grade or must be retaken for a passing grade to complete the program. Each class will be offered twice per semester, every 8 weeks. Students will have the flexibility of part-time or full-time commitment to the program. Full-time commitment is strongly recommended, as students will be able to finish the program and become licensed in approximately 1 year. COSM 109-Salon Lab class is a 4-week class offered for students who have completed and passed the rest of the classes, but have not reached the required State Board hours. Students must register for the Salon class to accumulate the required hours by working on clients in a salon setting. Once students have successfully passed all classes and completed the 1,600 hour program, they will receive a Certificate of Achievement and be able to take the State of California Cosmetology Exam to become licensed cosmetologists.

A student who is dropped from the program for unsafe or inappropriate conduct, or excessive absences twice is not eligible to re-enroll except upon approval of the college Petitions Committee. Students who have acquired 300 or less hours in another cosmetology program may be admitted to the program subject to availability of space.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Enhance conversational abilities and build confidence to communicate with clients from different cultural backgrounds.
2. Evaluate client needs and select appropriate techniques and products to achieve desired results.
3. Use current technology effectively to keep up with trends in the beauty industry.

4. Work effectively as a team member in a diverse environment.
5. Demonstrate customer service skills, self-growth, and personal development to remain current with industry standards.

**Requirements for the Certificate of Achievement (45 units):**

- Cosm 100
- Cosm 101
- Cosm 102
- Cosm 103
- Cosm 104
- Cosm 105
- Cosm 106
- Cosm 107
- Cosm 108

**Recommended electives:**

- Cosm 109

**COSMETOLOGY – INSTRUCTIONAL TECHNIQUES IN COSMETOLOGY**

The curriculum will prepare licensed cosmetologists who want to become cosmetology instructors. Upon successful completion of this program, COSM 150 and COSM 151 (600 hours), a student will be eligible to take the California State Board Instructors Examination for licensure as an instructor.

Students must hold a valid State of California Cosmetology license to enroll in this program. Continuous enrollment until completion of the program is required.

Students will be responsible, during the first week of school, to pay for their tuition, books, CD-ROM, cosmetology supplies and a black lab coat.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Requirements for the Certificate of Achievement (20 units/600 hours):**

*Recommended sequence:*

- Semester I
- COSM 150

- Semester II
- COSM 151

**CULINARY ARTS**

The curriculum prepares students for working in various food services industries. Graduates of the program qualify to seek employment in restaurants, cafeterias,

hotels, health care facilities, and educational institutions as cooks, bakers, and assistant and training managers.

Instruction is offered in all phases of food preparation and presentation. Studies emphasize foods, terms and techniques, safety and sanitation, baking, catering, food preparation, menu planning, merchandising, and restaurant management. Students are kept informed of industry trends through guest speakers, trade publications, and field trips to local industries and culinary shows. All students participate daily in the kitchen lab in planning, preparing and serving cafeteria and special event meals.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate the academic skills and abilities to enter a career in the Food Services and Culinary Arts fields.
2. Demonstrate the recognition of the need for lifelong learning in the fields of Food Services and Culinary Arts.
3. Demonstrate knowledge of the sanitation requirements, ethical and social responsibilities of a career in Food Services and Culinary Arts fields.
4. Demonstrate the value of teamwork in the fields of Food Services and Culinary Arts.
5. Demonstrate an understanding of the career paths available in Cooking, Baking and Catering professions.
6. Produce quality food using the manipulative skills and technical training they received at Pasadena City College.

**Requirements for the Certificate of Achievement (40 units):**

*Recommended sequence:*

- Semester I
- Cul 145A

- Semester II
- Cul 145B

- Semester III
- Cul 145C

- Semester IV
- Cul 145D

**Recommended electives:**

- Cul 154A, 154B, 158, 160A, 160B

## CULINARY ARTS OCCUPATIONAL SKILLS CERTIFICATES

### Culinary Arts – Baking and Pastry

This program offers students study in baking and pastry techniques for seeking entry-level employment in the industry. The curriculum includes: introduction to small-scale baking and pastry, and techniques for large quantity baking and pastry procedures; kitchen safety and sanitation; tools and equipment identification, usage and care; product identification; measurements and temperature controls; time management; product costing for retail sales; proper mixing and baking techniques for breads, cakes, cookies, laminated doughs, and fancy pastries; assembling three-layer cakes to multiple-tiered cakes and intricate decorating.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Demonstrate culinary arts skills in the baking and cake decorating field.
2. Identify usage of baking products by types for making high quality and large quantity baked goods.
3. Practice sanitation regulations established by the local Department of Environmental Health, pertaining to personal hygiene, kitchen and equipment management.
4. Explain the value of teamwork required in the food service industry.
5. Demonstrate the manipulative skills and technical requirements in the baking and cake decorating field.

#### Requirements for the Occupational Skills Certificate (6 units):

*Recommended sequence:*

Semester I  
Cul 154A

Semester II  
Cul 154B

### Culinary Arts – Catering

This program offers students training in two aspects of the catering business: entry level employment skills and small business operation/ownership. The curriculum includes: introduction to catering for small-scale events and advanced catering business practices for large-scale

events; kitchen safety and sanitation; tools and equipment identification, usage and care; product identification and costing for catered events; time management for seeking employment with catering facilities at hotels, casinos, resorts and country clubs. For seekers of self-employment, studies will include employment/workers compensation requirements (Employment Department); safe packing and transportation of products; event rentals; site dining/serving setup/take down; time management; commissary development and leasing; legal liabilities and responsibilities; contract negotiations and customer service relations.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Demonstrate the capability to acquire and operate a catering business.
2. Explain the skills to establish professional contacts with reputable purveyors of qualified and quantity products in the operation of a catering business.
3. Develop the business skills of record-keeping in all aspects of a professional business; as well develop professional standards of conduct and attitudes necessary to operate a catering business.
4. Practice safe food handling/packing and transportation of customers ordered products necessary to operate a catering business.
5. Demonstrate the ability to organize on site dining/serving, setup/takedown of catered facilities in an orderly and timely manner.
6. Explain all legal documentation for a facility rental, sanitation certification, business licenses, and employee compensation, as required by local authorities.

#### Requirements for the Occupational Skills Certificate (6 units):

*Recommended sequence:*

Semester I  
Cul 160A

Semester II  
Cul 160B

### Culinary Arts – Kitchen Assistant

This program prepares students for employment in the food service industry at an entry-level. Employment in restaurants, hospitals, hotels, casinos, resorts, and country clubs may include: prep cooks, line cooks,



salad/sandwich preparers, baking and dessert cooks, catering servers, and banquet coordinators. Students will learn to use these skills to support concurrent industry requirements through laboratory training in food preparation/presentation, participation in on- and off-premise campus catered events for faculty/staff, and private entities; and baking products for daily requirements and special occasions.

An Occupational Skills Certificate is awarded upon completion of all courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate acquired professional skills and attitudes employers require of employees serving the general public.
2. Demonstrate both personal and professional knowledge of sanitation requirements.
3. Explain the importance of team work, in a manner that is necessary for all aspects of food preparation.
4. Explain the importance of maintaining good personal health, good attendance, and adherence to work schedules in the success of maintaining their employment in the food service industry.

**Requirements for the Occupational Skills Certificate (16 units):**

*Recommended sequence:*

Semester I  
Cul 145A

Semester II  
Cul 154A  
Cul 160A

**Recommended electives:**

Engl 434  
Tech 107A

**DENTAL ASSISTING**

The Dental Assisting curriculum prepares the student to take on significant responsibility as a member of the dental health care team. Employment positions are available in dental offices, hospitals, clinics, dental schools and professional sales. Dental Assistants greatly increase the efficiency of the dentist in delivery of quality oral health care. A career in dental assisting offers many challenges and a variety of procedures. Specific tasks may be performed such as: assisting with and providing direct patient care, taking and developing dental radiographs (x-rays), sterilizing instruments, taking

impressions, and performing office management tasks. Dental assisting offers a variety, flexibility, excellent working conditions and personal satisfaction. Students must provide their own transportation to off-campus clinical sites. A selected uniform and purchased dental kits are required for the program.

The program is accredited by the Commission on Dental Accreditation of the American Dental Association and approved by the Committee on Dental Auxiliaries in California. Upon successful completion of the program, a student is eligible to take the Dental Assisting National Board examination to obtain a certificate as a Certified Dental Assistant (CDA); and the California Registered Dental Assistant (RDA) examination to obtain a license as a Registered Dental Assistant.

Fingerprinting is mandatory with the RDA examination.

The program in dental assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "Approval without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/100.aspx>.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Requirements for Admission into the Dental Assisting Program are:**

1. Graduation from an accredited high school or equivalent with a 2.0 grade point average.
2. Grade point average (GPA) of 2.0 for all college work.
3. Two sets of high school and college transcripts.
4. Completed application of admission to the program.
5. Current CPR/Basic Life Support (BLS) card, which must be maintained while in the program. CPR training can be obtained from the American Heart Association. The AHA can be contacted at (877) 242-4277. CPR training can also be completed at PCC by taking Nurs 214.
6. After acceptance into the program, submit a completed health data form evidencing good health including required immunizations/chest x-ray or Mantoux test.

**The Application Process:**

Applications are accepted on a year-round basis. Students interested in the part-time Dental Assisting Program or additional program information should consult with the program director at (626) 585-7243.

**Recommended Preparation:**

Eligibility for English 100 or equivalent.

### Additional Courses Required for the Associate in Science Degree:

Consult with a Counselor to determine which classes qualify to receive credit in the general education categories of Natural Sciences, Behavioral Sciences, Humanities, Language and Rationality, American Institutions, Health Education, and Physical Activity for the Associate in Science degree.

#### Program Outcomes:

1. Demonstrate technical skills and abilities, safety and infection control procedures as outlined by the California Dental Practice Act. (DA 100, 108, 110, 123A, 123B, 125, 127, 135, 140, 142).
2. Exhibit professional growth, behavior, knowledge and development; foster empathy and concern; and work toward a commitment of excellence at all times (all DA courses).
3. Exhibit communication and conflict skills and strategies that are effective with individuals and groups who are diverse in age, gender or culture (all DA courses).

### Requirements for the Certificate of Achievement (32.5 units):

DA 100  
DA 108  
DA 110  
DA 111  
DA 123A  
DA 123B  
DA 124  
DA 127  
DA 135  
DA 140

#### Recommended electives:

DA 125, 142, 149, 150, 160, 200A, 200B  
BIT 025

### DENTAL HYGIENE

This two-year curriculum prepares a student to provide educational, clinical and therapeutic services supporting oral health. Studies include the biological basis of the health of the teeth and oral cavity, as well as procedures used to prevent decay and to maintain dental health. Employment opportunities include working as a licensed dental hygienist in dental offices, public clinics, schools, industry, research and community health. Participation of all off campus assigned sites are required for program completion. Students must provide their own transportation to some off-campus clinical sites.

Some off campus sites require homeland security screening and verification of legal status.

The program is approved by the Dental Hygiene Committee of California (DHCC) and is accredited by the Commission on Dental Accreditation of the American Dental Association. Upon successful completion of the Dental Hygiene National Board examination and the dental hygiene curriculum, the student receives a Certificate of Achievement, an Associate of Science Degree, and is eligible to take any applicable regional or state board examination(s) to obtain licensure as a Dental Hygienist. Applicants for Dental Hygiene licensure are required to submit official fingerprints. The law provides for denial of licensure for crimes or acts which are related to dental hygiene, qualifications and/or duties.

### Requirements for selection and acceptance into the Dental Hygiene program are:

1. Graduation from High School or the equivalent
2. Minimum grade of C in:
  - Engl 001A
  - Psyc 001
  - Spch 001
  - Soc 001
  - Intermediate Algebra
  - Humanities
  - U.S. History (one course) and Political Science or American Institutions 125
  - Physical Activity (2 units)
3. Minimum grade of C in these science courses (It is recommended that they be taken within the last five years):
  - Micr 002
  - Nutr 011
  - Anat 025
  - Pyso 001 **or** Pyso 002AB
  - Chem 001AB **or** Chem 002AB
4. Overall GPA of 3.0 for all prerequisite college work.
5. Completed application for selection and acceptance into the program.
6. Dental Hygiene students must have the ability to communicate effectively.
7. After acceptance into the program, submit a completed health data form evidencing physical and emotional health, including required immunizations/chest x-ray or Mantoux test.
8. Current CPR/Basic Life Support (BLS) card that must be maintained while in the program.

### Recommended preparation:

High school courses in biology or physiology, algebra and chemistry with a laboratory. It is strongly recommended that general education requirements for the As-

sociate in Science Degree be satisfied prior to enrolling in the program. Degree requirements must be met to be eligible to sit for license exams.

Acceptance to the program is competitive. Selection is based upon a combination of academic work completed, and grades earned. Other criteria such as work experience are also considered. Please see Pasadena City College Dental Hygiene Information Brochure for current application instructions and selection criteria.

#### Program Outcomes:

1. Acquire the theoretical knowledge that will allow them to provide comprehensive dental health care to their clients/patients.
2. Apply the dental hygiene process of care to provide competent dental hygiene care as specified by the Dental Practice Act.

#### Requirements for the Certificate of Achievement (59.5 units):

Anat 115  
 DH 101A  
 DH 109  
 DH 117  
 DH 122  
 DH 101B  
 DH 105  
 DH 116  
 DH 141  
 DH 104A  
 DH 107  
 DH 200A  
 DH 104B  
 DH 108  
 DH 113A  
 DH 119A  
 DH 200B  
 DH 121  
 DH 104C  
 DH 111  
 DH 113B  
 DH 121

#### Recommended electives:

DH 200C  
 DH 119B  
 DH 120

### DENTAL LABORATORY TECHNOLOGY

The PCC Dental Laboratory Technology curriculum prepares a student for employment in a private or commercial dental laboratory or dental office performing dental laboratory techniques and procedures. Emphasis

is on fundamental and advanced laboratory procedures and concepts in all five specialized areas: complete dentures, crown and fixed partial dentures, ceramics, removable partial dentures, and orthodontics and pedodontics. Instruction includes courses in dental morphology, materials, anatomy, and dental laboratory management. Students will learn in a fully equipped, state-of-the-art laboratory and will be instructed by caring and experienced faculty.

The Dental Laboratory Technology program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the United States Department of Education. The College is also a member of the National Association of Dental Laboratories (NADL). Upon successful completion of the curriculum, a student is eligible to take the written Recognized Graduate Examination given by the National Board for Certification. A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Pasadena City College will also award an Associate in Science Degree with a major in Dental Laboratory Technology upon successful completion of courses prescribed for the Certificate of Achievement in the Dental Laboratory Technology Program and completion of certain general education classes. Please consult with a College counselor or the College Catalog for more information.

Students must provide their own transportation to off-campus laboratory sites for their Winter session Clinical Experience course in their second year.

Fabricating a dental prosthesis is a tremendously detailed procedure that requires a knowledge of structural mechanics, metallurgy, materials science, chemistry, biology, physiology, physics, head and neck anatomy, colorimetry and esthetics. A good dental laboratory technician not only possesses working knowledge in these areas, but also has great manual and perceptual skills. The Pasadena City College Dental Laboratory Technology Program has been providing a well rounded education in dental technology since 1967.

The program in dental laboratory technology is approved by the Dental Board of California and accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "Approval without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/100.aspx>.

### Requirements for admission into the Dental Laboratory Technology Program are:

1. Verification of graduation from an accredited high school, or GED, or equivalent with a 2.0 or better grade point average.
2. Satisfactory scores on manual dexterity and hand/eye coordination tests which are given by appointment. To schedule an appointment contact the program director or test coordinator by calling (626) 585-7200.
3. Submission of a completed Application for Admission to the program.
4. Health clearance by a physician.

#### Program Outcomes:

1. Perform as competent entry-level dental laboratory technicians.
2. Demonstrate marketable knowledge and skills to secure employment as a dental technician.
3. Successfully complete the [National] Recognized Graduate (R/G) Examination.
4. Uphold the ethics of the dental laboratory technology profession.
5. Demonstrate pursuit of lifelong professional growth and development.
6. Assume leadership roles in the dental laboratory community.

### Requirements for the Certificate of Achievement (61 units):

*Recommended sequence:*

#### Semester I

DLT 113A  
DLT 114A  
DLT 115  
DLT 116A  
DLT 200A

#### Winter Intersession (First Year)

DLT 116B  
DLT 200B

#### Semester II

DLT 109  
DLT 113B  
DLT 114B  
DLT 116C  
DLT 200C

#### Semester III

DLT 116D  
DLT 117  
DLT 118A  
DLT 119A  
DLT 201A

#### Winter Intersession (Second Year)

DLT 125  
DLT 201B

#### Semester IV

DLT 118B  
DLT 119B  
DLT 124  
DLT 126  
DLT 201C

#### Required electives:

##### Summer Intersession (First Year)

Spch 001  
or Spch 010

#### Recommended electives:

Art 025, 031A, 034A  
Bus 013, 116, 121  
DA 110  
Engl 450  
Nurs 201  
Coun 010, 011, 012, 017

### DESIGN TECHNOLOGY PATHWAY OCCUPATIONAL SKILLS CERTIFICATE

The curriculum prepares students for success in a wide variety of design-related disciplines through developmental Math and English contextualized for Design and Digital Fabrication. In addition to qualifying for entry-level positions in a variety of design fabrication facilities, the curriculum can be used as the first step towards a Certificate of Achievement, Associate of Science Degree, Associate of Arts Degree or transfer to a 4- or 5-year institution for professional degrees. The Certificate offers a strong foundation in interdisciplinary Design Fundamentals, real world design processes, and prototyping technologies in a state of the art Fabrication Laboratory (Fablab). Additional emphasis is on marketplace needs for professional skills and practices including teamwork, problem solving, critical thinking, and communication ensuring an adaptable skill set for lifelong learning.

To enter the program, students first apply to the Design Technology Pathway at <http://www.pasadena.edu/designtech/> and after obtaining their assessment tests

results, it is determined they require developmental Math and English. It is encouraged that students have a strong interest in a design-based career in one of the following disciplines: Architecture, Engineering, Fashion, Film or Television, Graphic Design, Interior Design, Jewelry, Manufacturing Technologies, Product Design, Theatre, Photography, Print Technology, and Robotics.

Apply at <http://www.pasadena.edu/designtech/>

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Originate creative solutions to basic interdisciplinary problems through design thinking methodologies.
2. Apply appropriate technologies, strategies and calculations to develop successful design prototypes.
3. Effectively communicate successful design solutions through audience specific verbal, written and visual presentation techniques and materials.
4. Build productive teamwork through collaboration.

**Requirements for the Occupational Skills Certificate (15 units):**

*Recommended sequence:*

Semester I  
Engl 100  
Math 402  
DT 100

Semester II  
Math 125

**DIGITAL MEDIA – COMPUTER ASSISTED PHOTO IMAGING**

The curriculum prepares students with entry-level skills to seek employment in electronic photo imaging fields. The emphasis is on computer literacy to work with Adobe Photo Shop, as well as transparency and print scanning.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate a strong vocabulary related to the computer assisted photo imaging field.
2. Create advanced level original computer assisted photo imaging projects that analyze, define, and solve problems in visual communications.

3. Analyze the effectiveness of visual communications on computer assisted photo imaging projects utilizing the critique process.
4. Demonstrate competency in the operation of computer graphics software and hardware to produce computer assisted photo imaging projects.
5. Create and present a portfolio of original student work that represents an advanced understanding of visual communication and computer assisted photo imaging principles.

**Requirements for the Certificate of Achievement (33 units):**

*Recommended sequence:*

Semester I  
Art 001B  
Art 031A  
Phot 021

Semester II  
Art 011A  
Art 050A  
Phot 023A

Semester III  
Art 032A  
Phot 024A  
or Phot 024B  
Phot 030

Semester IV  
Art 050B  
Phot 130

**Recommended electives:**

Art 110A, 110C and 110D for qualified students

Note: See “Photography” certificate program.

**DIGITAL MEDIA – GRAPHIC DESIGN**

The curriculum prepares students to seek employment in the advertising/graphic design industry as entry-level production designers or junior graphic designers. Emphasis is on a solid foundation in the area of commercial art. Students will develop a portfolio.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate a command of the vocabulary of the graphic design field, and a thorough understanding of the components of graphic design/advertising.



2. Create advanced original design projects that analyze, define, and solve problems in visual communications.
3. Utilize the critique process to analyze the effectiveness of visual communications on graphic design/advertising projects.
4. Demonstrate competency in the operation of computer graphics applications and hardware to produce graphic design and advertising projects.
5. Create and present a portfolio of original student work that represents an advanced understanding of visual communication and design principles.

### Requirements for the Certificate of Achievement (48 units):

*Recommended sequence:*

#### Semester I

Art 011A  
Art 015  
Art 031A  
Phot 021

#### Semester II

Art 016  
Art 032A  
Art 050A  
Art 051A

#### Semester III

Art 018  
Art 050B  
Art 056  
Phot 030

#### Semester IV

Phot 130  
Art 050C  
Art 052 AND one of the following:  
Art 001A  
or Art 001B

### Recommended electives:

Art 040 (recommended for students with no computer graphic software experience)  
Art 024, 031B, 034A, 051B, 118  
Bus 002, 009, 010, 011A  
Mrkt 020, 133  
Phot 023A, 024A, 026A-C  
Grfx 010

## DIGITAL MEDIA – WEB DESIGN AND DEVELOPMENT

This one-year intermediate to advanced certificate in Digital Media - Web Design and Development prepares the student for entry level positions in web design and development, front-end web and mobile application design, interaction design or UX (User Experience) design. The program stresses visual design thinking processes as well as the professional and production methods used currently in industry.

Projects will encompass content management, user interface, interactive behaviors, information design, web and mobile application tools, programming, and selection of appropriate form factors for user experiences in the Internet.

Students completing this program will develop an online portfolio as well as participate in an advanced team project.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

All courses in this certificate require literacy and proficiency in writing and math. Projects require written, oral, and visual presentations as well as the application of basic math principles and skills.

### Program Outcomes:

1. Demonstrate the ability to design, implement, publish, and maintain websites, using authoring or scripting languages, content creation tools, management tools and a variety of digital media assets.
2. Critically and strategically understand and articulate how to research, problem-solve, and organize a consistent and functional website, mobile application, or user experience for a targeted user group or persona using agile and iterative methodologies.
3. Evaluate and create code that is valid, properly structured, meets industry standards, accessible and compatible with browsers, mobile devices and/or operating systems.
4. Demonstrate the ability to work in teams effectively.
5. Demonstrate project management skills and practices that emphasize content development in all aspects of web design, user interface, interaction design, information design, database design, and front end development.

## Requirements for the Certificate of Achievement (18 units)

*Recommended sequence:*

Semester I

Art 064

Art 098

Art 057

or Art 155A

Semester II

Art 158

Phot 126

or Phot 136

Art 015

or Art 018

### Recommended electives:

Art 040

Art 056

Phot 030

Phot 031

Art 080

## DIGITAL MEDIA – FOUNDATION OCCUPATIONAL SKILLS CERTIFICATE

Completion of the Digital Media - Foundation Certificate will prepare students for entry-level employment in graphic design, interactive design, web design, motion graphic design, and/or other related occupations. Students will establish a strong foundation in both the technical and artistic aspects of the digital media industry.

This one-year foundation program will emphasize production processes, creativity, problem solving, visual design thinking, project management, and collaborative teamwork.

An Occupational Skills Certificate is awarded upon completion of all required courses with a C or better.

All courses in this certificate require literacy and proficiency in writing and math. Projects require written, oral, and visual presentations as well as the application of basic math principles and skills.

### Program Outcomes:

1. Apply the elements and principles of design in finished digital images and time-based works.
2. Produce digital images and time-based work through various digital media input and output methods.

3. Examine and describe contemporary approaches, language, aesthetics in digital media.
4. Evaluate and critique digital images and time-based media works utilizing relevant terminology and concepts.
5. Demonstrate competence in the use of tools, materials, and concepts for creating original art and design projects.

## Requirements for the Occupational Skills Certificate (15 units):

*Recommended sequence:*

Semester I

Art 011A

Art 031A

Phot 031

Semester II

Art 40

or Art 50A

Art 056

### Recommended Electives:

Art 001A, 001B

## ELECTRICAL TECHNOLOGY

The Electrical Technology program provides leading edge technical training, which will prepare students for career opportunities in the electrical industry.

The curriculum offers technical training to acquire knowledge and skills related to the design and installation of electrical equipment, materials, devices and lighting fixtures for the Building Construction Program. Hands-on laboratory experiments will offer the necessary experience for safe use and operation of electrical hand and power tools. Technical training includes the study and implementation of alternate energy sources and electrical codes and standards. The program offers basic concepts and principals of electricity, magnetic circuits, programming programmable logical controllers, blueprint reading, as well as interpretation of the related residential, commercial and industrial electrical code(s) and standards. Students will be instructed with state of the art technology along with test and measurement instruments including industrial solid state device and measurement instruments including solid state device and controls, digital and analog devices, and switching logical circuits.

This program also meets the standards set by the California Department of Apprenticeship Standards towards the current California Electrician Certification testing. Upon successful completion of the program, that stu-

dent will be allowed to register to take the Electrician's Certificate Exam. California Division of Apprenticeship Standards approved School: #133.

Employment opportunities may include positions such as electrical assistant, electrical technician, maintenance technician, public utilities and sales representative, engineering technician along with purchasing and project administrator.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

#### **Program Outcomes:**

1. Describe principles of Direct and Alternating current, Ohm's law, current/voltage/power laws both verbally and in writing.
2. Demonstrate an installation of a residential branch circuit for a three-way switch.
3. Differentiate and apply the proper selection of materials, tools and test equipment for residential and commercial Electrical installation and repairs.
4. Demonstrate knowledge and skills required to perform basic apprentice-level electrician duties required by National Electrical code (NEC) for residential wiring.

#### **Requirements for the Certificate of Achievement (18 units):**

*Recommended sequence:*

Ely 248A  
Ely 248B  
Ely 248C  
Ely 248D  
Ely 217

#### **Recommended electives:**

Ely 250, 251  
Tech 107A

### **PHOTOVOLTAIC DESIGN AND INSTALLATION**

This program provides a comprehensive introduction to solar photovoltaic (PV) energy systems, including system sizing, design and installation. Basic electrical theories and National Electrical Code related to photovoltaic will be studied. Hands-on experiments and laboratory assignments with state-of-the-art test instruments will provide testing and troubleshooting techniques. Successful participants will also be qualified to sit for the North American Board of Certified Energy Practitioners (NABCEP) "PV Installer Entry Level Certificate of Knowledge" examination.

Employment opportunities may include positions such as photovoltaic installer, inspector, electrical assistant, electrical technician, maintenance technician, public utilities and sales representative, engineering technician along with purchasing and project administrator.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

#### **Program Outcomes:**

1. Explain residential and commercial photovoltaic system terminology and installation techniques both verbally and in writing
2. Demonstrate an apprentice-level installation of a residential rooftop photovoltaic system
3. Demonstrate knowledge and skills required to install basic ground and pole mount photovoltaic systems
4. Differentiate and apply the proper selection of materials, tools and test equipment for residential photovoltaic system installation and repairs.
5. Demonstrate the use of the Sun pathfinder calculator for shading analysis

#### **Requirements for the Certificate of Achievement (18 units):**

*Recommended sequence:*

Ely 24A  
Ely 248A  
Ely 248B  
Ely 251  
Ely 217

#### **Recommended electives:**

Bldg 212  
Tech 107A

### **ELECTRICAL TECHNOLOGY OCCUPATIONAL SKILLS CERTIFICATES**

#### **Applied Circuits and Systems**

The curriculum prepares the student for employment and career development in the Electrical industry. Students enrolling will have the opportunity to receive instruction and hands-on laboratory experience in theory and applications of direct current and alternating current circuits. Explanation of electrical terms, components, electrical codes and standards and applications and interaction of power distribution, energy management, co-generation and alternate energy will be covered.

Additional studies include print and specifications, electrical code requirements and standards, conduits, lighting systems, control and protective devices, grounding systems, transformers, specialty systems and power generation and distribution systems. The use of precision test and measurement instruments such as analyzer and diagnostic scan tools keep students current with the latest industry standards. All related applicable specifications and technical calculations are covered.

This program also meets the standards set by the California Department of Apprenticeship Standards towards the current California Electrician Certification testing. Once a student has completed the program, that student will be allowed to register to take the Electrician's Certificate Exam. California Division of Apprenticeship Standards approved School: #133.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Demonstrate an understanding of the basic principles of electricity, electrical laws, circuit concepts, application of DC and AC, and series/parallel/combo circuits.
2. Demonstrate knowledge and skills required to perform basic apprentice level electrical duties per electrical codes, and safety practices.
3. Differentiate and apply the proper selection of tools and materials for electrical service, installation and repairs.
4. Demonstrate an understanding of the principles of power production, generation, transmission and distribution of electrical energy.
5. Demonstrate an understanding of hardware/software and application of Programmable Logic Controller (PLC) Systems and their use in the manufacturing process.

#### Requirements for the Occupational Skills Certificate (16 units):

*Recommended sequence:*

Elty 248A  
Elty 248B  
Elty 248C  
Elty 248D

#### Recommended electives:

Elty 217  
Bldg 212, 213

## ELECTRONICS TECHNOLOGY OCCUPATIONAL SKILLS CERTIFICATES

### Basic Digital Technician

The curriculum contained in this certificate of completion provides a student with the necessary skills to seek entry-level employment as an electronics technician working on digital electronics systems. Students completing this certificate program will have the basic skills needed to work with electronic digital and micro-processor based equipment. In addition to the ability to use common electronics test equipment, such as oscilloscopes and digital multimeters, they will have an understanding of microcontroller hardware and software and the ability to prototype, test, and debug simple microcontroller based systems.

A Certificate of Completion is awarded upon completion of all required courses with a grade of C or better.

#### Requirements for the Occupational Skills Certificate (12 units):

Semester I  
Eltn 115  
Eltn 130

Semester II  
Eltn 117

Semester III  
Eltn 132

### EMERGENCY MEDICAL TECHNICIAN I-A

The EMT curriculum provides the student with the necessary skills to seek employment with ambulance service companies as an Emergency Medical Technicians I-A. Emphasis is on the fundamental principles and skills required to provide emergency medical care for patients at the scene of an accident or the onset of sudden illness and during transport to a medical care facility.

Upon completion of the EMT I-A curriculum the student will receive an Occupational Skills Certificate and is eligible to take the Los Angeles County examination for an Emergency Medical Technician I-A.

A grade of C or better must be achieved to receive an Occupational Skills Certificate.

#### Prerequisites:

1. Minimum age of 18.
2. A completed health form evidencing good physical and emotional health including required immunizations.

**Program Outcomes:**

1. Develop the necessary skills and knowledge in human anatomy and physiology, diagnostic signs and interpretations of illness and injuries, and procedures of emergency rescue and care.
2. Be able to provide emergency medical care at the scene of an accident, at the onset of sudden illness, and during transport to a medical facility.
3. Be prepared to take the certification examination for employment as an Emergency Medical Technician (EMT-1) for ambulance service companies, law enforcement agencies, and fire departments in California.

**Required course for the Occupational Skills Certificate (5 units):**

EMED 101A

## DESIGN TECHNOLOGY OCCUPATIONAL SKILLS CERTIFICATES

### CAD Modeling and Animation – Architecture/Engineering/Construction

The curriculum prepares students to apply CAD systems to model industry specific architectural and engineering projects. Job functions include creating models of engineering designs and structures, creating associative drawings to models, generating computerized visualizations of architectural models.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate appropriate fluency of industry specific drawing standards and Computer-Aided-Design techniques in the development of architectural plans.
2. Demonstrate appropriate mastery of industry specific drawing standards through the analysis of written and tabular code data, and building processes.
3. Demonstrate an ability to effectively communicate through the use of two-dimensional appropriate and three-dimensional graphics, oral and written presentations.
4. Perform basic mathematical calculations in units of measure consistent with the architectural/engineering/construction industry.

**Requirements for the Occupational Skills Certificate (12 units):**Semester I  
DT 008ASemester II  
DT 017Semester III  
DT 118  
DT 114

### CAD Designer – Architecture/ Engineering/Construction

The curriculum prepares students to be advanced users of three dimensional Computer-Aided Design - CAD and Building Information Modeling – BIM systems to solve building and construction design problems using the principles and standards of Sustainable Technology. A CAD Designer leads design activities with knowledge of sustainable production processes and industry standards. Job functions include interpreting building codes, LEED and current industry sustainability standards, formulas or data for engineering design, geometric problem solving, presentations of design reviews, and collaborating in design projects. This course of study prepares participants for successful completion of LEED accreditation at the Associates Level.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate an ability to communicate effectively using technical, graphical, oral and written formats.
2. Demonstrate appropriate mastery of industry technical graphic standards, Computer-Aided Design, Building Information Modeling strategies and techniques, and rapid prototyping and sustainable technologies in the design and representation of architectural, engineering and construction systems
3. Demonstrate appropriate mastery of industry technical graphical standards in the critical analysis of technical graphics and digital prototypes of architectural, engineering and construction systems or processes.
4. Collaborate effectively in teams to produce comprehensive design technology solutions to architectural, engineering and construction systems and processes.



**Requirements for the Occupational Skills Certificate (13 units):**

Semester I  
 DT 017  
 DT 118  
 DT 114  
 DT 110

**CAD Technician – Architecture/Engineering/Construction**

The curriculum prepares students to be functional within two-dimensional CAD systems used in the architecture/engineering/construction industry. A CAD technician is an entry level position working in a team of architects or engineers. Job functions would include generating drawings from existing designs, plotting drawings, and electronic file handling and file management.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate appropriate mastery of basic orthographic projection techniques.
2. Demonstrate an ability to effectively communicate through the use of two-dimensional graphics, oral and written presentations.
3. Perform basic mathematical calculations in units of measure consistent with the architectural/engineering/construction industry.

**Requirements for the Occupational Skills Certificate (9 units):**

Semester I  
 DT 008A  
 Tech 107A

Semester II  
 DT 017

**CAD Technician – Mechanical Design and Manufacturing**

The curriculum prepares students to read and create technical graphics and design and produce digital prototypes for the design of mechanical components within a manufacturing process. Technologies utilized in the program include parametric solid modeling CAD systems to generate 3D models, technical graphics and analysis, and to produce laser cut and 3D printed mechanical prototypes. Interpretation of engineering drawings is based

on American Society of Mechanical Engineers (ASME) Y14 standards.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate an ability to communicate effectively using technical, graphical, oral and written formats.
2. Demonstrate appropriate mastery of industry technical graphic standards. Computer-Aided Design techniques, sustainable technology and rapid prototyping and additive production technologies in the design of components, systems or processes of mechanical design.
3. Demonstrate appropriate mastery of industry technical graphical standards in the analysis of technical graphics and digital prototypes of mechanical design components, systems or processes.
4. Collaborate effectively in teams to produce comprehensive design technology solutions to mechanical and manufacturing processes and systems.

**Requirements for the Occupational Skills Certificate (13 units):**

DT 008A  
 DT 008B  
 DT 008C  
 DT 110

**FASHION – DESIGN**

The curriculum prepares students for the apparel industry. Instruction is offered in all phases of industrial clothing construction, patternmaking, fashion design, and technical sketch. Computer studies are also part of the required curriculum. Studies include fashion trends, design principles, ethnic costume, color theory and the understanding of the apparel industry. Marker making, cost sheets, and production sketches are part of the technical skills learned.

The Fashion Design option will prepare the graduate to work in a design room as assistant designer, junior designer, merchandiser, stylist, illustrator or graphic artist. A design room internship is part of this training program in design. Studies include advanced design and illustration, computer assisted illustration, historical and ethnic costume studies, along with current color and textile trends in the apparel industry. A portfolio of designs and a fashion collection is part of the final requirements.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Design groups of advanced level fashion garments using external and historical fashion influences and appropriate fabric selection.
2. Create a professional portfolio and industry marketing materials and production documents.
3. Utilize current draping and drafting methods to create original well-fitting patterns.
4. Demonstrate an advanced level proficiency in operating industrial equipment for apparel industry garment construction and fabric selection.

**Requirements for the Certificate of Achievement (43-45 units):**

*Recommended sequence:*

Semester I  
Fash 001A  
Fash 021  
Fash 002  
Fash 110

Semester II  
Fash 111A  
Fash 009  
Fash 124  
Fash 005

Semester III  
Fash 111B  
Fash 108

Select 2 courses from this list:

Fash 001B  
or Fash 001C  
or Fash 115  
or Fash 109

Semester IV

Select 3 courses from this list:

Fash 001B  
or Fash 001C  
or Fash 130  
or Fash 111C  
or Fash 115  
or Fash 109  
or Fash 105  
or Fash 106

## FASHION ASSISTANT

The curriculum prepares students for the workplace environment with skills required to work as an assistant to a fashion designer, merchandiser, stylist, production manager, or design room manager. The coursework covers essential skills in apparel construction, flat pattern and draping. Introduction to apparel industry concepts and design principles will also be taught. Fashion sketch, spec sheets, production flats, and costing are part of the training program. Upon completion of the required courses, the student will have a working vocabulary and basic knowledge of the apparel industry.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Design entry level fashion garments using external and historical fashion influences and appropriate fabric selection.
2. Create a design portfolio and industry marketing materials and production documents.
3. Utilize current draping and drafting methods to create original patterns.
4. Demonstrate an intermediate proficiency in operating industrial equipment for apparel industry garment construction and fabric selection.

**Requirements for the Certificate of Achievement (24 units):**

*Recommended sequence:*

Semester I  
Fash 001A  
Fash 002  
Fash 021  
Fash 110

Semester II  
Fash 111A  
Fash 124  
Fash 009  
Fash 005

## FASHION OCCUPATIONAL SKILLS CERTIFICATES

### Fashion – Fashion Marketing

The curriculum prepares an individual for the workplace environment with skills that apply to the business of apparel sales, assistant in a manufacturing or marketing business or other position where knowledge of the apparel industry and general business principles are an advantage.

With this background, the student may choose to work in retail or wholesale buying or sales, prepare visual presentations, and contribute to styling, display, and marketing ventures.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate an understanding of entry level fashion merchandising concepts that integrate fashion with business technologies.
2. Demonstrate a command of the basic vocabulary of the fashion industry.
3. Create entry level original projects that analyze, define, and solve problems in fashion marketing.
4. Demonstrate an understanding of entry level business concepts and their relationship to the fashion industry.
5. Demonstrate a command of basic business vocabulary.

**Requirements for the Occupational Skills Certificate (18 units):**

Fash 002  
Fash 021  
Fash 009  
or Fash 124  
BIT 102  
BIT 109  
Bus 009  
Bus 010  
or Mrkt 020  
or Mrkt 125

**Recommended electives:**

Fash 001A

**Fashion – Historical Costume Making**

Upon completion of the requirements, the costume student will be prepared to pattern, cut and sew historical costumes. The use of industrial sewing equipment, patternmaking, tools and materials are part of the training program. Historical costumes will be studied and created by the student as part of the program to train students to enter the field of costume technician or sewer.

This training serves to offer the basic skills required to qualify for employment in a costume business, or as a costume assistant. Studies in the history of fashion, both modern and historical clothing construction, alterations, and patternmaking by draped methods are part of the course of study.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Design and create an historical costume based on historical research using appropriate fabric selection.
2. Utilize current draping and drafting methods to create original patterns that become garments that fit the human body well.
3. Demonstrate an intermediate proficiency in operating industrial equipment for apparel industry garment construction and fabric selection.

**Requirements for the Occupational Skills Certificate (15 units):**

Fash 001A  
Fash 124  
Fash 002  
Fash 126  
Fash 005

**Recommended electives:**

Thrt 015  
Fash 108  
Fash 001B  
Fash 001C  
Fash 110

**FIRE TECHNOLOGY**

The curriculum prepares students to seek employment in fire protection and related fields in federal, state, local and private fire protection agencies. Instruction is offered in all phases of the fire service and provides the student with a thorough understanding of fire science and the fireground.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Discuss the role of the fire service in the community and the importance of its Mission Statement.
2. Identify variables that impact the growth/spread/hazards of structure fires.
3. Describe different safeguards for fire prevention risks in flammable liquids, solid storage and storage of gasses.
4. Demonstrate the ability to recognize a hazardous materials incident based on auditory and visual clues.
5. Define typical fire detection and alarm systems.

## Requirements for the Certificate of Achievement (41 units):

*Recommended sequence:*

Semester I  
Fire 110  
Fire 112  
Tech 107A  
Engl 001A  
or Engl 100

Semester II  
Fire 114  
Fire 116  
Fire 120A  
Spch 001  
or Spch 010

Semester III  
Fire 124  
Fire 128  
Kina 037

Semester IV  
Fire 115  
Fire 142  
Fire 146

### Recommended electives

Bldg 213  
Elty 217  
Fire 120B

## FIRE TECHNOLOGY OCCUPATIONAL SKILLS CERTIFICATE

### Fire Academy Preparation

This certificate program is designed to prepare future firefighters for the academic rigors of a fire academy. Though this certificate does not guarantee admission into a fire academy, the program is designed to: (1) meet the course requirements specified by local fire academies, (2) significantly enhance the student's ability to compete for academy positions, and (3) increase the student's probability of success while in the fire academy. Using the knowledge and courses from this program, the students can continue their training to the next level which is the Certificate of Achievement in Fire Technology.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Discuss the role of the fire service in the community and the importance of its Mission Statement.

2. Identify variables that impact the growth/spread/hazards of structure fires.
3. Describe the ten standard firefighting orders and their application during a wildland fire.
4. Define typical fire detection and alarm systems.
5. Recognize the elements of building construction and conditions under which they are likely to fail.

## Requirements for the Occupational Skills Certificate (15 units):

*Recommended sequence:*

Fire 110  
Fire 112  
Fire 115  
Fire 128  
Fire 142

### Recommended electives:

Emed 101A  
Kina 037

## FOREIGN LANGUAGE OCCUPATIONAL SKILLS CERTIFICATES

### Foreign Language - Basic

The curriculum prepares students for reading, writing, speaking and understanding the language at a basic (high novice) level. It also provides fundamental cultural knowledge. This is a 12-13 unit Occupational Skills Certificate aligned with the national ACTFL Basic (High Novice) criteria of achievement. <http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012> An Occupational Skills Certificate is awarded upon successful completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Listening comprehension  
Demonstrate comprehension of high-novice\* level conversations in the language.  
\*See ACTFL high-novice guidelines  
[http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012\\_FINAL.pdf](http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012_FINAL.pdf)
2. Reading  
Demonstrate comprehension of high-novice\* level texts in the language.  
\*See ACTFL high-novice guidelines  
[http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012\\_FINAL.pdf](http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012_FINAL.pdf)

## 3. Writing

Write high-novice\* level paragraphs in the language using correct grammar and appropriate vocabulary.

\*See ACTFL high-novice guidelines

[http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012\\_FINAL.pdf](http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012_FINAL.pdf)

## 4. Speaking

Correctly ask and answer high-novice\* level questions in the language.

\*See ACTFL high-novice guidelines

[http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012\\_FINAL.pdf](http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012_FINAL.pdf)

## 5. Cultural competency

Students will demonstrate fundamental knowledge of the culture of this language.

### Requirements for the Occupational Skills Certificate (11-13 units):

#### Chinese Option (12-13 units)

Chin 001

Chin 002

or Chin 002A

Chin 050

or Chin 150A

or Chin 105B

or Chin 008A

#### French Option (12-13 units)

Frcn 001

Frcn 002

or Frcn 008A

or Frcn 010

or Frcn 011

or Frcn 014

or Frcn 015

or Frcn 016

or Frcn 050

or Frcn 140

#### Italian Option (12-13 units)

Ital 001

Ital 002

or Ital 008A

or Ital 010

or Ital 012

or Ital 050

#### Russian Option (12 units)

Russ 001

Russ 002

Russ 150A

#### Spanish Option (12-13 units)

Span 001

Span 002

Span 008A

or Span 012

#### Japanese Option (11-13 units)

Japn 001

Japn 002

One course from the following (1-3 units):

Japn 011

Japn 008A

### Foreign Language – Intermediate

The curriculum prepares students for reading, writing, speaking and understanding the language at an intermediate level. It also provides substantial cultural knowledge. This is a 12-13 unit Occupational Skills Certificate aligned with the national ACTFL High Intermediate criteria of achievement. <http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012>.

An Occupational Skills Certificate is awarded upon successful completion of all required courses with a grade of C or better.

#### Program Outcomes:

##### 1. Listening comprehension

Demonstrate comprehension of high intermediate\* level conversations in the language.

\*See ACTFL high-intermediate guidelines

[http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012\\_FINAL.pdf](http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012_FINAL.pdf)

##### 2. Reading

Demonstrate comprehension of high-intermediate\* level texts in the language.

\*See ACTFL high-intermediate guidelines

[http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012\\_FINAL.pdf](http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012_FINAL.pdf)

##### 3. Writing

Write high-intermediate\* level paragraphs in the language using correct grammar and appropriate vocabulary.

\*See ACTFL high-intermediate guidelines

[http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012\\_FINAL.pdf](http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012_FINAL.pdf)

##### 4. Speaking

Converse at a high-intermediate\* level in the language.

\*See ACTFL high-intermediate guidelines

[http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012\\_FINAL.pdf](http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012_FINAL.pdf)



5. Cultural competency  
Students will demonstrate substantial knowledge of the culture of this language.

### Requirements for the Occupational Skills Certificate (12-14 units):

#### Chinese Option (12-13 units)

Chin 003  
Chin 004  
Chin 008B  
or Chin 009A  
or Chin 022

#### French Option (12-14 units)

Frcn 003  
Frcn 004  
or Frcn 008B  
or Frcn 009A  
or Frcn 006

#### Italian Option (12 units)

Ital 003  
Ital 004  
Ital 008B  
or Ital 009A

#### Japanese Option (12-13 units)

Japn 003  
Japan 004  
or Japn 010  
Japn 008B  
or Japn 009A

#### Russian Option (13 units)

Russ 003  
Russ 004  
Russ 011

#### Spanish Option (12-13 units)

Span 003  
Span 004  
Span 008B  
or Span 009A  
or Span 050

### Foreign Language – Advanced

The curriculum prepares students for reading, writing, speaking and understanding the language at an advanced level. It also provides substantial cultural knowledge.

This is a 12-13 unit Occupational Skills Certificate aligned with the national ACTFL Advanced criteria of achievement. <http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012>.

An Occupational Skills Certificate is awarded upon successful completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Listening comprehension  
Demonstrate comprehension of mid-advanced\* level conversations in the language.  
\*See ACTFL mid-advanced guidelines  
[http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012\\_FINAL.pdf](http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012_FINAL.pdf)
2. Reading  
Demonstrate comprehension of mid-advanced\* level texts in the language.  
\*See ACTFL mid-advanced guidelines  
[http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012\\_FINAL.pdf](http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012_FINAL.pdf)
3. Writing  
Write at a mid-advanced\* level in the language.  
\*See ACTFL mid-advanced guidelines  
[http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012\\_FINAL.pdf](http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012_FINAL.pdf)
4. Speaking  
Converse at a mid-advanced\* level in the language.  
\*See ACTFL mid-advanced guidelines  
[http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012\\_FINAL.pdf](http://www.actfl.org/sites/default/files/pdfs/public/ACTFLProficiencyGuidelines2012_FINAL.pdf)
5. Cultural competency  
Demonstrate in-depth knowledge of the culture of this language.

### Requirements for the Occupational Skills Certificate (10-12 units):

#### Chinese Option (10-11 units)

Chin 005  
**Three courses from the following: (7-8- units)**  
Chin 009B  
Chin 009C  
Chin 010  
Chin 012

#### Japanese Option (10 units)

Japn 005  
Japn 009B  
Japn 009C  
Japn 010

**Spanish Option (10-12 units)**

Span 005

**Three courses from the following: (7-9 units)**

Span 006A

Span 006B

Span 009B

Span 009C

Span 025

Span 042A

Span 042B

Span 044A

Span 044B

**GEOTECH****OCCUPATIONAL SKILL CERTIFICATE**

The curriculum prepares students to apply entry level workplace geospatial competencies to solve industry specific problems in Technician/Technologist geospatial (GST) occupations. Job functions would include geospatial data entry, preparing maps using a GIS, interpret aerial photographs, and maintain GIS databases.

An occupational skills certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate appropriate fluency of basic geospatial data entry, digitization and conversion, and geospatial data building, modeling, or analysis.
2. Perform analysis of geospatial data to identify spatial relationships or display results of analyses, using maps, graphs, or tabular data.
3. Demonstrate the ability to effectively communicate through the design or preparation of graphic representations of Geographic Information Systems (GIS).
4. Maintain or modify existing Geographic Information Systems (GIS) databases.

**Requirements for the Occupational Skills Certificate (12 units):***Recommended sequence:*

Geog 011

Geog 012

Geog 013

Geog 014

**GERONTOLOGY**

Gerontology is concerned with the study and application of knowledge about the physical, social, and

economic conditions of older people. Aging affects all aspects of human activity, thus gerontology is multidisciplinary in nature. The program prepares students for careers in the field of aging. Graduates from this program can expect to find career placements in county councils on aging, area agencies on aging, social services agencies, housing authorities, long-term care, recreation facilities, and many other public and private agencies. Job titles in the field include:

**With Completion of an Associate Degree**

Home Care Companion  
 Activity Director  
 Adult Educator  
 Transportation Coordinator  
 Meal Coordinator  
 Admission Coordinator  
 Marketing Coordinator  
 Travel/Tour Specialist  
 Home Safety/Home Organization Specialist

**With Completion of a B.A. or M.A.**

Department of Human Services Worker  
 Senior Center Director  
 Administrator for assisted living  
 Administrator for independent living  
 Marketing Director  
 Care Manager  
 Geriatric Social Worker  
 Gerontologist

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate knowledge of relationships among older adults, their families, and society.
2. Apply current theory and research in the interdisciplinary field of gerontology and its role in society to assess biological, social, and psychological issues that impact older adults and those who work with and care for them.
3. Analyze aspects of ageism in American society and socially conscious behavior regarding the older population.
4. Apply acquired interdisciplinary knowledge of older adults in varied career applications, such as design of services for older adults, patient care, and engineering and technology for independent living.

## Requirements for the Certificate of Achievement (18 units)

Gero 001  
Gero 022  
Gero 140  
Soc 022  
Psyc 022  
Hum 002

### GRAPHIC COMMUNICATIONS TECHNOLOGY

Students with an interest in graphics, advertising, printing, type and many forms of visual print media will benefit from study in the Graphic Communications Technology Program at Pasadena City College. Skills are taught that lead to employment in the screen printing, commercial printing and publishing industries. Graduates of this program may seek employment as screen printers, in their own or other businesses, and as production employees in a wide range of areas within the electronic and digital production areas. The Graphic Communications Technology classes emphasize instruction in the current technical skills needed to succeed in these areas, as well as in the problem-solving techniques that make a valuable and successful employee or business owner. The PCC program is affiliated with major printing industry corporations and associations, and with advanced Graphic Communications degree programs at the university level.

We offer two Certificates of Achievement and three one-year (fast-track) Occupational Skills Certificates.

These certificates are awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Demonstrate the academic skills and have abilities to enter a career in Graphic Communications Technology with a foundation in the certificate area of their choice: Screen Printing or Digital Composition and Imaging, or both.
2. Demonstrate critical thinking skills necessary to problem-solve situations and challenges and recognize the need for lifelong learning in the field of Graphic Communications Technology.
3. Demonstrate knowledge of the ethical and social responsibilities and understand and apply safe working procedures to a career in Graphic Communications Technology.
4. Demonstrate the value of teamwork in the field of Graphic Communications Technology.
5. Demonstrate an understanding of the career paths available in Screen Printing, Electronic Prepress and Digital Imaging professions.

### GRAPHIC COMMUNICATIONS TECHNOLOGY – COMPUTER IMAGING AND COMPOSITION

The curriculum prepares students to work in the imaging and electronic prepress areas of Graphic Communications industry. The program qualifies students to seek employment in entry-level and intermediate positions as electronic prepress technicians, digital color specialists and digital prepress operators.

Instruction is provided on Macintosh computers and specialized imaging equipment typically found in the production and prepress areas of the printing industry. Emphasis is on technical skills, common software applications and proper use of scanners, computers and digital output systems.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Demonstrate an understanding of the academic and technical skills required to enter a career in Graphic Communications Technology.
2. Explain the ethical and social responsibilities that apply to a career in the Graphic Communications Technology field.
3. Explain the safety aspects of teamwork as it applies to the production requirements in the field of Graphic Communications Technology.
4. Demonstrate an understanding of the career paths available in Screen Printing, Electronic Prepress and Digital Imaging professions.
5. Understand the technical steps to good typographical and imaging skills for high-end print production.

### Requirements for the Certificate of Achievement (29-31 units):

*Recommended sequence:*

Semester I  
Grfx 010  
Grfx 030  
    **or** Grfx 220  
    **and** Grfx 221  
Grfx 199  
BIT 010  
BIT 107

Semester II  
Grfx 031  
Grfx 035

Semester III  
Grfx 245A  
Grfx 222

## Semester IV

Grfx 036

Grfx 190

**Recommended electives:**

Bus 112

CIS 010

Phot 030, 130

Grfx 103, 104, 192, 300AB

**GRAPHIC COMMUNICATIONS TECHNOLOGY –  
SCREEN PRINTING**

This curriculum prepares students in the state-of-the-art techniques used to apply text, graphics and other images to a wide variety of surfaces and materials. Our goal is to prepare students to plan, anticipate, accurately prepare for and print, and thoroughly clean up a job in any one of the many printing areas. Students can learn the basics or expand on skills they have already attained. Instruction covers a wide range of techniques, inks and surfaces; safety and health issues; and training on common types of equipment. Employment opportunities are vast, in local sign, t-shirt and supply firms, both large and small. Many students opt to open their own businesses.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate basic and advanced techniques for screen printing on a variety of standard substrates.
2. Discuss organization, clean up and safety issues for a screen printing shop.
3. Produce accurately registered multiple color graphics on a variety of standard substrates with appropriate inks.
4. Demonstrate an understanding of the career paths available in Screen Printing.

**Requirements for the Certificate of Achievement  
(36 units):**

*Recommended sequence:*

## Semester I

Art 031A

Grfx 115

Grfx 132A

or Grfx 013

and Grfx 134A

## Semester II

Grfx 116

Grfx 135

Grfx 132B

or Grfx 113

and Grfx 134B

## Semester III

Grfx 137

Grfx 220

Grfx 133A

or Grfx 114A

and Grfx 134C

## Semester IV

Grfx 221

Grfx 133B

or Grfx 114B

and Grfx 134D

**Recommended electives:**

Art 050A

Bus 112, 116

Grfx 245A

**GRAPHIC COMMUNICATIONS TECHNOLOGY  
OCCUPATIONAL SKILLS CERTIFICATES****Graphic Communications Technology –  
Apparel Graphics and Printing**

Students learn the parameters and printing applications for various types of textiles and ready-made apparel. Interdisciplinary classes that are part of this certificate broaden the student's knowledge of fabrics, garment construction, computer software used in the fashion industry, and design considerations for garment printing.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Discuss standard printing applications related to the garment industry.
2. Perform necessary functions to prepare screens and inks for textile printing.
3. Produce single- and multi-color graphic designs appropriate to screen printing on textiles.

**Requirements for the Occupational Skills Certificate  
(14 units):**

Art 031A  
 Art 056  
 Fash 110  
 Fash 115  
 Grfx 115  
 Grfx 116  
 Grfx 135

**Recommended electives:**

Bus 116  
 Fash 128B  
 Grfx 013, 245A, 245B

**Graphic Communications Technology –  
 Electronic Prepress**

Accelerated course of study leading to an Occupational Skills Certificate in Electronic Prepress. This program is designed for an individual to enter or return to the workplace. This occupational skills certificate curricula responds to the knowledge and skills required by the industry for the electronic preflighting and imaging operations. In this segment of the printing industry current technical knowledge and software knowledge are required in order to gain employment.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Evaluate the components and specifications of a Graphic communications product, relating to the technical requirements of its final reproduction process(es).
2. Edit, combine and compose the text, graphic, and art components into a graphic product that fulfills the client's communication needs.
3. Demonstrate production flow skills to image, deliver, proof and archive the final print, document file.

**Requirements for the Occupational Skills Certificate (17 units):**

Grfx 220  
 Grfx 035  
 Grfx 245A  
 Grfx 036  
 Grfx 221  
 Grfx 245B

**Graphic Communications Technology –  
 Screen Printing for Small Business**

This is an accelerated course of study designed for the individual seeking to understand the basic requirements of owning and operating a small business in Screen Printing. Current approaches emphasize accurate and efficient printing of various jobs, including flatwork and textiles; good business planning and practices; and successful client relations.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Perform independently basic functions for a standard variety of screen printing applications.
2. Describe the equipment, studio layout and safety issues related to a screen printing business.
3. Identify key concerns for owning, promoting and managing a screen printing business.

**Requirements for the Occupational Skills Certificate (16 units):**

Grfx 013  
 Grfx 113  
 Grfx 220  
 Art 031A  
 BUS 116

**Graphic Communications Technology –  
 Textile Printing**

This two-semester program of study is designed to concentrate on intermediate- to advanced-level work in textile Screen Printing. Students work with many contemporary inks on a variety of textile substrates. Training includes technical core classes, classes in basic design principles, and classes to build awareness of the fashion business.

**Program Outcomes:**

1. Communicate with client to determine need for, and to coordinate production of, printed textile products.
2. Create and prepare appropriate digital artwork for printed production.
3. Compare, choose, apply best print application depending on textile & substrate.
4. Produce printed products through screen printing or dye sublimation techniques.



**Requirements for the Occupational Skills Certificate (15 units):**

Semester I  
Grfx 115  
Fash 009  
Art 031A

Semester II  
Grfx 116  
Grfx 135  
Fash 002

**HOSPITALITY MANAGEMENT**

The Hospitality Management curriculum offers the student the opportunity to receive an Associate Degree and/or a Hospitality Management Certificate of Achievement, as well as fulfill many of the required coursework of existing four-year Hospitality Management Programs throughout the country. The curriculum prepares students to seek entry-level management positions in the hospitality management industry. Related career opportunities abound in the industry, both locally and on a global basis, and include such titles as Front Desk Manager, Social Director, Caterer, Hospitality Supervisor, Meeting Planner, Recreational Director and Travel Director. Graduates of the program have the potential of working throughout the world for major hotel, motel and restaurant companies, private clubs, business and industry food-service providers, theme parks and recreational facilities, consulting firms and other related industries.

The curriculum within this program includes a survey of the hospitality industry: operations management, financial management, human resource management, marketing and sales, accounting, business communications, mathematics, leadership, computer technology applications, and more, providing a practical base of hospitality management knowledge and abilities. The Program provides a work site/internship component providing the student with on-the-job experience with local employers while attending Pasadena City College.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Work with a group of people committed to a common purpose and approach for which they hold themselves accountable and, as a result, improve their collective performance.
2. Use purposeful and reflective judgment to formulate rational solutions to organizational problems and to make cogent business decisions.

3. Demonstrate the knowledge of fundamental principles of leadership and model the behavior of effective leaders.

**Recommended sequence of courses (48-49 units):**

Semester I  
Hosp 001  
Bus 010  
BIT 025  
Engl 100

Semester II  
Bus 117  
Hosp 002  
Spch 001  
Bus 114  
or Bus 115  
or Bus 014A  
or Stat 015

Semester III  
Hosp 130  
Acct 010  
or Acct 001A  
Hosp 101  
Engl 001A  
Bus 011A

Semester IV  
Hosp 004  
Hosp 101

**Recommended electives:**

Acct 104A, 104B, 104C  
Bus 013, 160  
Econ 001A  
Engl 012  
Psyc 033

**INDUSTRIAL DESIGN  
OCCUPATIONAL SKILLS CERTIFICATE**

The curriculum prepares students with some prior design background to seek entry-level employment/internship in the industrial design professions, which encompass product, transportation, environmental and entertainment design. Students also use portfolios for transfer application to four-year and graduate institutions. Innovation and the creative design process are the focus of the program. Completion of the program results in a portfolio of projects.

An Occupational Skills Certificate is awarded upon successful completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Understand the fundamental purpose of the industrial design professions and its integral role in the business world.
2. Create hands-on projects that demonstrate basic design processes which include problem definition, research, concept development and refinement, and final presentation.
3. Perform appropriate technical skills using professional tools, materials and processes for application to design projects and presentations.
4. Analyze, evaluate and improve designs through the critique process.

**Requirements for the Occupational Skills Certificate (15 units):***Recommended sequence:*Semester I  
Art 018Semester II  
Art 033A  
Art 118  
or Art 015Semester III  
Art 033BSemester IV  
Art 033C**Recommended electives**Art 056  
Art 016  
Art 032A  
Art 155A  
Phot 030  
Art 011A**INTERIOR DESIGN  
OCCUPATIONAL SKILLS CERTIFICATE**

The curriculum prepares students to transfer to a 4-year Interior Design program or seek employment in the interior design industry as entry-level designers. Emphasis is on a solid foundation in the area of Interior Design. Students will develop a portfolio.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate a command of the vocabulary of the interior design field, and an understanding of the components of interior design.
2. Create original design projects that analyze, define, and solve problems in interior design, including space planning, materials and furnishings, design communication and visualization.
3. Utilize the critique process to analyze design solutions and the effectiveness of the visual communication of projects.
4. Create and present a portfolio of original student work that represents the necessary skills and an understanding of the principles and elements of design relative to the profession of interior design.

**Requirements for the Occupational Skills Certificate (15 units):**Art 041A  
Art 041B  
Art 041C  
Art 016  
Art 032A**Recommended Electives**

Art 001A, 001B, 031A, 031B, 033A , 040

**JEWELRY/METALWORKING  
OCCUPATIONAL SKILLS CERTIFICATE**

This curriculum of design, metal fabrication, stone setting, and lost wax casting prepares students for entry-level employment in the jewelry design and manufacturing industry. This curriculum will also prepare the student seeking to transfer to a jewelry/metalworking program in a public or private four-year college.

An Occupational Skills Certificate is awarded upon the completion of all required courses with a grade of C or better.

**Program outcomes:**

1. Produce jewelry/objects that will demonstrate an understanding of basic design principles, stone setting, and jewelry/metalworking techniques.
2. Analyze and evaluate the jewelry/objects utilizing the critique process.

**Requirements for the Occupational Skills Certificate (15 units):**

Semester I  
Art 034A  
Art 036A

Semester II  
Art 036B

Semester III  
Art 036C

Semester IV  
Art 135  
or Art 034B

**Recommended electives:**

Art 001A, 004D, 015, 018, 031A, 032A, 033A, 106  
Phot 021

**JOURNALISM – PHOTOJOURNALISM**

The curriculum prepares students for employment in newspapers, magazines or public relations firms as still photographers. Emphasis is on hands-on applications of journalistic style photography, including dark room experience, computerized photo manipulation, basic writing and layout.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Work as self-directed individuals and team members to produce and publish a weekly campus newspaper.
2. Demonstrate an awareness of the principles and responsibilities of the professional photojournalist, including a commitment to accuracy, fairness, depth, and social conscience.
3. Produce a portfolio of photographs appropriate for professional publication that demonstrates the ability to gather, organize, report and interpret newsworthy events and information.

**Requirements for the Certificate of Achievement (19 units):**

*Recommended sequence:*

Semester I  
Jour 002  
Jour 021  
or Phot 021

Semester II  
Jour 022  
Phot 031

Semester III  
Jour 107A  
or Jour 107B

Semester IV  
Jour 023

**Recommended electives:**

Art 031A, 032B  
Comm 001  
Jour 004A, 007A, 005, 009, 110  
Phot 030

**JOURNALISM – PRINTED MEDIA**

The curriculum prepares students to seek employment with newspapers, magazines, and organizational publications such as house organs, newsletters, and annual reports. Graduates will be prepared to work as news researchers, reporters and writers, feature article writers, editorial and layout specialists. The curriculum features computerized desktop publishing/editing.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate skills in writing news, feature, opinion and sports stories by producing a portfolio showing a range of published stories.
2. Contribute to production of a weekly newspaper by participating in story assignment, editing, page design and production.

**Requirements for the Certificate of Achievement (18 units):**

*Recommended sequence:*

Semester I  
Jour 002

Semester II  
Jour 004A  
Jour 007A

Semester III  
Jour 007B  
or Jour 107A  
or Jour 107B

Semester IV  
Jour 007B  
or Jour 107A-  
or Jour 107B

**Recommended electives:**

Comm 001  
Jour 005, 009, 021, 110

**LIBRARY TECHNOLOGY**

The curriculum prepares students to work in the dynamic information-based world of libraries. Highly skilled paraprofessionals are needed for various levels of employment in public, academic, special and school libraries and information centers. Practical instruction is offered in all phases of library services and provides training and use of automated systems (public access catalogs, cataloging, circulation, database and Web search techniques, and the World Wide Web).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Discuss principles, philosophy and roles of library organizations and summarize ethical, legal and social issues related to libraries and the communities they serve.
2. Apply knowledge and demonstrate library workplace skills to perform library technician-level job duties in various types of libraries.
3. Demonstrate effective public service, technology and workplace communication skills to successfully interact with library users and staff.

**Requirements for the Certificate of Achievement (19 units):**

*Recommended sequence:*

BIT 106  
or Bit 025  
or CIS 001  
or CIS 010

**Semester I**

LIB 001

**Semester IV**

LIB 105A

**Semester II**

LIB 101  
LIB 103

**Semester III**

LIB 102  
LIB 104

**Recommended Electives**

LIB 106  
CHDV 118  
LIB 020  
SPCH 010  
CHDV 024C

**LIBRARY  
OCCUPATIONAL SKILLS CERTIFICATE****Digitization Skills for Libraries and Cultural Heritage Institutions**

This curriculum prepares students to work in digital repositories found in libraries, archives, and museums. Instruction includes: project planning, digitization, metadata, copyright, preservation and end user access to digital materials. Students will gain practical experience using industry standards in order to prepare them for entering the workforce.

An Occupational Skills Certificate is awarded upon successful completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Identify the selection, technical, and preservation issues that impact the success of digital projects.
2. Follow established protocols and standards to digitize and provide through well-crafted metadata and current digital asset management systems, access to digital objects.

**Requirements for the Occupational Skills Certificate (8 units):**

*Recommended sequence:*

Lib 121  
Lib 122  
Lib 123  
Lib 126

**MACHINE SHOP TECHNOLOGY**

The curriculum prepares students to work in the metal processing trades. Emphasis is on basic manufacturing principles. The program qualifies students to seek employment in the areas of instrumentation, mold making, tool and die general machining, industrial maintenance and research and development. The curriculum includes: basic manufacturing principles, technical mathematics including trigonometry, principles of metallurgy, quality assurance practices, tool design and manufacturing,

physics of metal processing, computer numerical control machining (CNC), principles and operations of the electro-discharge machine (EDM), and product design.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate an understanding of basic manufacturing principles.
2. Apply the skills need for: Instrumentation, mold making, tool and die general machining, industrial maintenance, and research and development.
3. Secure employment in the metal processing trades.

**Requirements for the Certificate of Achievement (42 units):**

*Recommended sequence:*

Semester I  
Mach 220  
or Mach 220A-C  
Tech 107A

Semester II  
Mach 220D  
Mach 220E  
Mach 220F  
DT 008A

Semester III  
Mach 220G  
Mach 220H  
Mach 220I

Semester IV  
Mach 220J  
Mach 220K  
Mach 220L

**Recommended electives:**

DT 008BC, 017, 118  
Mach 230  
Phys 010, 010L  
Weld 044AB

**MACHINE SHOP TECHNOLOGY  
OCCUPATIONAL SKILLS CERTIFICATES**

**Industrial Fabricator**

This curriculum prepares students to seek employment as an entry-level machinist. Emphasis is on entry level skills: technical drawing, drill press, lathes, vertical

milling machine operation, part set up, basic inspection and process plan development. Technical mathematics applications for industry.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Develop safety protocols for duty areas and machinery equipment.
2. Analyze inspection results to update procedures utilizing machinery equipment.
3. Develop process plans to achieve high level of accuracy from machinery equipment.

**Requirements for the Occupational Skills Certificate (13 units):**

MIT 101  
Mach 101  
Mach 102  
Tech 107A

**Manufacturing Technology II**

This curriculum prepares students to seek employment as an intermediate entry-level machine operator. Emphasis is on intermediate skills: milling and lathe operations including long tapers, inside and outside radius, single point threading, counter bores, steps, knurling. Production drilling of multiple parts introduction to surface grinding including grinding multiple parts parallel in size. Intermediate inspection techniques. Note: Mach 220B-L requires enrollment in or completion of the preceding course in this sequence.

An Occupational Skills Certificate is awarded upon completion with a grade of C or better.

**Program Outcomes:**

1. Demonstrate skills and knowledge at the intermediate level in: milling and lathe operations including long tapers, inside and outside radius, single point threading, counter bores, steps, knurling, and drilling and grinding of multiple parts.
2. Secure employment as an intermediate-level machine operator.

**Requirements for the Occupational Skills Certificate (15 units):**

Mach 220E  
Mach 220F  
Mach 220G  
Mach 220H  
DT 008A



**Recommended electives:**

DT 008BC, 017, 118  
 Mach 230  
 Phys 010, 010L  
 Weld 044AB

## MEDICAL ASSISTING (Administrative-Clinical)

The program prepares students to seek employment in medical offices or clinics performing administrative and clinical duties including records management, financial systems, laboratory procedures and medical transcription. Students must provide their own transportation to off-campus clinical sites.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in coordination with the American Association of Medical Assistants. Upon successful completion of the curriculum, a student is eligible to take the certification examination to become a Certified Medical Assistant offered by the American Association of Medical Assistants (convicted felons may not be eligible).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Requirements for admission into the Medical Assisting Program are:

1. Completed application for admission to the program.
2. Graduation from an accredited high school or equivalent with a 2.0 grade point average as well as in all college work.
3. Keyboarding speed of 30-35 wpm.
4. Eligibility for Engl 1A.
5. After acceptance into the program, submit a completed health form evidencing physical and emotional health including required immunizations/ chest x-ray or Mantoux test.
6. Current CPR/BLS (Basic Life Support) card, which must be maintained while in the program.

### Recommended preparation:

High school courses in human physiology, algebra, bookkeeping and typing.

### Program Outcomes:

1. Demonstrate and perform technical skills related to administrative and clinical duties utilizing current technology and OSHA/CLIA standards required in the medical ambulatory settings.
2. Exhibit professionalism, skills required for employment and interpersonal skills in a culturally diverse community.

3. Apply cognitive skills to analyze, synthesize and evaluate ideas and information in a medical ambulatory setting.

### Requirements for the Certificate of Achievement (39 units):

*Recommended sequence:*

#### Semester I

MA 109  
 MA 110  
 MA 111A  
 MA 115  
 MA 122A  
 MA 122B  
 Pyso 100

#### Semester II

MA 111B  
 MA 113  
 MA 122C  
 MA 124  
 MA 127

#### Winter Intersession

MA 126

#### Summer Intersession

MA 128

## MEDICAL OFFICE – ADMINISTRATIVE

The medical assisting administrative curriculum prepares students with entry-level skills to seek employment as administrative medical office personnel. The student will learn about the front office including medical insurance billing, bookkeeping and beginning transcription.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Requirements for the Certificate of Achievement (27 units):

MA 109  
 MA 110  
 MA 111A  
 MA 111B  
 MA 113  
 MA 115  
 MA 122A  
 MA 127  
 Pyso 100  
 Psysc 024

### Recommended elective:

MA 120

## MEDICAL OFFICE INSURANCE BILLER

The medical insurance biller curriculum prepares students with entry-level skills to seek employment as medical office insurance billers. Instruction includes the universal claim form, state disability, private insurance billing, workers compensation, Medicare, Medi-Cal and basic coding using the CPT and ICD coding books. A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Requirements for the Certificate of Achievement (22 units):

MA 109  
MA 110  
MA 111A  
MA 111B  
MA 113  
MA 115  
MA 127  
Pyso 100

## MEDICAL OFFICE OCCUPATIONAL SKILLS CERTIFICATE OPTIONS

The short-term Medical Office options prepare students with entry-level skills to seek employment in doctor's offices or clinics, performing specific tasks. These courses can be applied toward the requirements for the Certificate of Achievement in Medical Assisting, Administrative and Clinical. Students successfully completing an option are eligible to receive an Occupational Skills Certificate.

### Medical Office Receptionist

The medical receptionist option prepares students with entry-level skills to seek employment in medical reception areas. Instruction includes interpersonal communication skills, greeting patients, scheduling appointments, computer data entry, initial processing of managed care patients, telephone techniques, interpersonal relations, oral communication, medical ethics and law, Occupational Health and Safety regulations, medical asepsis, vital signs and height-weight measurements, and initial medical record documentation.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

### Requirements for the Occupational Skills Certificate (15 units):

MA 109  
MA 110  
MA 111A  
MA 115  
MA 120  
MA 122A  
Pyso 100

### Medical Office Transcription

The medical office transcription option prepares students with entry-level skills to seek employment as medical office transcriptionists. Instruction includes formatting documents including the history and physical, correspondence, discharge summaries, operative reports and special laboratory reports using a transcriber and word processing program.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

### Requirements for the Occupational Skills Certificate (11 units):

MA 109  
MA 110  
MA 113  
MA 115  
Pyso 100

## NURSING PROGRAMS

### I. General admissions requirements for the Registered Nursing and Vocational Nursing Programs:

1. The student must formally apply to the College and is encouraged to make an appointment to see a counselor before enrolling in nursing prerequisite courses.
2. The student must be a United States high school graduate or have a G.E.D. or equivalent.
3. The student must have and maintain a current American Heart Association AHA CPR/Basic Life Support Card for health care providers and Nursing Malpractice Insurance while in a nursing program.
4. Students who have completed previous college nursing coursework and are requesting advanced placement must provide transcripts, a copy of course syllabi and/or catalog descriptions and a letter of clinical safety signed by previous Nursing Division Dean/Director. A petition for advanced placement must be filed in Student Services. If the

petition is approved, an examination in theory and lab skills may be administered. A grade of C or better must be achieved on this examination.

## II. Other Requirements

1. Admission to and continuation in a nursing program requires the student to maintain a grade of C or better in all required nursing courses (prerequisites, requisites, and corequisites).
2. Once accepted into a nursing program, the student is required to submit evidence of health documented by a recent physical examination (within the last year), with the required immunizations and/or titres.
3. Students are expected to comply with the division's clinical uniform standards.
4. Students must provide their own transportation to all on- and off-campus clinical sites. Assignments are scheduled between the hours of 6:30 a.m. and 11:30 p.m. daily, including Sat and Sun.
5. Each theory course has two corequisites, a seminar course and a laboratory course both of which must be taken concurrently with the theory course.
6. Nursing students must have the ability to communicate safely and effectively in a health care setting. To enhance success in a nursing program, students who have English as a second language are encouraged to enroll in Spch 003, 010, and MA 115.
7. The California Board of Registered Nursing and the California Board of Vocational Nurses and Psychiatric Technician Examiners are required to protect the public by screening applicants for licensure to identify potentially unsafe practitioners. The law provides for denial of licensure for crimes or acts which are related to nursing qualifications, functions and/or duties. Program applicants who have questions related to eligibility for licensure may contact the Health Sciences Division for referral to the appropriate licensing board.

## III. Selection of Students:

**ALL ELIGIBLE APPLICANTS WHO MEET THE ABOVE REQUIREMENTS AND COURSE PREREQUISITES WILL BE SELECTED ACCORDING TO THE FOLLOWING CRITERIA:**

### BASIC RN PROGRAM

1. Engl 001A, Micr 002, Anat 025 and Pyso 001.
2. Students who were previously admitted to the program and are eligible for readmission.
3. Transfer students. (See I.4.)

### VOCATIONAL NURSING

1. New applicants to the VN program.
2. Students who withdrew from the VN program a year ago and are eligible for readmission.
3. Transfer students.

### CAREER LADDER – LVN TO REGISTERED NURSING

1. Engl 001A, Micr 002, Pyso 002A and Pyso 002B or Anat 025 and Pyso 002, Valid California Licensed Vocational Nursing License.
2. Students who were previously admitted to the program and are eligible for readmission.
3. Transfer students. (See I.4.)

The Division of Health Sciences will inform RN, LVN to RN, LVN and approved CNA candidates of the results by mail approximately six weeks after the application deadline.

### Program Outcomes:

The PCC Nursing Program's outcomes reflect standards of competency as delineated by the California State Boards of Nursing and the Department of Health Services. SLOs are synthesized in all courses as noted:

1. Apply theoretical knowledge and concepts of nursing roles through foundations of nursing care, beginning nursing care, intermediate care, and advanced nursing care, ending with the program outcomes of advocate, clinician, critical thinker, leader and teacher. (Nurs 050/050L, 051/051L, 052/052L, 053/053L, 125/125L, 126/126L, 127/127L)
2. Communicate theoretical knowledge and concepts of nursing roles through foundations of nursing care, beginning nursing care, intermediate care, and advanced nursing care, ending with the program outcomes of advocate, clinician, critical thinker, leader and teacher. (All Nurs courses)
3. Demonstrate safe and effective basic procedural skills with emphasis on elderly patients. (Nurs 103)

### REGISTERED NURSING

The Registered Nursing Program is accredited by the California Board of Registered Nursing: BRN, 400 R Street, Suite 4030, Sacramento, CA, 95814-6200, (916) 322-3350.

The Registered Nursing Program is accredited by the California Board of Registered Nursing. The Registered Nursing Program curriculum provides and enhances the student's opportunity to seek employment in a variety

of health care settings. Emphasis is placed on nursing theory and concepts to promote, maintain, and restore health in individuals with common and complex health problems throughout the life span. Additionally, the development and application of the nursing knowledge, skills, and attitudes needed to use the nursing process in the care of individuals is emphasized. Upon completion of the Registered Nursing curriculum, the student receives a Certificate of Achievement, an Associate Degree of Science, and is eligible to take the National Council Licensing Examination Registered Nursing (NCLEX-RN) exam and if successful will qualify to receive a license from the Board of Registered Nursing to practice nursing in the State of California.

### Required Courses

#### Prerequisites:

Engl 001A  
 Micr 002  
 Anat 025, Pyso 001  
 Math 402 or higher  
 Valid AHA CPR/Basic Life Support Card Course for health care providers

#### Required Non-nursing Courses:

Nutr 011  
 Psyc 024  
 Spch 010 (preferred) or Spch 001

The Nutr, Psyc, and Spch are required by the Board of Registered Nursing even when the student holds previous academic degrees. English, Humanities, Political Science and U.S. History or American Institutions 125, PE, Critical Thinking (See Associate in Science Degree requirements)

It is recommended that the student complete as many of these non-nursing classes as possible prior to beginning the program.

#### Program Outcomes:

1. Apply concepts from biologic, physical, social and natural sciences in nursing practice.
2. Integrate best current evidence with clinical expertise and individual/family preferences for delivery of optimum health care.
3. Minimize risk of harm to clients and providers through both individual performance and system effectiveness.
4. Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

5. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality client care.
6. Recognize the individual or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the client's preferences, values, and needs.
7. Use data to monitor the outcomes of care processes to continuously improve the quality and safety of health care systems.
8. Involve individuals, families and communities in health education.
9. Be academically eligible to apply for the nursing licensing examination in order to be employed as a nurse in a variety of settings.

### Registered Nursing Curriculum

**THE FOLLOWING SEQUENCE MUST BE FOLLOWED: These courses must be completed prior to taking the NCLEX-RN and licensure as required by the State of California Board of Registered Nursing:**

#### Requirements for the Certificate of Achievement (39 units):

##### Sequence to be followed:

##### Semester I

Nurs 050  
 Nurs 050L  
 Nurs 050S  
 Nurs 137  
 Nurs 138

##### Semester II

Nurs 051A  
 Nurs 051L  
 Nurs 051S  
 Nurs 040  
 Nurs 040L  
 Nurs 041  
 Nurs 041L

##### Semester III

Nurs 052A  
 Nurs 052L  
 Nurs 052S  
 Nurs 042  
 Nurs 042L

##### Semester IV

Nurs 053  
 Nurs 053L  
 Nurs 053S

**Recommended electives:**

Nurs 103, 201, 202, 211, 213  
 Chem 002A  
 Gero 001, 022, 140  
 MA 115

**VOCATIONAL NURSING****I. General admissions requirements for the Vocational Nursing Programs:**

1. The student must formally apply to the college and is encouraged to make an appointment to see a counselor before enrolling in nursing pre-requisite courses.
2. The student must be a United States high school graduate or have a G.E.D. or equivalent.
3. The student must have and maintain a current AHA CPR/Basic Life Support Card, for health care provider.
4. Students who have completed previous college nursing course work and are requesting advanced placement must provide transcripts and submit a petition to the college for advanced placement. If the petition is approved, an examination in theory and lab skills may be administered. A grade of C or better must be achieved on this examination.

**II. Other Requirements**

1. Admission to and continuation in a nursing program requires the student to maintain a grade of C or better in all required nursing courses (prerequisites, requisites, and corequisites).
2. Once accepted into a nursing program, the student is required to submit evidence of good health documented by a recent physical examination (within the last year), with the required immunizations.
3. Students must provide their own transportation to all on- and off-campus clinical sites. Assignments are scheduled between the hours of 6:30 a.m. and 11:30 p.m., daily.
4. Each theory course has a laboratory course that must be taken concurrently.
5. Nursing students must have the ability to communicate effectively. To enhance success in a nursing program, students who have English as a second or third language are encouraged to enroll in Speech 3, 10 and Medical Assisting 115.
6. The California Board of Vocational Nurses and Psychiatric Technician Examiners are required

to protect the public by screening applicants for licensure to identify potentially unsafe practitioners. The law provides for denial of licensure for crimes or acts which are related to nursing qualifications, functions and/or duties. Program applicants who have questions related to eligibility for licensure may contact the Health Sciences Division for referral to the appropriate licensing board.

**III. Selection of Students:**

**ALL ELIGIBLE APPLICANTS WHO MEET THE ABOVE REQUIREMENTS AND COURSE PREREQUISITES WILL BE SELECTED ACCORDING TO THE FOLLOWING CRITERIA:**

**VOCATIONAL NURSING**

1. New applicants to the VN program.
2. Students who withdrew from the VN program a year ago and are eligible for readmission.
3. Transfer students.

The Vocational Nursing curriculum provides students with skills that will afford them the opportunity to seek employment in hospitals, clinics, private physicians' offices, and skilled nursing in extended and long-term care facilities.

Emphasis is on nursing theory, development and application of nursing skills in the basic care of individuals throughout the life span.

Upon completion of this curriculum the student will receive a Certificate of Achievement and will be eligible to take the National Council Licensing Examination-Vocational Nurse (NCLEX-VN) and if successful will qualify to receive a license from the Board of Vocational Nurse and Psychiatric Technician Examiners regulations to practice in the State of California.

A grade of C or better in all Vocational Nursing course work is required to meet the California Board of Vocational Nurse and Psychiatric Technician Examiners regulations.

*NOTE: The following sequence must be followed.*

**Vocational Nursing Curriculum**

**Requirements for the Certificate of Achievement (56 units - includes prerequisites):**



*Sequence must be followed:*

**Prerequisites:**

Nurs 103  
Pyso 100  
Math 400 A and B, or 402, or higher  
Nutr 011  
Psyc 024

The PCC Nursing Program's outcomes reflect standards of competency as delineated by the California State Boards of Nursing and the Department of Health Services.

**Required Nursing Classes (37 units)**

Semester I

Nurs 108A  
Nurs 125  
Nurs 125L  
Nurs 122

Semester II

Nurs 108B  
Nurs 126  
Nurs 126L  
Nurs 124

Semester III

Nurs 127  
Nurs 127L

**Program Outcomes:**

1. Utilize the nursing process in health promotion, restoration, and disease and illness prevention.
2. Apply evidence based practice in providing therapeutic nursing interventions for clients and families.
3. Apply Quality Safety Education for Nursing (QSEN) knowledge, skills, and attitudes (ksa) to client care.
4. Apply clinical reasoning skills to client care.
5. Provide health education to individuals, families and communities
6. Demonstrate competency in vocational nursing procedural skills.
7. Advocate for clients and families.
8. Provide culturally sensitive nursing care.

**Licensed Vocational Nurse to Registered Nurse – Associate Degree**

The Licensed Vocational Nurse to Registered Nurse curriculum enhances and provides the student with additional theoretical and clinical skills to seek employment in hospitals, clinics, private physician offices, and skilled nursing in extended and long-term care facilities as Registered Nurses.

Emphasis is on building nursing theory and reinforcing concepts to promote, maintain, and restore health in individuals with common and complex health problems, throughout the life span. Additionally, the development and application of nursing skills and concepts utilizing the nursing process in the care of these individuals throughout the life span is further emphasized.

Upon completion of the Licensed Vocational Nurse to Registered Nurse Curriculum, the student will receive a Certificate of Achievement, an Associate of Science Degree, and will be eligible to take the National Council Licensing Examination-Registered Nurse (NCLEX-RN) and if successful will qualify to receive a license from the Board of Registered Nursing to practice nursing in the State of California.

A grade of C or better in all Licensed Vocational Nurse to Registered Nurse coursework is required to meet the California Board of Registered Nursing regulations.

**Program Outcomes:**

1. Apply theoretical knowledge and concepts of nursing roles through foundations of nursing care, beginning nursing care, intermediate care, and advanced nursing care, ending with the program outcomes of advocate, clinician, critical thinker, leader and teacher. (Nurs 210, 052/052S/052L, 053/053S/053L.)
2. Communicate theoretical knowledge and concepts of nursing roles through intermediate care, and advanced nursing care, ending with the program outcomes of advocate, clinician, critical thinker, leader and teacher. (All Nurs courses.)

**NOTE:** *The following sequence must be followed:*

**Prerequisites:**

Micr 002  
Pyso 002A and Pyso 002B (or Anat 025 and Pyso 001)  
Math 400A and B or Math 402 or higher  
Psyc 024  
Engl 001A  
Spch 010 (preferred) or Spch 001  
Humanities  
Political Science and U.S. History or American Institutions 125  
Critical Thinking (See Associate in Science Degree requirements, page 97)  
Valid AHA CPR/Basic Life Support Card Course for health care providers

## Licensed Vocational Nurse to Registered Nurse (A.S. Degree) Curriculum

### Required Nursing Classes (19½ units):

*NOTE: The following sequence must be followed:*

Intersession  
Nurs 210

Semester III  
Nurs 052  
Nurs 052L  
Nurs 052S

Semester IV  
Nurs 053  
Nurs 053L  
Nurs 053S

### Recommended electives:

Nurs 200, 201, 202, 211, 213  
Chem 002A  
Anat 110

## Licensed Vocational Nurse to Registered Nurse – 30-Unit Option – Non-Degree

The Licensed Vocational Nurse to Registered Nurse 30-Unit Option curriculum provides the student with the theory and skills to seek employment in hospitals, clinics, private physician offices, and skilled nursing in extended and long-term care facilities as Registered Nurses in California. There are limitations with this license as it is not accepted in all states.

Emphasis is on building nursing theory and reinforcing concepts to promote, maintain and restore health in individuals with common and complex health problems throughout the lifespan. Additionally the development and application of nursing skills and concepts utilizing the nursing process in the care of these individuals is emphasized.

The Licensed Vocational Nurse to Registered Nurse 30-Unit Option is a non-degree granting option for the State of California and may be accepted in other states. The student will receive a Certificate of Achievement and will be eligible to take the National Council Licensing Examination-Registered Nurse (NCLEX-RN) and if successful will qualify to receive a license from the Board of Registered Nursing to practice nursing in the State of California.

A grade of C or better in all program coursework is required to meet the California Board of Registered Nursing regulations.

### Program Outcomes:

1. Apply theoretical knowledge and concepts of nursing roles through foundations of nursing care, beginning nursing care, intermediate care, and advanced nursing care, ending with the program outcomes of advocate, clinician, critical thinker, leader and teacher. (Nurs 210, 052/052S/052L, 053/053S/053L.)
2. Communicate theoretical knowledge and concepts of nursing roles through foundations of nursing care, beginning nursing care, intermediate care, and advanced nursing care, ending with the program outcomes of advocate, clinician, critical thinker, leader and teacher. (All Nurs courses.)

## Licensed Vocational Nurse to Registered Nurse Curriculum

Pyso 001  
Micr 002

### Required Nursing Classes (19½ units):

Intersession  
Nurs 210

Semester III  
Nurs 052  
Nurs 052L  
Nurs 052S

Semester IV  
Nurs 053  
Nurs 053L  
Nurs 053S

### Recommended electives:

Nurs 200, 201, 202, 211, 213  
Anat 110  
Chem 002A  
MA 109, 115

## NURSING OCCUPATIONAL SKILL CERTIFICATE

### Certified Nursing Assistant

The Certified Nursing Assistant course provides the student with the necessary skills to seek employment in long-term care facilities as Certified Nursing Assistants. Emphasis is on basic principles of nursing, development and application of nursing skills in long-term care facilities.

Upon completion of the Certified Nursing Assistant course the student will receive a Certificate of Course Completion and is eligible to take the State of California Department of Health Services written and practical examination to obtain a certificate as a Certified Nursing Assistant.

A grade of C or better must be achieved to receive the Occupational Skills Certificate.

**Selection of Students:**

**CANDIDATES MUST SUBMIT WRITTEN APPLICATION IN THE NURSING DIVISION AND WILL BE SELECTED AND PRIORITIZED IN THE FOLLOWING ORDER:**

1. Students who have been accepted into the Vocational Nursing program.
2. Students accepted into Registered Nursing program (Fall semester).
3. Vocational Nursing program applicants who have not been admitted into the program.
4. Applicants for CNA only.

**Prerequisites:**

- Completion of 10th grade in high school
- Minimum age of 16
- Valid AHA CPR/Basic Life Support Card Course for health care providers

**Certified Nursing Assistant Curriculum**

**Required course for the Occupational Skills Certificate**

**(5 units):**

- Nurs 103

**PARALEGAL STUDIES**

The curriculum prepares students to assist attorneys as paralegals (legal assistants) in administrative agencies, corporations, insurance companies, private law firms, government, and other legal environments. Emphasis is on training students in both civil and criminal matters. Some of the services that the paralegal (legal assistant) provides are legal research, development of law office systems, client interviews, drafts pleadings, briefing cases, legal calendaring, preparing discovery for litigated cases, preparing wills and trusts, maintaining corporate records and minutes. This program has been approved by the American Bar Association.

A Certificate of Achievement is awarded upon completion of all required Paralegal Studies core courses with a grade of C or better.

**Program Outcomes:**

1. The ability to cope with case management, complete paralegal tasks, and understand the client relationship.
2. The people skills to be a competent paralegal.
3. Competence to work in the legal environment.

**NOTE: A Paralegal (Legal Assistant) may not engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law.**

In order to be eligible to receive a Certificate of Achievement in Paralegal Studies, a student must (1) be a graduate of an accredited high school, or have a G.E.D., and (2) complete a total of 60 units, consisting of the following courses:

1. All required Legal core courses listed below (32 units):
  - Bus 012A, Business Law (3 units)
  - Plgl 134, Introduction to Paralegal Studies (3 units)
  - Plgl 135A, Wills, Trusts, and Probate Administration (3 units)
  - Plgl 137, Legal Writing and Drafting (3 units)
  - Plgl 138, Paralegal Studies Field Practice (4 units)
  - Plgl 139, Tort Law and Claims Investigation (3 units)
  - Plgl 141, Civil and Criminal Evidence (3 units)
  - Plgl 142, Law Office Procedure and Ethics (3 units)
  - Plgl 145A, Legal Research (3 units)
  - Plgl 145B, Computer Aided Research (1 units)
  - Plgl 146, Computer Use for the Law Office (2 units)
  - Plgl 150, Paralegal Studies Graduate Seminar (1 unit)

*Recommended sequence:*

- Semester I
- Bus 012A
  - Plgl 134
  - Plgl 135A
  - Plgl 139

- Semester II
- Plgl 137
  - Plgl 138
  - Plgl 146
  - Elective

Semester III  
 Plgl 141  
 Plgl 142  
 Plgl 145A  
 Elective

Semester IV  
 Plgl 145B  
 Plgl 150  
 Elective  
 Elective

**NOTE: Those students enrolling in the Paralegal Studies program with a Bachelor's degree need to complete only the Paralegal core courses listed under #1 above; items #2 and #3 below are not required.**

2. 18 units of General Education courses, listed in the Pasadena City College Catalog, in the section titled, "Associate in Sciences Degree Requirements," to be chosen from the following categories:
  - a. Category Two, A, Natural Sciences, 3 units
  - b. Category Two, B, Social & Behavioral Sciences, 3 units
  - c. Category Two, C, Humanities, 3 units
  - d. Category Two, D, Language & Rationality, 9 units chosen from:
    - (1) English Composition (3 units)
    - (2) Oral Communication (3 units)
    - (3) Mathematics/Critical Thinking (3 units)
 General Education courses that are excluded from the list of acceptable courses are: Micr 108, Bus 011A, Bus 014AB, Bus 115, CS 006, CIS 062, Eltn 010, Eltn 109B.

Note: Courses taken to complete the 18 units required in #2 above may not be used to satisfy any of the optional General Education course selections.

**It is strongly recommended that students complete the general education course requirements prior to taking the legal specialty courses.**

3. 10 elective units, chosen from the following elective courses (any combination of General Education or Paralegal Studies):

**General Education:**

American Institutions 125 (3 units)  
 Health Education, any (2 units)  
 History 007AB, 025A-D, 029AB, 041  
 (3 units each)

Physical Education, any (2 units)  
 Political Sciences 001, 007 (3 units each)

**Paralegal Studies core courses:**

Bus 012B, Business Law (3 units)  
 Plgl 135B, Wills, Trusts and Probate Administration (3 units)  
 Plgl 136, Property Law, Bankruptcy and Creditor's Rights (3 units)  
 Plgl 138, Paralegal Studies Field Practice repeat (4 units)  
 Plgl 140, Family Law and Dissolution Procedures (3 units)  
 Plgl 143, Workers' Compensation Law (3 units)  
 Plgl 148, Immigration Law (3 units)

**Program Outcomes:**

1. Cope with case management, complete paralegal tasks, and understand the client relationship.
2. Should have the people skills to be a competent paralegal.
3. Should be competent to work in the legal environment.

**PHOTOGRAPHY**

The certificate curriculum prepares students to seek entry-level employment in a variety of commercial photographic specialties (for example, photojournalism, portraiture, fashion, architectural, product, etc.). Instruction is offered in cameras, aesthetics, color and black and white, film and digital, darkroom procedures, digital image editing, lighting, and business practices for photographers. Students completing the program will have developed a portfolio.

A Certificate of Achievement is awarded upon successful completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate technical knowledge through the effective use of tools.
2. Analyze aesthetic and cultural values inherent in photographic works.
3. Demonstrate through the creation of a portfolio of work (for transfer or entry-level employment) the ability to communicate effectively.

**Requirements for the Certificate of Achievement (33 units):**

*Recommended sequence:*

Semester I  
 Phot 021  
 Art 031A  
 Phot 010  
 or Art 001B

Semester II  
 Phot 030  
 Phot 031  
 or Phot 023A  
 Phot 033  
 or Phot 040

Semester III  
 Phot 022A  
 Phot 136  
 Phot 132  
 or Phot 023B

Semester IV  
 Phot 135  
 Phot 140

**Recommended electives:**

Art 005, 011A, 016, 050ABC, 104  
 Bus 116  
 Jour 021, 022  
 Phot 024A, 024B, 131  
 Grfx 080

Note: See "Digital Media - Computer Assisted Photo Imaging" certificate program.

## PHOTOGRAPHY OCCUPATIONAL SKILLS CERTIFICATES

### Cinema – Cinematography

The curriculum prepares students for entry-level employment in motion picture camera crews for dramatic, documentary, advertising, or industrial films. The program introduces students to the responsibilities of, and skills needed for the Director of Photography, Camera Operator and Camera Assistants. Emphasis is placed on understanding cinematography as a part of a holistic approach to filmmaking.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Operate the tools of the medium.

2. Acquire fundamental technical knowledge and creative principles.
3. Demonstrate critical thinking, i.e., recognize the technical qualities, cultural elements, and aesthetic values of their own and others' work.
4. Demonstrate ability to communicate effectively using a visual medium.

### Requirements for the Occupational Skills Certificate (15 units):

*Recommended sequence:*

Phot 026A  
 Phot 027  
 Phot 026B  
 Phot 126  
 Phot 127

**Recommended electives:**

Art 011A, 015, 155A, 156  
 Phot 021, 025, 026C, 030  
 Thrt 007A, 007B

### Cinema – Cinema Production/Filmmaking

The curriculum prepares students with entry-level skills to seek employment in the motion picture (cinema and other forms of media distribution) industry. The program introduces students to a broad range of knowledge and skills required to be successful in the industry. Emphasis is placed on development of creative thinking and processes alongside current professional practices.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Operate the tools of the medium.
2. Acquire fundamental technical knowledge and creative principles.
3. Demonstrate critical thinking, i.e., Recognize the technical qualities, cultural elements, and aesthetic values of their own and others' work.
4. Demonstrate ability to communicate effectively using a visual medium.

### Requirements for the Occupational Skills Certificate (12 units):

*Recommended sequence:*

Semester I  
 Phot 026A



Semester II  
Phot 026B  
Phot 126

Semester III  
Phot 026C

**Recommended electives:**

Art 011A, 015, 031A, 032A  
Phot 021, 025, 030  
Thrt 007A, 007B

## Digital Image Editing

This certificate provides students with the skills for entry-level work as a digital image editing specialist in a variety of settings, including advertising, freelance, or a photography studio or lab. Emphasis is on creative application of digital image editing software.

An Occupational Skills Certificate is awarded upon successful completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate thorough understanding of cameras, exposure controls, and photographic principles.
2. Perform digital image editing techniques for color correction, compositing, and file preparation.

**Requirements for the Occupational Skills Certificate (12 units):**

Phot 021  
Phot 031  
Phot 030  
Phot 130

## Foundation in Photography

This certificate provides students with general photographic skills required to work in a freelance capacity or as an assistant to a portrait, wedding, event, headshot, product, food, industrial, news, or fine art photographer. Skills acquired include digital photography, digital workflow, professional lighting, working with models/subjects, and large format photography. If students decide to pursue the more in depth Photography Certificate of Achievement, many of the courses from the Portrait Photography Occupational Skills Certificate will apply to the Photography Certificate of Achievement.

**Program Outcomes:**

1. Demonstrate thorough understanding of film and digital cameras, exposure controls, and photographic principles.

2. Produce a portfolio of images that exhibits knowledge of natural and artificial lighting techniques, large format photography, and portraiture techniques.

**Requirements for the Occupational Skills Certificate (12 units):**

**Required Courses:**

Phot 021  
Phot 031  
Phot 033  
Phot 040  
Phot 022A

## Portrait Photography

This certificate provides students with the skills to work in a freelance capacity or as an assistant to a portrait, wedding, event, or headshot photographer. Skills acquired include digital photography, digital workflow, professional lighting, and working with models/subjects. If students decide to pursue the more in depth Photography Certificate of Achievement, many of the courses from the Portrait Photography Occupational Skills Certificate will apply to the Photography Certificate of Achievement.

An Occupational Skills Certificate is awarded upon successful completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate thorough understanding of film and digital cameras, exposure controls, and photographic principles.
2. Produce a portfolio of images that exhibits knowledge of natural and artificial lighting techniques and portraiture techniques.

**Requirements for the Occupational Skills Certificate (9 units):**

**Required Courses:**

Phot 021  
Phot 031  
Phot 033  
or Phot 040

## PRODUCT DESIGN PROGRAMS

The curriculum prepares students with a portfolio to enter the product design profession as an entry level designer. The courses develop a broad range of required skills including an understanding of the creative pro-

cess. Projects emphasize function, environmental and social concerns, and the art form as related to product design. The certificate program provides an overview of the field with an emphasis on design fundamentals and creative problem solving. The fourth semester offers three options that represent areas of professional responsibilities.

Many Product Design certificate completers utilize their portfolios to gain admittance to public or private four-year colleges.

This curriculum focuses on concept development and prepares students for an entry-level product design position.

## PRODUCT DESIGN

The program prepares students with a portfolio to enter the product design profession as an entry-level designer. The courses develop a broad range of skills to seek employment in such diverse industries as product, transportation, environmental, entertainment and apparel/accessories design. Projects emphasize creativity, function, environmental, and social concerns.

Portfolios can also be used for transfer application to four-year and graduate programs.

A Certificate of Achievement is awarded upon successful completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Understand the innovative purpose of the product design profession and its integral role in the business world.
2. Create hands-on projects that demonstrate product design processes which include problem definition, research, concept development and refinement, and final presentation.
3. Analyze, evaluate and improve designs through the critique process.

### Requirements for the Certificate of Achievement (33 units):

*Recommended sequence:*

Semester I

Art 015

Art 016

Art 031A

DT 008A

Semester II

Art 018

Art 033A

Art 050A

Semester III

Art 033B

Art 036A

Semester IV

Art 025

or Art 038A

or Fash 001A

Art 033C

### Recommended electives:

Art 001A, 004D, 011A, 026, 027, 031A, 034AB, 036BC, 038BC, 050BC, 118

Bus 002, 009, 010, 011A

DT 008BC, 118

Engr 002, 015A

Mach 220A

Mrkt 020, 133

Phot 021

Weld 044A

## PRODUCT DESIGN – GRAPHICS

The program prepares students with an interest and strengths in graphics with a portfolio to enter the product design profession as an entry-level designer. The courses develop a focused range of knowledge and skills to seek employment with an emphasis on graphic application related to products. Projects emphasize creativity, function, environmental, and social concerns in addition to technical skills.

Portfolios can also be used for transfer application.

Completion of all courses with a grade of C or better is required for the certificate.

### Program Outcomes:

1. Understand the fundamental purpose of graphic design with application to product design.
2. Create projects that demonstrate product-graphic design processes which include branding/identity, packaging, computer assisted drawing and painting.
3. Analyze, evaluate and improve designs through the critique process.

### Requirements for the Certificate of Achievement (33 units):

*Recommended sequence:*

Semester I

Art 015

Art 016

Art 031A

Semester II  
 Art 018  
 Art 033A  
 Art 050A

Semester III  
 Art 033B  
 Art 051A  
 Art 056

Semester IV  
 Art 033C  
 Phot 030

**Recommended electives:**

Art 001A, 011A  
 Phot 021

**PRODUCT DESIGN – TECHNOLOGY**

The program prepares students with an interest and strengths in technology with a portfolio to enter the product design profession as an entry-level designer. The courses develop a focused range of knowledge and skills to seek employment as a product designer with an emphasis on production. Projects emphasize creativity, function, environmental, and social concerns in addition to technical skills.

Portfolios can also be used for transfer application.

Completion of all courses with a grade of C or better is required for the certificate.

**Program Outcomes:**

1. Understand the technical aspects of the industrial design profession.
2. Create hands-on projects that demonstrate basic technical design processes which include computer-aided drafting (CAD) and 3-dimensional modeling and animation.
3. Analyze, evaluate and improve design projects through the critique process.

**Requirements for the Certificate of Achievement (36 units):**

*Recommended sequence:*

Semester I  
 Art 015  
 Art 016  
 Art 031A

Semester II  
 Art 018  
 Art 033A  
 DT 008A

Semester III  
 Art 033B  
 Phot 030  
 DT 017

Semester IV  
 Art 033C  
 Art 155A  
 Arch 010A

**Recommended electives:**

Art 001A, 011A  
 Phot 021

**RADIOLOGIC TECHNOLOGY**

The curriculum prepares students to work as a Radiologic Technologist in the medical field. Employment opportunities are in offices, clinics and hospitals, education, sales, and management.

The program is accredited by the Joint Review Commission on Education in Radiologic Technology (JRCERT), in coordination with the California Department of Public Health, Radiologic Health Branch (CDPH-RHB). Upon successful completion of the program the student is eligible to take the American Registry of Radiologic Technologist Examination (ARRT). Upon successfully passing the examination a student then would need to apply to the State of California for their Radiologic Technology License.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better; an Associate of Science degree is awarded upon attainment of a Certificate of Achievement **and** completion of all general education requirements for the AS degree with a minimum grade point average of 2.0 in these general education courses.

Prerequisite Course Requirements are: All of the General Education courses that lead to an Associate Degree be completed prior to admission to the program.

These are the required prerequisites for the program:

Physics 010 and 010L  
 Anatomy 025, Physiology 001  
 Chemistry 002A or higher level of Chemistry,  
 Intermediate Algebra or higher level of Math  
 Medical Terminology (3 unit class)

(Physiology 002A and 002B can be substituted for Anatomy 025 and Physiology 001.)

For the selection criteria for admission to the program refer to the Radiologic Technology Brochure or see a PCC Counselor.

Effective January 2015, an applicant must have an Associate or higher degree for eligibility for ARRT Certification.

**Program Outcomes:**

1. Maintain clinical competency and ability to produce radiographic images of acceptable quality.
2. Demonstrate problem-solving skills and effective communication skills.
3. Demonstrate pursuit of lifelong professional growth and development.
4. Assume leadership roles in the Radiologic Technology professional community.

**Requirements for the Certificate of Achievement (68.5 - 71.5 units):**

*Recommended sequence:*

**First Summer Session** First Year Students

Rdte 100  
Rdte 101

**First Fall Semester** First Year Students

Rdte 102  
Rdte 103A  
Rdte 110  
Rdte 112A  
Rdte 117A

**First Spring Semester** First Year Students

Rdte 103B  
Rdte 104  
Rdte 112B  
Rdte 117B

**Second Summer Session**

Rdte 113A  
Rdte 119

**Second Fall Semester** Second Year Students

Rdte 103C  
Rdte 105  
Rdte 111  
Rdte 117C

**Second Spring Semester** Second Year Students

Rdte 116  
Rdte 117D  
Rdte 118

**Second Spring Semester**

Rdte 121  
or Rdte 123

**Third Summer Session**

Rdte 113B

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

This curriculum prepares students for employment as Speech-Language Pathology Assistants (SLPAs) in public and private schools, special education sites, community agencies, hospitals and healthcare facilities, and private practices under the supervision of a licensed and AS HA-certified Speech-Language Pathologist (SLP). Students will be trained to assist the SLP in the assessment and treatment of articulation, language, voice, fluency and other communicative disorders in children and adults.

This certificate, when coupled with the A.S. degree, will qualify the student for registration as a SLPA with the Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board of the State of California Department of Consumer Affairs. All courses must be completed with a grade of C or better. Students with a B.A. degree should call the Performing and Communication Arts Division to discuss articulation of course work. The Licensing Board recognizes Pasadena City College as an approved training program.

SLPA courses must be taken in the following order: SLPA 018, 119, 123A, 123B and 126. Eligibility for Engl 001A is a prerequisite for SLPA 018.

**Program Outcomes:**

1. Communicate orally and in writing at accepted levels of "best practices" as an assistive service delivery provider in the field of Speech Pathology.
2. Demonstrate the ability to be a valued paraprofessional member of a treatment team in any clinical setting.
3. Accept and respond appropriately to supervisory feedback in all clinical settings.
4. Demonstrate the ability to critically think and problem solve with changing caseload assignments in varying clinical settings and within legal and ethical guidelines.
5. Demonstrate accepted competencies in all areas of clinical service delivery as a paraprofessional and maintain professional conduct and continuing education standards as specified by the Speech Pathology and Audiology Licensing Board for Speech-Language Pathology Assistants in Sacramento, California.

## Requirements for the Certificate of Achievement (49 units):

*Required sequence:*

SLPA 018  
 SLPA 119  
 SLPA 123A  
 SLPA 123B  
 SLPA 126  
 Spch 003  
 Spch 010  
 ASL 010A  
 CHDV 015  
 Psyc 024  
 Engl 001A  
 Engl 010  
 Engl 012  
 CHDV 105  
 CHDV 122  
 CHDV 030  
 CHDV 122F

## TELEVISION AND RADIO

The Television and Radio curriculum provides students with the broad, foundational preparation necessary for transfer to a four-year university or entry-level occupations in the entertainment industry and related fields.

Several Certificates of Achievement are offered. Students continuing in the program beyond their first semester are encouraged and expected to complete at least one of these certificates. TVR 001, 002A, and 007 are core courses required for all Certificates of Achievement. Students should strive to complete these courses as soon as possible.

Short Occupational Skills Certificates are offered in specialized areas to allow industry professionals to update or expand their skills and undecided majors to determine if the program is a good fit for them. Courses taken for these certificates can be applied to the longer Certificates of Achievement.

Some courses are only offered once a year. Therefore, it is strongly recommended that students meet with a faculty member during their first semester to discuss their course of study.

### Program Outcomes:

1. Demonstrate collaborative skills and abilities.
2. Apply production techniques to aural and visual media.
3. Demonstrate professional conduct.
4. Demonstrate technological proficiency.

## BROADCAST JOURNALISM

The curriculum prepares students in the field of electronic journalism. Students are prepared for positions such as news researcher, assignment editor, news producer, news writer or reporter.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Apply production techniques to aural and visual media.
2. Demonstrate professional conduct, including collaborative skills and abilities.
3. Demonstrate technological proficiency.

## Requirements for the Certificate of Achievement (32-33 units):

*Recommended sequence:*

Semester I  
 TVR 001  
 TVR 002A  
 TVR 007  
 TVR 012

Semester II  
 BIT 025  
 TVR 014A  
 TVR 016A  
 TVR 018

Semester III  
 TVR 021  
 TVR 024  
 TVR 128C  
 or TVR 129C

### Recommended electives:

Comm 001  
 Jour 002, 004A, 007A  
 Spch 003, 004  
 TVR 014B, 019

## POST-PRODUCTION

The Post-Production certificate provides formal training for individuals who seek entry into the rapidly growing field of film and television post-production, including professions such as assistant editors, editors, post-production supervisors, visual effects artists and title designers. Students will utilize industry standard hardware, software and operating systems to acquire, manage and edit digital video and audio. Large projects are assigned to allow students to build their portfolios.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.



**Program Outcomes:**

1. Apply production techniques to aural and visual media.
2. Demonstrate professional conduct, including collaborative skills and abilities.
3. Demonstrate technological proficiency.

**Requirements for the Certificate of Achievement (25-27 units):***Recommended sequence:*

Semester I (9 units)

TVR 002A  
TVR 007  
TVR 144

Semester II (9 units)

TVR 024  
TVR 141A  
TVR 143

Semester III (6 units)

TVR 141B  
TVR 142

Semester IV

**Required Elective –**  
**(1-3 units any ONE of the following electives):**

TVR 117  
TVR 119  
TVR 120  
TVR 124  
TVR 131  
TVR 128A

**Recommended Electives**

CIS 030

**RADIO PRODUCTION**

Radio Production curriculum prepares students to work in various areas of broadcasting and electronic media. Course work covers basic aspects of radio production, audio production, post-production sound, and announcing and writing for broadcast, cable and digital media. Practical internships are offered in professional facilities, including commercial and public broadcast companies, cable television, production and post-production companies. Students selecting the "Radio" track of this program will produce a weekly show for the college radio station. Radio Production students are prepared for such positions as radio hosts/announcers, news reporters, production assistants, program producers, and audio editors for radio.

Occupations within the industry of telecommunications and digital media technologies are inherently competitive, and/or may be low-salaried. Inexperienced graduates are not generally hired.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Create effective communication using written, oral and/or audio-visual methods in a media context.
2. Integrate critical thinking in a media context.
3. Integrate professional standards of conduct in a media context. Develop technological proficiency in a media context.
4. Develop technological proficiency in a media context.

**Requirements for the Certificate of Achievement (28-29 units):***Recommended sequence:*

Semester I

TVR 014A  
TVR 012  
TVR 015

Semester II

TVR 002A  
TVR 007  
or TVR 004

Semester III

TVR 002B  
TVR 001

Semester IV

COMM 101  
TVR 119  
or TVR 120

Semester V

TVR 128F

**Required Electives (3 Units)**

One of the following Electives

MUSC 129A  
or TVR 104  
or TVR 143

**Recommended Electives**

ELTN 130  
CIS 030

## TELEVISION OPERATIONS

The curriculum prepares students for employment as commercial, corporate, and cable television operators. With the growth of cable and satellite distribution and the continuing development of new communication technologies (high definition television, fiber optics and digital media), expanding opportunities will be available for well-trained individuals.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Apply production techniques to aural and visual media.
2. Demonstrate technological proficiency in the field of television.
3. Demonstrate professional conduct, including collaborative skills and abilities.

### Requirements for the Certificate of Achievement (28-30 units):

*Recommended sequence:*

Semester I  
TVR 001  
TVR 002A  
TVR 007

Semester II  
TVR 107  
CIS 030

Semester III  
TVR 024  
TVR 108  
TVR 141A

### Required electives (one of the following):

TVR 117, 119, 120, 124, 128A

## VIDEO PRODUCTION

The curriculum prepares students to work in various areas of broadcasting and electronic media. Coursework covers basic aspects of audio and video production, announcing/writing for commercial, educational and cable companies. Practical internships are offered in professional facilities, including commercial and public broadcast companies, cable television, production and post-production companies. Students are prepared for such positions as production assistants, production coordinators, associate directors, stage managers, camera operators, editors, and on-air talent.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Create effective communication using written, oral and/or audio-visual methods in a media context.
2. Integrate critical thinking in a media context.
3. Integrate professional standards of conduct in a media context.
4. Demonstrate technological proficiency in a media context.

### Requirements for the Certificate of Achievement (36-37 units):

*Recommended sequence:*

Semester I  
TVR 001  
TVR 002A  
TVR 007  
TVR 004

Semester II  
TVR 016A  
BIT 025  
TVR 141A  
TVR 015

Semester III  
TVR 016B  
TVR 021  
TVR 024  
TVR 128E  
or TVR 129E

### Recommended electives:

Bus 009  
Comm 001  
Spch 003, 004  
TVR 012, 014A, 017A, 017B, 018, 019, 124

## TELEVISION AND RADIO OCCUPATIONAL SKILLS CERTIFICATES

### Broadcast Journalism

This curriculum prepares students in the field of electronic journalism. Students are prepared for positions such as news researcher, assignment editor, news producer, news writer, reporter, newscaster, field producer, news videographer, and news video editor.

An Occupational Skills Certificate is awarded upon the completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Apply production techniques to aural and visual media.
2. Demonstrate professional conduct, including collaborative skills and abilities.
3. Demonstrate technological proficiency.

**Requirements for the Occupational Skills Certificate (15-16 units):**

TVR 001  
TVR 007  
TVR 018  
TVR 024

**Required Electives**

**(3-4 units – any ONE of the following electives):**

TVR 002A  
TVR 012  
TVR 014A  
TVR 015  
TVR 016A  
TVR 019  
TVR 021  
Jour 002

**Media Programming and Management**

This curriculum prepares students for entry-level positions in the managerial areas of commercial, corporate, and public media. With ever expanding media outlets, professional opportunities will continue to grow. Account executives, account executive assistants, program directors, assistant program directors, station managers, audience researchers and other administrative staff will find increased demand.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade C or better.

**Requirements for the Occupational Skills Certificate (15-16 units):**

TVR 001  
TVR 019  
TVR 021

**Required Electives (6-7 units – any TWO of the following electives):**

Bus 010  
TVR 002A, 007, 012, 014A, 015, 016A, 017A, 018

**Television Post Production**

The program will prepare students for employment as video editors and assistant editors.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Requirements for the Occupational Skills Certificate (15 units):**

TVR 007  
TVR 141A  
TVR 141B  
TVR 142  
TVR 024

**Television Production**

This curriculum prepares students for entry-level positions in the commercial, corporate, and public television industries. It also prepares students for entry level positions in related media jobs. The need for broadcast TV, cable, and Internet program content continues to grow. Career opportunities in content creation, development, production, and programming will also expand. Well-trained production assistants, camera grips, associate directors, assistants to producers, production coordinators, programming assistants, assistants to cast and talent agents, non-union directors and studio staff will find increased demand.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Apply production techniques to aural and visual media.
2. Demonstrate professional conduct, including collaborative skills and abilities.
3. Demonstrate technological proficiency.

**Requirements for the Occupational Skills Certificate (17 units):**

TVR 007  
TVR 016A  
TVR 016B

**Required Electives (6 units – any TWO of the following electives):**

TVR 015  
TVR 017A  
TVR 018  
TVR 019  
TVR 021  
TVR 024

## Video Operations

This curriculum prepares students for entry-level positions in the commercial and corporate television industries. Cable and satellite TV distribution continues to expand. Qualified master control operators, tape operators, duplication technicians and ingestion operators will be required for both new and traditional forms of television distribution.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Apply production techniques to aural and visual media.
2. Demonstrate professional conduct, including collaborative skills and abilities.
3. Demonstrate technological proficiency.

### Requirements for the Occupational Skills Certificate (12 units):

TVR 007  
TVR 107  
TVR 108

## Writing for Film, Television & Radio

This curriculum prepares students for entry-level positions in the commercial, independent, public and corporate film, television and radio industries. Such positions include editorial assistant, assistant copy editor, script reader, script supervisor, researcher, promotions, casting assistant and assistant to a literary agent.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Research, structure, and write dramatic and non-dramatic content for radio, television, and multimedia.

### Requirements for the Occupational Skills Certificate (15-16 units):

TVR 015  
TVR 017A  
TVR 017B  
TVR 018

### Required Electives (3-4 units – any ONE of the following electives):

TVR 001  
TVR 016A  
TVR 019  
TVR 021

## THEATER ARTS

### THEATER TECHNOLOGY

The curriculum prepares students for technical careers in professional and educational theater, stage lighting, scenic arts, stage management and related vocations. There are two courses of study offered.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Collaborate with others in the production of theatrical works.
2. Research, analyze, interpret and evaluate dramatic literature and theatre arts.

### Requirements for the Certificate of Achievement (30 units):

*Recommended sequence:*

Semester I  
Thrt 005A  
or 005B  
Thrt 012A  
Thrt 030

Semester II  
Thrt 012B  
Thrt 030  
TVR 002A

Semester III  
Thrt 013  
Thrt 015  
TVR 007

Semester IV  
Thrt 010A  
Thrt 030  
Thrt 041

### Recommended electives:

Thrt 002A, 110, 131  
TVR 104

## WELDING

### Metal Processes Technology

### CONSTRUCTION WELDING

The curriculum prepares students to seek employment in the welding/metal working trades as welders, welder's helpers, cutting torch operators, or apprentice fitters. The focus of instruction and practical welding

experience is on the Shielded Metal Arc Welding (SMAW), semi-automatic Flux Cored Arc Welding (FCAW) and oxy-acetylene welding, brazing and cutting processes. These processes are used in the construction and manufacturing industries. Welding practice prepares the student for the Structural Steel Groove and Light Gauge Structural Certifications. Certification is now considered a mandatory requirement for successful employment in the construction and manufacturing industries.

Metal fabrication skills including blueprint reading, shop math, metal fit-up and production welding techniques. Instruction includes structural steel welding codes and welding theory. Students are required to purchase welding materials and protective clothing.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

#### **Program Outcomes:**

1. Perform shielded metal arc (SMAW), flux cored arc welding (FCAW) and oxy-acetylene welding and cutting.
2. Select appropriate equipment and processes for metal/welding operations and demonstrate safe set-up and operations of welding equipment.
3. Evaluate welds to industry standards and prepare inspections reports including welding defects and solutions.
4. Fabricate a part from a blueprint including the layout, assembly, cutting of material guided by welding symbols.
5. Prepare to successfully pass the practical and written L.A. City Structural Steel Certification exam for shielded metal arc (SMAW) and flux cored arc welding (FCAW).

#### **Requirements for the Certificate of Achievement (26 units):**

*Recommended sequence:*

Semester I  
Weld 200A  
Tech 107A

Semester II  
Weld 200B  
DT 008A

#### **Recommended electives:**

BIT 010, 011A  
DT 017, 118  
Mach 220A-L  
Kina 032A  
Weld 044ABC, 145, 150ABCD

## **GAS TUNGSTEN & GAS METAL WELDING**

The curriculum prepares students to seek employment in the welding/metal working trades as welders, welder's helpers, cutting torch operators, or apprentice fitters. The focus of instruction and practical welding experience is on the Shielded Metal Arc Welding (SMAW), semi-automatic Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW) and oxy-acetylene welding, brazing and cutting processes. These processes are used in the aero-space and manufacturing industries. Welding practice prepares the student for the Structural Steel Groove and Light Gauge Structural Certification. Gas Tungsten Arc Welding (GTAW) will include the welding of steel, aluminum and stainless steel as used in the aero-space industry.

Metal fabrication skills including blueprint reading, shop math, metal fit-up and production welding techniques. Instruction includes structural steel welding codes and welding theory. Students are required to purchase welding materials and protective clothing.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

#### **Program Outcomes:**

1. Demonstrate the necessary skills to enter the job market as welders, metal workers or transfer to a four-year school.
2. Demonstrate knowledge of the ethical and social responsibilities, understand and apply safe working procedures to a career in Welding Technology.
3. Demonstrate the value of teamwork in the field of Welding Technology.
4. Demonstrate appropriate mastery of the knowledge, techniques, skills and modern tools used in Welding Technology.
5. Demonstrate skills in Gas Welding, Tungsten Inert Gas, Gas Metal Welding, Electric Arc Welding, Shielded Metal Arc Welding and Flux Cored Arc Welding.
6. Demonstrate the skills required to obtain the American Welding Societies "Structural Steel Welding Certification" and the "Los Angeles City Structural Steel Welding" Licenses.
7. Demonstrate the proper use of related reference tables, diagrams, symbols, abbreviation graphics and charts for analysis for the interpretation of blueprints and specifications.

#### **Requirements for the Certificate of Achievement (29 units):**

*Recommended sequence:*

Semester I  
Weld 200A  
Tech 107A



Semester II  
Weld 200C  
Mach 220A  
DT 008A

**Recommended electives:**

BIT 010, 011A  
DT 017, 118  
Mach 220B-L  
Kina 032A  
Weld 044ABC, 145, 150ABCD

**WELDING  
OCCUPATIONAL SKILLS CERTIFICATE**

**Basic Welding**

The basic welding skills developed in this certificate program will help an individual stand out when applying for employment in fields such as building construction, automotive technology, truck repair, plumbing, air conditioning, sheet metal, plant maintenance, and other manufacturing trades.

This program includes practice with oxy-acetylene welding, brazing and cutting, Shielded Metal Arc Welding (SMAW) in all positions and Gas Tungsten Arc Welding – also known as Tungsten Inert Gas Welding (TIG).

An Occupational Skills Certificate is awarded upon the completion of all courses with a grade of C or better.

**Program Outcomes:**

1. Demonstrate the skills required by industry to perform oxy-acetylene welding and cutting.
2. Demonstrate the skills required by industry to perform shielded metal arc welding and gas tungsten arc welding.
3. Interpretation and performance of welding projects from verbal and or drawings provided.
4. Demonstrate safe set-up and operations of welding equipment.
5. Demonstrate the skills required by industry to perform welds on special materials.

**Requirements for the Occupational Skills Certificate (4 units):**

Weld 044A  
Weld 044B  
Weld 145  
Weld 044C

**Recommended electives:**

DT 008A  
Mach 220A  
Tech 107A

**High School Articulation  
With Occupational Curricula**

Articulation is a collaborative process with PCC faculty/administration and secondary instructors/administration which aligns courses and programs in a manner that creates seamless transition to college.

Pasadena City College has established course articulation with the following high schools (to view specific articulation agreements go to: [www.statewidepathways.org](http://www.statewidepathways.org)):

**Alhambra High School (Alhambra, CA)**

<u>PCC Course</u>	<u>High School Course</u>
AUTO 032	Auto 1/2, Auto 3/6, Auto ROP
BIT 011A	Computer Keyboarding
BIT 025	Computer Literacy/Computer Applications
CHDV 013C	Childcare
DA 100	Dental Assisting ROP
DT 008A	Drafting 1-2 or CAD
GRFX 134A	Printing 1 & 2
PHOT 031	Digital Photography

**Arcadia High School (Arcadia, CA)**

<u>PCC Course</u>	<u>High School Course</u>
BIOL 102A	Biotechnology
CIS 016	AP Computer Science
CIS 161	Computer Hardware/Network Engineering
GRFX 220	Graphic Design 1 & 2
PHOT 031	Digital Photography
TVR 007	Beginning, Intermediate, and Advanced Video Production

**Baldwin Park High School (Baldwin Park, CA)**

<u>PCC Course</u>	<u>High School Course</u>
CIS 010	G6004: Career Education and Computer Applications & 315-02: Microcomputer Repair and Maintenance
CIS 016	Java Programming
CIS 180	Oracle Database Programming w/ SQL(ESGVROP)

**Blair High School (Pasadena, CA)**

<u>PCC Course</u>	<u>High School Course</u>
BIOL 102A	Biotechnology

**Crescenta Valley High School (La Crescenta, CA)**

<u>PCC Course</u>	<u>High School Course</u>
BIOL 102A	Biotechnology
GRFX 115	Graphic Arts/Screen Printing 1-2
GRFX 199	Graphic Arts 1-2
GRFX 220	Graphic Arts 3-4

**Duarte High School (Duarte, CA)**

<u>PCC Course</u>	<u>High School Course</u>
BIT 025	Business Technology
GRFX 199	Graphic Design
TVR 007	Beginning, Intern. & Adv. Video Production

**Eagle Rock High School (Los Angeles, CA)**

<u>PCC Course</u>	<u>High School Course</u>
GRFX 134A	Graphic Arts 1A & 1B

**Franklin High School (Los Angeles, CA)**

<u>PCC Course</u>	<u>High School Course</u>
GRFX 010	Graphic Communications 1 & 2
GRFX 134A	Graphic Communications A & B
GRFX 220	Graphic Communications Introduction A & B

**Gabrielino High School (San Gabriel, CA)**

<u>PCC Course</u>	<u>High School Course</u>
DT 008A	Engineering Design Technology

**Garfield High School (Los Angeles, CA)**

<u>PCC Course</u>	<u>High School Course</u>
GRFX 010	Graphic Communications 1 & 2
GRFX 134A	Graphic Communications A & B
GRFX 220	Graphic Design Fundamentals A & B

**John Marshall High School (Pasadena, CA)**

<u>PCC Course</u>	<u>High School Course</u>
GRFX 220	Graphic Communication 1 & 2

**John Muir High School (Pasadena, CA)**

<u>PCC Course</u>	<u>High School Course</u>
BIOL 102A	Biotechnology
BIT 025	Business Computing
GRFX 220	Graphic Design 1 & 2

**Mark Keppel High School (Alhambra, CA)**

<u>PCC Course</u>	<u>High School Course</u>
ACCT 010	Computerized Accounting
AUTO 032	Auto 1/2, Auto 3/6, Auto ROP
BIT 011A	Computer Keyboarding
BIT 025	Computer Literacy/Computer Applications
CHDV 013C	Childcare
DT 008A	Drafting 1 & 2 Computer Aided Design
GRFX 134A	Printing 1 & 2
GRFX 220	Graphic Design 1 & 2
PHOT 031	Photo 2

**Lincoln High School (Los Angeles, CA)**

<u>PCC Course</u>	<u>High School Course</u>
GRFX 010	Graphic Communications 1 & 2
GRFX 134A	Graphic Communications A & B
GRFX 220	Graphic Design Fundamentals A & B
GRFX 220	Graphic Communications Introduction A & B

**Monrovia High School (Monrovia, CA)**

<u>PCC Course</u>	<u>High School Course</u>
AUTO 032	Automotive Specialization ROP

**Pasadena High School (Pasadena, CA)**

<u>PCC Course</u>	<u>High School Course</u>
GRFX 010 & GRFX 134A	Graphic Design 1 & Printmaking Occupations 1 & 2
GRFX 220	Graphic Occupations 1 & 2; & Graphic Design 2
PHOT 031	Commercial Photography

**Rose City High School (Pasadena, CA)**

<u>PCC Course</u>	<u>High School Course</u>
GRFX 220	Graphic Design 1 & 2

**San Gabriel High School (San Gabriel, CA)**

<u>PCC Course</u>	<u>High School Course</u>
ACCT 010	Computerized Accounting (In Review)
AUTO 032	Auto 1/2, Auto 3/6, Auto ROP
BIT 011A	Computer Keyboarding
BIT 025	Computer Literacy/ Computer Applications
CHDV 013C	Childcare
GRFX 134A	Printing 1 & 2
GRFX 220	Graphic Design 1 & 2

**San Marino High School (San Marino, CA)**

<u>PCC Course</u>	<u>High School Course</u>
GRFX 134A	Computer Graphics C1 & C2
GRFX 199	Computer Graphics A & B
GRFX 220	Computer Graphics A & B

**South El Monte High School (South El Monte, CA)**

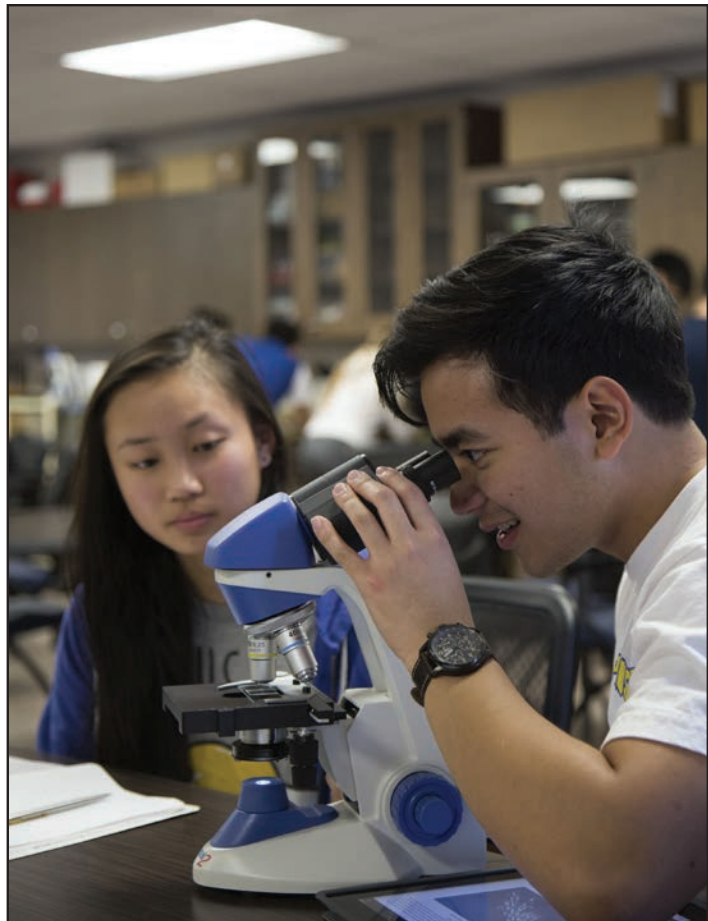
<u>PCC Course</u>	<u>High School Course</u>
DT 008A	Architectural Design I & II
DT 008A	Engineering Design I & II

**Temple City High School (Temple City, CA)**

<u>PCC Course</u>	<u>High School Course</u>
DT 008A	Engineering Design Technology

PASADENA CITY COLLEGE  
**CATALOG**  
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# *Instructional Divisions of the College*





# SECTION VII

## INSTRUCTIONAL DIVISIONS OF THE COLLEGE

### Division of Business (Room R201)

*Additional information: (626) 585-7341*

A variety of programs is offered in the Business Division. Each specialization provides students with the knowledge and background necessary to progress in a business (vocational) career or toward an educational degree. Courses may be taken individually or as part of a planned program leading to a Certificate of Achievement, Occupational Skills Certificate, and/or an Associate degree. In addition, many of the courses are transferable to the California State and University of California systems. We also offer an Associate in Science Degree for Transfer (AS-T) in Business Administration (see Section IV). The following occupational curricula are offered in the Business and Computer Technology Division and are appropriate for those individuals who are interested in increasing their job skills and obtaining both stable and gainful employment in the business community: Accounting and Bookkeeping, Business Information Technology, Business Administration, Computer Information Systems, Hospitality Management, and Paralegal Studies.

### Division of Engineering and Technology (Room IT200)

*Additional information: (626) 585-7267*

The Engineering and Technology Division offers students programs of study which prepare them for lifelong careers in high tech professions. Both incoming students and current professionals are served through our certificate structure, which lead to professional and vocational careers. Interested students are encouraged to transfer into four and five year universities and colleges. Through our articulation process. Transfer programs into private, CSU and UC university programs include: Administration of Justice, Engineering, Engineering Design, Electrical Technology, and Electronics. Technical certificates in careers include the following disciplines: Administration of Justice, Automotive Technology, Building Construction, Construction Inspection, Design Tech, Engineering Design, Technology, Electrical Technology, Solar Energy, Electronics, Engineering, Fire Technology, Culinary Arts,

Graphic Communications Technology, Manufacturing Technology and Welding Technology. Specific certificate program outcomes can be found in the Career and Technical Education section of this *Catalog*.

### Division of Health Sciences (CEC Campus Bungalow B6 and Main Campus W204)

*Additional information: (626) 585-3378*

The School of Health Sciences offers an array of programs for students interested in entering the health care provider workforce. Programs lead to a certificate and/or degree as an Anesthesia Technologist, Certified Nursing Assistant, Personal Health Care Aide, Dental Assistant, Dental Hygienist, Dental Laboratory Technologist, Emergency Medical Technician, Licensed Vocational Nurse, Medical Assistant, Radiologic Technologist, and Registered Nurse. There is also a Career Ladder option from the Licensed Vocational Nurse program to the Registered Nurse program. Program offerings range from six weeks to one and two years and are fully accredited. Students may have clinical experiences on as well as off campus in professional hospital and educational settings. Specific certificate program outcomes can be found in the Occupational Curricula section of this *Catalog*.

### Division of Visual Arts and Media Studies (Room CA102)

*Additional information: (626) 585-7238*

Housed in Pasadena City College's **Center for the Arts**, the Division of Visual Arts and Media Studies offers a variety of courses and programs in the Studio Arts, Design and Media disciplines. The facility includes state-of-the-art classrooms, labs, and studios. The Center for the Arts moreover features stellar exhibition venues:

- **The Boone Family Art Gallery** is an integral part of instruction for courses in many visual art disciplines, and features a juried student show, an annual exhibition of the work of our faculty,

and a major exhibition associated with the College's Visual Artist-in-Residence program.

- Situated adjacent to the Center for the Arts, the **George and MaryLou Boone Sculpture Garden** features major pieces, including works by Deborah Butterfield, Jack Zajac, Stephan Balkenhol, and Yutaka Sone.

Studies in studio art include art history, drawing and figure drawing, painting, printmaking, sculpture, illustration, ceramics, jewelry and crafts. The program's annual Visual Artist-in-Residence features a notable professional who interacts closely with students, faculty, and the community; the artist produces works, lectures and conducts workshops.

Studies in Design include illustration, jewelry, crafts, graphic design, advertising graphic design, fashion, product design, interior design, product design-technology, product design-graphics and digital media-graphic design.

Media studies includes courses in Communications, Journalism and Digital Media Arts. The Cinema Program includes courses in filmmaking, film art and the history of film. These programs offer transfer courses and a variety of certificates. Students are prepared for transfer to four-year institutions and for entry-level positions in the media fields.

Studies in Photography include both wet and digital photography in the areas of portraiture, fashion, product and architectural photography, experimental, black and white, and digital imaging.

## Division of Performing and Communication Arts (Room CA119)

*Additional information: (626) 585-7216*

Housed in Pasadena City College's **Center for the Arts**, the Division of Performing and Communication Arts offers a variety of courses and programs in the disciplines of Performing Arts, Television and Radio, an Speech Communication. The facility includes state-of-the art classrooms, rehearsal spaces, studios, and practice rooms. The Center for the Arts moreover features four stellar performance and exhibition venues:

- **The Robert and Adrienne Westerbeck Recital Hall** is home for over 80 student and professional performances per year, including master classes, workshops and activities part of the Pamela L. Girard Guest Artist Series.

- **The Center for the Arts Theater** is a professional quality theatre space hosting a variety of stage productions and student workshops.

## Performing Arts

The School of Visual, Media and Performing Arts provides comprehensive and challenging courses in the performing arts. The School provides transfer programs for majors in Music, Theater Arts, and Dance; performance opportunities in a wide variety of musical ensembles, theater productions and dance ensembles; and a certificate program in commercial music

## Speech Communication

Speech Communication offers important core courses required for transfer including Public Speaking, Argumentation and Debate and Interpersonal Communication, while the Forensics program provides students opportunities to excel in intercollegiate speech and debate competitions. The **Speech-Language Pathology Assistant Program** prepares students for work as assistants to qualified Speech-Language Pathologists.

## Television and Radio

The Television and Radio department offers certificates in five areas, including Radio Production, Television Production, Television Operations, Broadcast Journalism and Post-Production.

## Division of English (Room C245)

*Additional information: (626) 585-7371*

The English Department provides the core reading, writing, and literature courses for all certificate, degree, and transfer students at PCC. Courses range from basic reading and writing skills to advanced composition and critical thinking, from literature courses for the non-major to British and American literature survey courses for the English major, from how to read a poem to how to write a poem. The English Department also offers study/travel programs including an annual summer trip to the Oregon Shakespeare Festival and regular theatre trips in the spring to London. The English Department also publishes *Inscope*, an annual literary magazine featuring student work. The Department's longstanding commitment to student excellence and success and diversity is exemplified in its major areas: Composition, Reading, Literature, and Creative Writing. Students wishing to major in English have two options:

the Associate of Arts English Literature Major and the Associate of Arts in English-Transfer Major.

## **Division of Languages (Room C247)**

*Additional information: (626) 585-3187*

The Languages Department brings together 13 foreign languages, English as a Second Language (ESL), American Sign Language (ASL), and Linguistics. The Department envisions equipping each student with the resources necessary to recognize the value of different cultures and approaches and to appreciate diversity. The foreign languages program has a broad spectrum of classes ranging from language courses to courses in civilization, cinema and literature. The intermediate level courses cater to practical use of language from films to business. The program in English as a Second Language builds the communicative foundation for all students who need to master the language in order to successfully perform at the College. It encompasses both a transfer curriculum and learning activities designed to improve the economic condition and quality of life of the diverse communities within the College service area.

## **Division of Social Sciences (Room C321)**

*Additional information: (626) 585-7248*

The Social Sciences Department is made up of three primary areas: the Social Sciences consisting of American Institutions, anthropology, economics, political sciences, psychology, and sociology; the Humanities: history, philosophy and religious studies; Education consisting of education, child development, special education technology and the Child Development Center. In addition there are cross discipline programs such as ethnic studies and statistics for the behavioral sciences. The Department offers introductory courses to students that satisfy the general education requirements for the College's associate degrees, and for both the Cal State College and University system and the University of California through the IGETC program. In addition more specialized courses are offered for students to satisfy the major requirement in the various certificate and transfer programs. The Child Development Program in conjunction with the Child Development Center offers eight certificates of completion or achievement in vocational programs.

## **Division of Natural Science (Room SV6)**

*Additional information: (626) 585-7140*

The Division of Natural Science at Pasadena City College offers students opportunities to learn and grow as individuals, scientists, scholars, and well-informed citizens. Several Departments exist within the division to serve students in the disciplines of Anatomy, Astronomy, Biology, Chemistry, Computer Science, Environmental Studies, Geography, Geology, Microbiology, Physical Science, Physics, Physiology, and Statistics.

## **Division of Mathematics and Computer Science**

### **(Room R322)**

*Additional information: (626) 585-7331*

The Mathematics and Computer Science Division has a threefold mission: 1) Rigorously educate students majoring in Science-Technology-Engineering-Mathematics (STEM) fields providing them the mathematical knowledge and skill necessary for tomorrow's STEM careers; 2) to provide a useful, well-rounded, versatile mathematical background for students pursuing a Liberal Arts degree with our newly designed Statistics & Liberal Arts Mathematics (SLAM) sequence, and 3) to build a mathematically and computer literate population by providing courses for students at all levels. A broad range of mathematics courses are offered beginning with numerical foundations up through calculus and statistics. The Computer Science Department offers courses including introduction to computers, programming in a variety of languages and computer data structures.

Courses are offered in a variety of learning modalities including traditional methods of instruction, computer-assisted programs or courses with compressed or accelerated schedules. Math courses and hybrid-online courses in college algebra and statistics are also available.

## **Division of Kinesiology, Health and Athletics**

### **(Room GM201)**

*Additional information: (626) 585-7225*

The Kinesiology, Health and Athletics Division promotes the trichotomy development of the students through conceptual learning and active participation

in health, kinesiology and athletics. The division believes that health, kinesiology and athletics are important components of the total educational process. Opportunities are provided for students' cognitive growth concerning healthy lifestyles, social skills, mental and emotional values and physical development through physical activity and competition.

## **Noncredit Division**

*Additional information: (626) 585-3000*

The Noncredit Division is located at 3035 East Foothill Boulevard, Pasadena, CA, 91107 and is a satellite center to the main campus, with shuttle services to and from the main campus every 20 minutes. The Noncredit Division provides education, training, and services designed to continuously improve California's workforce such as Small Business Development and Entrepreneur programs. The Center offers vocational, technical, and academic courses including High School Diploma Program, GED, Business Office Systems, Printing Technology, Apparel Skills, Fashion Retail, ESL, Adult Basic Education, Parent Education, enrichment classes for Seniors and disabled students, and a wealth of support programs.

PASADENA CITY COLLEGE  
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# *Course Descriptions*



# SECTION VIII

## COURSE DESCRIPTIONS

All credit courses are listed in the *Catalog*. Following the course number and title are the units of credit that may be earned. The course descriptions describe the total number of lecture and/or laboratory hours that are required for that course per semester.

The following section presents a description of every course offered in the College. Each description is self-contained, i.e., each contains important information on prerequisites, units and hours, limitations on enrollment, recommendations, scheduling by semesters and other data which may be required in making a decision to include the course in the student's program of studies.

### Prerequisites/Corequisites/Recommended Preparation

**A prerequisite is a condition of enrollment, such as successful completion of another course (with a grade of A, B, C, or P), that must be met BEFORE a student can register for a course or an educational program.** Successful completion of a prerequisite demonstrates readiness for the subsequent course or program. By meeting the prerequisite, the student shows that he or she knows certain skills, concepts, and/or information without which the College considers success in the subsequent course or program highly unlikely.

**A corequisite is a course in which a student is required to enroll AT THE SAME TIME that he or she is enrolled in another course.** In the corequisite course, the student acquires certain skills, concepts, and/or information without which the College considers success in the concurrent course highly unlikely.

**A recommended preparation statement in a course description means that a student is advised, but not required, to complete the identified course(s) prior to enrollment in another course or educational program.** The skills, concepts, and/or information gained in the recommended preparation in another course or educational program will prepare students for success in the subsequent course or program.

All prerequisites, corequisites, and recommendation preparation statements listed in the course descriptions are periodically reviewed. Students – especially those new to Pasadena City College – should consult the Schedule of Classes and the Counseling Department for the most current information.

Students are expected to meet valid and necessary course prerequisites and corequisites. For information on challenging prerequisites, corequisites, and enrollment limitations, see pages 27-28.

### Course Numbering System

#### Classification I – Courses Numbered 001-099

These Freshman and Sophomore courses generally correspond to university or senior college lower division courses.

Pasadena City College recommends that universities and senior colleges grant subject or elective credit toward Junior standing for courses in this classification. Specific course credit, however, depends upon articulation with the senior institution. Students should consult the catalog of the institution to which they plan to transfer. Some courses numbered 001-099 can be accepted only as meeting elective requirements at four-year colleges or universities. For further clarification, students should consult counseling services.

#### Classification II – Courses Numbered 100-399

These courses are technical, semiprofessional or occupationally oriented or they meet community college general education needs.

#### Classification III – Courses Numbered 400-499

These courses are non-degree applicable and are review and foundation-building courses which are used primarily to qualify students for courses in the transfer classification by satisfying subject or grade deficiencies. Except for certain sequential arrangements, courses in this group are open to all students. Basic skills coursework provides opportunities for students to improve their skills in the areas of mathematics, reading, and writing. These foundation level courses are designed to prepare students for success in further academic work.

#### Classification IV – Courses Numbered 900-950

These courses are non-degree applicable corequisite courses for specific skills development.

### DIVISIONS

Courses are listed alphabetically by sub-department. Divisions of the College, with their sub-departments, are:

**BUSINESS**

Accounting  
 Administration of Justice  
 Business (General)  
 Business Information Technology  
 Computer Information Systems  
 Fire Technology  
 Hospitality  
 Paralegal  
 Marketing  
 Statistics

**COUNSELING**

Counseling

**ENGINEERING and TECHNOLOGY**

Automotive Technology  
 Building Construction  
 Cosmetology  
 Culinary Arts  
 Electricity  
 Electronics  
 Engineering  
 Engineering Design Technology  
 Machine Shop  
 Manufacturing and Industrial Technology  
 Plumbing  
 Surveying  
 Technical Education (General)  
 Welding

**ENGLISH**

English

**HEALTH SCIENCES**

Anesthesia Technology  
 Dental Assisting  
 Dental Hygiene  
 Dental Laboratory Technology  
 Emergency Medical Technology  
 Gerontology  
 Medical Assisting  
 Nutrition  
 Nursing  
 Personal Care Assistant  
 Radiologic Technology

**KINESIOLOGY, HEALTH and ATHLETICS**

Health Education  
 Kinesiology - Activity  
 Kinesiology - Theory  
 Kinesiology - Intercollegiate Athletics

**LANGUAGES**

American Sign Language  
 Arabic

Armenian  
 Chinese  
 English as a Second Language  
 Foreign Language Study  
 French  
 German  
 Italian  
 Japanese  
 Latin  
 Linguistics  
 Portuguese  
 Russian  
 Spanish

**LIBRARY**

Library

**MATHEMATICS and COMPUTER SCIENCE**

Computer Science  
 Mathematics  
 Statistics

**NATURAL SCIENCES**

Anatomy  
 Astronomy  
 Biology  
 Chemistry  
 Geography  
 Geology  
 Microbiology  
 Physical Science  
 Physics  
 Physiology

**PERFORMING and COMMUNICATION ARTS**

Communication  
 Dance  
 Music  
 Speech Communication  
 Speech Language Pathology Assistant  
 Television and Radio  
 Theater Arts

**SOCIAL SCIENCES**

American Institutions  
 Anthropology  
 Child Development  
 Economics  
 Education  
 History  
 Humanities  
 Philosophy  
 Political Science  
 Psychology  
 Religious Studies

Social Sciences  
Sociology  
Special Education Technology  
Statistics

### **SPECIAL SERVICES**

Special Services

### **VISUAL ARTS and MEDIA STUDIES**

Architecture  
Art  
Communication  
Fashion  
Graphic Communications Technology  
Journalism  
Photography  
Theater Arts

## **ACCOUNTING**

(Business Division)

### **ACCT 001A FINANCIAL ACCOUNTING**

**5 units**

**Prerequisite:** *Math 125.*

**Recommended Preparation:** *Acct 010 or Bus 014A.*

Study of the concepts and techniques for measurement and communication of financial information and interpretation of financial statements. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### **ACCT 001B MANAGERIAL ACCOUNTING**

**4 units**

**Prerequisite:** *Acct 001A.*

Principles of managerial accounting. The use of accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ACC 120*

### **ACCT 010 BOOKKEEPING — ACCOUNTING**

**4 units**

Basic accounting principles and methods of recording business transactions, maintaining a general ledger system, and preparing financial statements. Emphasis on service and merchandising systems for sole proprietorships. **No credit** if taken after Acct 001A or Acct

101. **For** preparation for Acct 001A and office support, marketing-merchandising majors and those who want a knowledge of bookkeeping for personal use, but open to all qualified students. Total of 72 hours lecture.

*Transfer credit: CSU.*

### **ACCT 104A MICROCOMPUTER APPLICATIONS**

**3 units**

**Prerequisite:** *Acct 001A or 010.*

**Recommended Preparation:** *BIT 025.*

Introduction to accounting systems concepts and software with PC packages such as Quickbooks and Peachtree. Topics include general ledger, accounts payable, accounts receivable, inventory, and basic payroll.

**Recommended** BIT 025. Total of 54 hours lecture and 18 hours laboratory.

### **ACCT 104B PAYROLL ACCOUNTING**

**3 units**

**Prerequisite:** *Enrollment in or completion of Acct 104A.*

Concepts of payroll accounting, including microcomputer application. The course is based on the curriculum for the Fundamental Payroll Certification provided by the American Payroll Association. Total of 54 hours lecture and 18 hours laboratory.

### **ACCT 104C MICROCOMPUTER APPLICATIONS - INCOME TAX PREPARATION**

**3 units**

Introduction to federal and California individual tax preparation. The curriculum follows the guidelines developed by the California Tax Education Council. Total of 54 hours lecture and 18 hours laboratory.

## **ADMINISTRATION OF JUSTICE**

(Business Division)

### **AJ 010 INTRODUCTION TO THE**

### **ADMINISTRATION OF JUSTICE**

**3 units**

History and philosophy of administration of justice in America from its inception to its role in a culturally diverse society. Identification and explanation of the various components of the criminal justice system; theories of crime, punishment and rehabilitation; examination of the contemporaneous hiring processes of law enforcement agencies, including but not limited to preparation of the application, oral board analysis and overall examination of the system requirements. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: AJ 110*

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*\*Course Identification Numbering System (C-ID)*

## **AJ 012 CONCEPTS OF CRIMINAL LAW**

**3 units**

**Prerequisite:** Enrollment in or completion of AJ 010.

Historical development of criminal law; legal research methods; classification of crime through critical thinking analysis as seen through the eyes of the investigator and the trier of fact; in-depth analysis of homicide and related crimes against persons; survey of property crimes and drug and alcohol related offenses; thorough exposure to legal concepts for those considering careers in law enforcement and related legal professions. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: AJ 120*

## **AJ 014 LEGAL ASPECTS OF EVIDENCE**

**3 units**

**Prerequisites:** AJ 010 and 012.

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; evidentiary requirements justifying the use of force or deadly weapons by peace officers. Total of 54 hours lecture.

*Transfer Credit: CSU. \*C-ID: AJ 124*

## **AJ 016 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM**

**3 units**

**Prerequisites:** AJ 010 and 012.

Structure, jurisdiction and procedures of different courts; functions of various administrative agencies; criminal procedures from apprehension to conviction, including bail, extradition, search and seizure, examination, modes of accusation, appeals and writs. Total of 54 hours lecture.

*Transfer Credit: CSU. \*C-ID: AJ 122*

## **AJ 018 COMMUNITY RELATIONS**

**3 units**

**Prerequisite:** AJ 010.

Survey of the relationships of the criminal justice system and the community; symptomatic aspects of community mistrust, lack of cooperation and misunderstanding. The process of interaction between the criminal justice practitioner and the citizen. Analysis of how relationships are developed, maintained and changed. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: AJ 160*

## **AJ 019 PRINCIPLES OF INVESTIGATION**

**3 units**

**Prerequisites:** AJ 010 and 012.

Basic principles of all types of investigations utilized in the justice system. Includes human aspects in dealing with the public, specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources and case preparation. Total of 54 hours lecture.

*Transfer Credit: CSU. \*C-ID: AJ 140*

## **AJ 022 CONCEPTS OF ENFORCEMENT SERVICES**

**3 units**

**Prerequisite:** AJ 012.

Theories, philosophies and concepts related to the role expectations of the enforcement officer. Emphasis on patrol, and public service responsibilities and their relationship to the administration of justice system. Total of 54 hours lecture.

*Transfer Credit: CSU*

## **AJ 122 FIELD PRACTICE IN ADMINISTRATION OF JUSTICE**

**2 units**

**Prerequisite:** AJ 012 and maintain enrollment in 7 units or more including field practice.

Supervised field experience or employment in Administration of Justice, on-the-job training with local criminal justice agency. Student must meet all requirements of participating agency. **Pass/no pass** grading. Total of 180 hours laboratory.

## **AJ 128 USE OF FORCE**

**1 unit**

**Prerequisite:** AJ 010.

Methods required for the use-of-force in the law enforcement field. Preparation for taking law enforcement self-defense test. Protection against persons armed with dangerous and deadly weapons. Demonstration and drill in limited number of "holds" and "come alongs". Restraint of prisoners and mentally ill persons. Use of baton and application of self-defense kicks and handcuffing techniques. Total of 27 hours lecture and 27 hours laboratory.

## **AJ 130 FIREARMS**

**1 unit**

**Prerequisite:** AJ 014.

Moral aspects, legal provisions, safety precautions and restrictions covering use of firearms; firing of sidearms and shotguns; related first aid. Total of 9 hours lecture and 27 hours laboratory.

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\*Course Identification Numbering System (C-ID)



**AJ 185 HOMELAND SECURITY****3 units****Prerequisites:** AJ 010 and AJ 012.

History, ideology and tactics used by foreign and domestic terrorist organizations. The United States' response to the terrorist threat, countermeasures to prevent or mitigate and recover from acts of terrorism. Case studies of previous terrorist attacks; a working knowledge of weapons of mass destruction; a study of the religious, social and political paradigms which motivate global terrorism and the impact on American law enforcement. Total of 54 hours lecture.

**AJ 190 INTRODUCTION TO FORENSICS****3 units****Prerequisites:** AJ 010 and AJ 012.

Basic concepts and overview of the Forensic Science field. Topics include terminology, crime scene processing protocols and techniques, types of evidence, lab techniques available for the recovery of fingerprints, fingerprint identification, an overview of criminalistics, and of specializations within the discipline. **Required** instructional trips. Total of 54 hours lecture.

**AMERICAN INSTITUTIONS****(Social Sciences Division)****AMER 125 AMERICAN INSTITUTIONS****3 units**

Constitution of United States; American history, including American institutions and ideals; principles of state and local government established under California constitution; present-day applications and interpretation. **No credit** if taken after Amer 005 or Pols 001. Total of 54 hours lecture.

**AMERICAN SIGN LANGUAGE****(Languages Division)****ASL 001 ELEMENTARY AMERICAN SIGN LANGUAGE****4 units**

Basic study of American Sign Language as used by Deaf individuals; development of receptive and expressive skills. Introduction to Deaf culture. **Maximum credit** for ASL 010A and ASL 001 is 4 units. Total of 72 hours lecture.

*Transfer Credit: CSU; UC***ASL 002 ELEMENTARY AMERICAN SIGN LANGUAGE****4 units****Prerequisite:** ASL 001.

Continuation of American Sign Language with an emphasis on receptive and expressive skills, signing parameters, spatial locations, classifiers, and lexicalized fingerspelling; vocabulary acquisition with practice; Deaf culture and customs. **Maximum credit** for ASL 010B and ASL 002 is 4 units. Total of 72 hours lecture.

*Transfer Credit: CSU; UC***ASL 010A-D AMERICAN SIGN LANGUAGE****12 units****Prerequisite:** ASL 010B-D each requires the preceding course in this sequence.

A basic study of American Sign Language as used by deaf individuals; development of receptive and expressive skills. Each course 3 units, and a total of 72 hours lecture.

*Transfer Credit: CSU; UC***ASL 109 FINGERSPELLING****1 unit**

Principles of fingerspelling. Emphasis on receptive and expressive skills, including the proper handshape, clarity, speed, smoothness and correct English spelling. Total of 18 hours lecture.

**ASL 110 METHODS OF COMMUNICATION — HEARING IMPAIRED****3 units**

Methods of communication with the K-12 hearing impaired student and the application of these methods for the paraprofessional working in the classroom setting. Total of 54 hours lecture.

**ANATOMY****(Natural Sciences Division)****ANAT 025 GENERAL HUMAN ANATOMY****4 units****Recommended Preparation:** Biol 011 (or equivalent) or MA 115.

Study of structural organization of the human body from cellular to organ system level of organization. Gross and microscopic anatomy of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems of the human body. Total of 36 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: BIOL 110B.*

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\*Course Identification Numbering System (C-ID)

## **ANAT 110 DISSECTION ANATOMY**

**2 units**

**Prerequisite:** *Anat 025.*

Study of gross anatomy by dissection of a human cadaver with emphasis on musculature and neurovascular supply of extremities and organs of the thoracic and abdominal cavities. Total of 18 hours lecture and 54 hours laboratory.

## **ANAT 115 HEAD AND NECK ANATOMY, HISTOLOGY AND EMBRYOLOGY**

**3 units**

**Prerequisites:** *Anat 025 and Pyso 001 or Pyso 002A and Pyso 002B and enrollment in Dental Hygiene program.*

Anatomy, histology and embryology of the head and neck with emphasis on the structures of the oral cavity. Total of 36 hours lecture and 54 hours laboratory.

## **ANESTHESIA TECHNOLOGY**

(Health Sciences Division)

### **AT 110 PROFESSIONAL ASPECTS OF ANESTHESIA TECHNOLOGY**

**2 units**

**Corequisite:** *AT 111.*

**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

Introduction to Anesthesiology's contribution to quality patient care and the relationship of the Anesthesia Technologist to other Healthcare professionals. Focus is on patient safety, universal precautions, and student safety in the Healthcare environment. Total of 36 hours lecture.

### **AT 111 BASIC PRINCIPLES OF ANESTHESIA TECHNOLOGY**

**3 units**

**Corequisite:** *AT 110.*

**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

Introduction to the theory and concepts of functioning in a surgical environment including a fundamental understanding of a variety of anesthesia equipment and basic case set-up utilizing anesthesia supplies and equipment. Total of 54 hours lecture.

### **AT 112 ADVANCED PRINCIPLES OF ANESTHESIA TECHNOLOGY**

**3 units**

**Prerequisite:** *AT 111.*

**Corequisites:** *AT 113, 114, 116.*

**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

Introduction to the theory and concepts of the use and function of anesthesia supplies and equipment used for various surgical procedures to include cases in: General, regional, and conscious sedation. Total of 54 hours lecture.

### **AT 113 ANESTHESIA PHARMACOLOGY**

**3 units**

**Prerequisites:** *AT 110 and 111.*

**Corequisites:** *AT 112, 114, 116.*

**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

Introduction to the theory and concepts in the proper use and safe practice of delivery and storage of anesthesia medications which includes: Stocking of the drug cart and assisting anesthesia care provider in the preparation of medications. Total of 54 hours lecture.

### **AT 114 BASIC ANESTHESIA EQUIPMENT-THEORY AND LAB**

**3 units**

**Prerequisite:** *AT 111.*

**Corequisites:** *AT 112, 113, 116.*

**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

Introduction to the theories and concepts in the adequate function of anesthesia equipment to include, maintaining equipment, repairing defects and troubleshooting complications. Total of 54 hours lecture.

### **AT 115 ADVANCED ANESTHESIA EQUIPMENT-THEORY AND LAB**

**3 units**

**Prerequisite:** *AT 114.*

**Corequisites:** *AT 117, 118.*

**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

Introduction to the theory and concepts of advanced anesthesia equipment used in cardiac, neurological, and trauma anesthesia. Total of 54 hours lecture.

### **AT 116 ANESTHESIA TECHNOLOGY CLINICAL EXPERIENCE I**

**5 units**

**Prerequisite:** *AT 111.*

**Corequisites:** *AT 112, 113, 114.*

**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

Introduction to the theory and concepts of clinical practice in Obstetrical, Pediatric, and Outpatient anesthesia to include: General, regional and conscious sedation techniques. Total of 270 hours laboratory.

**AT 117 ANESTHESIA TECHNOLOGY CLINICAL EXPERIENCE II****5 units****Prerequisite:** AT 116.**Corequisites:** AT 115, 118.**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

Introduction to the theory and concepts of advanced clinical practice skills. Students operate independently as anesthesia technologists in all aspects of patient care including: preoperative, intraoperative, and postoperative surgical phases. Total of 270 hours laboratory.

**AT 118 ANESTHESIA TECHNOLOGY CASE STUDY AND PROGRAM REVIEW****3 units****Prerequisite:** AT 116.**Corequisites:** AT 115 and, 117.**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

Capstone course utilizing theory and concepts of the clinical practicum for demonstrating safe and effective anesthesia care for all surgical patients to include: pre-operative, intraoperative, and postoperative management. Total of 54 hours lecture.

**ANTHROPOLOGY****(Social Sciences Division)****ANTH 001 PHYSICAL ANTHROPOLOGY****3 units**

Explore the field of physical anthropology, emphasizing the evolution of the human species. Topics include human heredity, mechanisms of human change, human variation, and the reconstruction of human evolutionary history through examination of the fossil record and comparative studies of our closest biological relatives, the living apes. **No credit** if taken after Anth 001H. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ANTH 110***ANTH 001H HONORS PHYSICAL ANTHROPOLOGY****3 units****Enrollment Limitation:** *Acceptance into the Honors program.*

Explore the field of physical anthropology, emphasizing the evolution of the human species. Topics include human heredity, mechanisms of human change, human variation, and the reconstruction of human evolutionary history through examination of the fossil record and comparative studies of our closest biological relatives,

the living apes. This enriched course is designed for the Honors Program allowing, more student-directed discussions and more extensive writing assignments. **No credit** if taken after Anth 001. Total of 54 hours lecture. *Transfer Credit: CSU; UC*

**ANTH 001L LABORATORY IN PHYSICAL ANTHROPOLOGY****1 unit****Prerequisite:** *Enrollment in or completion of Anth 001.*

Laboratory to explore selected topics in physical anthropology including genetics human variation, the living primates, and human paleontology. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC***ANTH 002 CULTURAL ANTHROPOLOGY****3 units**

Origin, development and extensiveness of socio-economic groups such as tribe, clan and family; religious phenomena such as ritual, belief and worship; language phenomena and thought processes. **No credit** if taken after Anth 002H. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ANTH 002H HONORS CULTURAL ANTHROPOLOGY****3 units****Enrollment Limitation:** *Acceptance into the Honors program.*

Origin, development and extensiveness of socio-economic groups such as tribe, clan and family; religious phenomena such as ritual, belief and worship; language phenomena and thought processes. This enriched course is designed for the Honors Program allowing more student-directed discussions and more extensive writing assignments. **No credit** if taken after Anth 002. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ANTH 003 INTRODUCTION TO ARCHAEOLOGY****3 units**

Methods, theories and practices of archaeology. An exploratory survey of how archaeologists discover, describe, interpret, and explain the past through the analysis of material remains left by ancient peoples. Topics include the history and interdisciplinary nature of archaeology; field methods, analytical practices, and dating techniques; categories of archaeological evidence; professional ethics; and selected cultural sequences and archaeology site examples. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

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\*Course Identification Numbering System (C-ID)

**ANTH 007 ARCHAEOLOGICAL ARTIFACT ANALYSIS****3 units****Recommended Preparation:** *Enrollment in or completion of Anth 003.*

An introduction to the concepts and techniques used by archaeologists to examine varied types of archaeological materials. Basic instruction in artifact handling, identification, classification, cataloging, analysis, and curation. Total of 45 hours lecture and 27 hours laboratory.

*Transfer Credit: CSU; UC credit under review.***ANTH 004 ANTHROPOLOGY OF RELIGION, MAGIC, WITCHCRAFT****3 units**

An introduction to anthropology through analysis of the origins and development of supernatural beliefs from prehistoric people to contemporary societies using archaeological examples, cross-cultural ethnographic studies. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ANTH 005 INTRODUCTION TO LINGUISTIC ANTHROPOLOGY****3 units**

Overview of human languages, their unique nature, characteristics, the varied social and cultural uses of language, the ways culture and communication mutually influence each other, including language socialization, social variation in language use and cross cultural communication. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ANTH 006 ORIGINS OF CIVILIZATION****3 units**

Introduction to the origins and development of human culture, from the beginning of tool use to the rise of civilization and the origins of the modern state. An archaeological exploration of some of the most prominent ancient sites and civilizations from both the Old and New Worlds. Topics include early tool use, the domestication of plants and animals, the emergence of metallurgy, advent of writing, early village life, and rise of complex social and political systems (civilizations). Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ANTH 012 AMERICAN INDIAN CULTURES****3 units**

Introduction to the societies and cultures of Native North America, their beliefs and behaviors. Topics include social organization, marriage and kinship, subsistence strategies, political organization and cultural change. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ANTH 020 INDEPENDENT STUDY****1 unit****Prerequisite:** *Anth 001 or Anth 002.*

Individual research project; emphasis on field work or on library research techniques; written reports. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***ANTH 030A-I ANTHROPOLOGICAL FIELD STUDIES****2 units****Prerequisite:** *Enrollment in or completion of Anth 001, 002, 003 or 004.*

Field investigation of the regional cultures and cultural artifacts in selected areas of the world. **Required** instructional trips (an average of two hours each week). **Each** course 2 units; total of 18 hours lecture, 54 hours laboratory.

*Transfer Credit: CSU*

ANTH 030A MESA VERDE, COLORADO

ANTH 030B RIO GRANDE PUEBLOS, NEW MEXICO

ANTH 030C CALIFORNIA

ANTH 030D ROCKY MOUNTAINS

ANTH 030E ENGLAND

ANTH 030F ITALY

ANTH 030G SOUTHERN CALIFORNIA

ANTH 030H APPLICATIONS OF ARCHEOLOGICAL FIELD WORK

ANTH 030I BAJA CALIFORNIA

**ANTH 031 MEXICAN AND CHICANO CULTURE****3 units**

Analysis of Mexican-American culture and society; religion, political interests, economy, customs, institutions; cultural adaptation of the Mexican-American to the dominant culture. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ANTH 110 SKILLS FOR COLLEGE SUCCESS IN ANTHROPOLOGY****1 unit**

Development of essential study techniques for success in anthropology courses; orientation to applications of computer-based technology in anthropology; time management; textbook mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

## ARABIC

(Languages Division)

### ARBC 001 ELEMENTARY ARABIC

5 units

Pronunciation and grammar, practical vocabulary, useful phrases; reading, writing and speaking. Introduction to geography, customs and culture of Arabic-speaking people. Corresponds to first year of high school Arabic. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### ARBC 002 ELEMENTARY ARABIC

5 units

**Prerequisite:** *Arbc 001, or the first year of high school Arabic, or placement based on the foreign language assessment process.*

Grammar, oral training, written composition and reading of elementary Arabic texts; customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

## ARCHITECTURE

(Visual Arts and Media Studies Division)

### ARCH 010A ARCHITECTURAL DESIGN FUNDAMENTALS

3 units

**Corequisite:** *Arch 012A.*

**Recommended preparation:** *Enrollment in or completion of Arch 011.*

Introduction to formal visual principles through design exercises. Emphasis on developing creativity and effectiveness in communicating a comprehensive design concept. Analysis of the built environment focusing on the interaction between art and architecture and their environment. Application of investigation techniques and ideas to the analysis of built form focusing on the connection between built form and its meaning. Execution of projects using a variety of communication skills including: traditional drawing, model making, computer illustration and digital imaging. **Required** field trips. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### ARCH 010B DESIGN FUNDAMENTALS

3 units

**Prerequisites:** *All of the following: Arch 010A, Arch 011, Arch 012A.*

**Corequisite:** *Arch 012B.*

Application of three-dimensional design principles to the execution of simple architectural projects. Emphasis

on developing a structured architectural design process that will lead to solutions that are firmly based on concepts. Field trips for active research and exploration of project sites. Study and application of abstract architectural theories of three-dimensional form, space, order, program and site in design projects. **Required** field trips. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### ARCH 011 INTRODUCTION TO ARCHITECTURE

2 units

An exploration of architectural education and the design professions through topics such as design, drawing, contemporary philosophies of design, and theory. A study of the past, present, and future of the architectural profession and an examination of various related design professions including landscape architecture, interior design, industrial design, city planning, and urban design. Survey of the various roles these designers play in effecting the built environment as individuals and how they interrelate as a design team. Observation of significant architectural examples will present architecture as a unified expression of an architect's dream. **Required** field trips. Total of 36 hours lecture.

*Transfer Credit: CSU; UC*

### ARCH 012A VISUAL COMMUNICATIONS I

3 units

**Corequisite:** *Arch 010A.*

**Recommended Preparation:** *Enrollment in or completion of Arch 011.*

Development of two- and three-dimensional drawing concepts, principles and techniques using mechanical and digital methods. Critically examine an iconic work of architecture through hand drawn orthographic paraline and perspective drawings as well as state of the art two-dimensional CAD drawing and three-dimensional digital modeling and rendering. Study of presentation types and how they can be utilized to communicate architectural ideas using state of the art digital imaging/illustration/composition software. Development of skill sets required in corresponding design studio courses. **Required** field trips. Total of 18 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC*

### ARCH 012B VISUAL COMMUNICATIONS II

3 units

**Prerequisite:** *Arch 010A and 012A.*

**Corequisite:** *Arch 010B.*

Development of advanced digital communications representation techniques using state of the art computer software including: two-dimensional drawing, three-dimensional digital model building, digital rendering and digital imaging/illustration/composition. A critical examination of iconic architecture using conceptual and



analytical three-dimensional diagramming of architectural systems, concepts and theory. Development of skill sets required in design studio courses. **Required** field trips. Total of 18 hours lecture and 108 hours laboratory. *Transfer Credit: CSU; UC*

### **ARCH 013 ARCHITECTURAL PORTFOLIO PREPARATION**

**3 units**

**Prerequisites:** *Arch 010B and 012B.*

A study of advanced individual student architectural design projects for portfolio preparation. Development of individual student portfolios which emphasize student accomplishments, instructional objectives and unique portfolio content required by different accredited schools of architecture. Subsequent portfolio development for interviews in industry. Exploration and analysis of portfolio presentation principles and techniques. Development of digital portfolios using computer illustration, photo imaging and page layout programs. Evaluation of printing and binding techniques. **Maximum credit** for Arch 013 and Arch 100 is 3 units. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **ARCH 014 MATERIALS AND PROCESSES OF CONSTRUCTION**

**2 units**

**Recommended preparation:** *Enrollment in or completion of Arch 020A.*

Hands on exploration of materials and methods of construction, properties, assembly and fabrication of basic construction materials as they relate to building design. Examination of historic and contemporary architecture focusing on building materials and structural systems as they relate to design concepts. Review of the basic types of governmental regulatory constraints that architects must understand to design a building. Analysis of the basic structural forces that operate on buildings. In depth examination of the sequential processes of construction of a building. **Required** field trips. Total of 18 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

### **ARCH 020A ARCHITECTURAL DESIGN**

**6 units**

**Prerequisites:** *Arch 010B and Arch 012B.*

**Recommended Preparation:** *Enrollment in or completion of Arch 014.*

Exploration and development of concepts through architectural issues such as site, circulation, program, building structure and enclosure. Critical examination of architectural issues and ideas discussed in the context of student projects in the design studio. Application of

critical structural and building material knowledge to architectural design projects. **Required** field trips. Total of 54 hours lecture and 162 hours laboratory.

*Transfer Credit: CSU; UC*

### **ARCH 020B ARCHITECTURAL DESIGN**

**6 units**

**Prerequisites:** *Arch 014 and Arch 020A.*

Development of principles and processes of architecture through more complex architectural design projects. Exploration of complex programmatic relationships through concepts. Comparative analysis of a broad range of architectural building types as they relate to student design projects. Examination of sustainability and environmental issues of climate and lighting and how these issues can be addressed as integral components of an architectural design solution. Field trips for active exploration of project sites. **Required** field trips. Total of 54 hours lecture and 162 hours laboratory.

*Transfer Credit: CSU; UC*

### **ARCH 022A ARCHITECTURAL PRACTICE**

**5 units**

Architectural drafting conventions. Relationship of drawings and their functions, schedules and related detail drawings. Preparation of working drawings for a wood frame building involving light framing and heavy timber construction. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU*

### **ARCH 022B ARCHITECTURAL PRACTICE**

**5 units**

**Prerequisite:** *Arch 022A.*

Continuation of architectural drafting involving more complex structural systems and materials. Preparation of working drawings for a structure involving steel reinforced concrete and unit masonry materials. Emphasis is on detailing. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU*

### **ARCH 024A HISTORY OF ARCHITECTURE**

**3 units**

Development of architecture from Prehistory, through ancient Egypt, ancient Greece and ancient Rome to the end of the Medieval period. Development of ancient, traditional or indigenous architecture of India, Islam, China, Japan, Africa, and the Americas. Influence of geography, religion and socio-economic factors on architecture. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ARCH 024B HISTORY OF ARCHITECTURE****3 units**

Basis and development of modern architecture from the Renaissance to the present day. Influence of technological, ecological, environmental, and socio-economic factors on architecture. Trends in contemporary architecture and environmental design. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ARMENIAN****(Languages Division)****ARMN 001 ELEMENTARY ARMENIAN****5 units**

Pronunciation, reading, speaking and writing; customs and culture. Corresponds to first year of high school Armenian. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**ARMN 002 ELEMENTARY ARMENIAN****5 units**

**Prerequisite:** *Armn 001, or the first year of high school Armenian, or placement based on the foreign language assessment process.*

Continuation of grammar essentials; practice in reading, speaking and writing Armenian; customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**ART****(Visual Arts and Media Studies Division)**

Art courses are frequently required, regardless of transferability, in order to develop an acceptable portfolio necessary for admission to selective four-year college art programs.

**ART 001A HISTORY OF WESTERN ART****3 units**

Survey of the history of architecture, sculpture, painting and the minor arts representative of prehistoric, ancient, classical and medieval periods of Western civilizations. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ART 001B HISTORY OF WESTERN ART****3 units**

Survey of the history of architecture, sculpture, painting and the minor arts from Renaissance to present day in

Western civilizations. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ARTH 120*

**ART 002 HISTORY OF AFRICAN AND AFRICAN-AMERICAN ART****3 units**

A survey presenting major monuments of sculpture, architecture, painting and other cultural traditions of Sub-Saharan African art from prehistoric times to the contemporary period. Includes the interrelationship of African and European artistic forces, African influences on American art, and the development of African-American artists. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ART 003A HISTORY OF ASIAN ART****3 units**

Architecture, sculpture, painting and minor arts of India and Southeast Asia; includes religious and philosophical influences on art forms. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ART 003B HISTORY OF ASIAN ART****3 units**

Architecture, sculpture, painting and the minor arts of China, Korea and Japan; includes religious and philosophical influences on art forms. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ART 004A HISTORY OF ANCIENT ART IN THE WEST****3 units**

A survey of the history of Western and Ancient Near Eastern architecture, sculpture, painting and the minor arts from prehistoric times through the fifth century A.D. Includes prehistoric, Mesopotamian, Egyptian, Aegean, Greek, Hellenistic and Roman art. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ART 004B HISTORY OF EUROPEAN MEDIEVAL ART****3 units**

A survey of the history of architecture, sculpture, painting and the minor arts from the fifth century A.D. through the 13th century A.D. Includes Early Christian, Byzantine, Islamic, Carolingian, Ottonian, Romanesque and Gothic art. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ART 004C HISTORY OF EUROPEAN RENAISSANCE AND BAROQUE ART****3 units**

A survey of the history of architecture, sculpture, painting and the minor arts in Western Europe from the 13th

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century through the early 18th century. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

#### **ART 004D HISTORY OF MODERN ART**

**3 units**

**Recommended Preparation:** *Enrollment in or completion of Engl 001A.*

A survey of the history of modern art that provides an overview of art and architecture from the late 18th century through the 19th and 20th centuries. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ARTH 150*

#### **ART 005 ART FUNDAMENTALS**

**3 units**

A general art appreciation survey that offers a broad introduction to works of art through the study of theory, terminology, themes, design principles, media and the history of the visual arts across time and diverse cultures. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ARTH 100*

#### **ART 006 ART MEDIA FOR EARLY CHILDHOOD EDUCATION**

**3 units**

Art media techniques and theory for the creative development of the young child; applicable to the preschool and elementary school settings. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

#### **ART 007 PRE-COLUMBIAN ART**

**3 units**

A survey of the major monuments of sculpture, architecture, painting and the minor arts of Mesoamerica and the Andean region of western South America from ca. 2000 B.C. until the Conquest. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

#### **ART 008 HISTORY OF MEXICAN AND CHICANO ART**

**3 units**

A survey of Mexican art from its beginning to the present. Includes pre-Columbian, colonial and modern art in Mexico as well as contemporary Mexican-American expression. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

#### **ART 009 HISTORY OF ISLAMIC ART**

**3 units**

A survey of the history of art and architecture of the Islamic world from its beginnings in the seventh cen-

tury through the eighteenth century. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

#### **ART 010 TOOLS FOR THE ARTIST**

**3 units**

Introduction to processes most commonly used by art majors, including use, care and safety of hand and power tools. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

#### **ART 011A FOUNDATION DRAWING**

**3 units**

Introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: ARTS 110*

#### **ART 011B CONCEPTS IN DRAWING**

**3 units**

**Prerequisite:** *Art 011A.*

Exploration of artistic concepts, styles, and creative expression related to intermediate level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: ARTS 205*

#### **ART 011C PORTFOLIO DEVELOPMENT OF DRAWING**

**3 units**

**Prerequisite:** *Art 011B.*

To develop an advanced portfolio of drawings using techniques and concepts learned for previous art experiences. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU. \*C-ID: ARTS 205*

#### **ART 012A BEGINNING LIFE DRAWING**

**3 units**

**Prerequisite:** *Art 011A or placement based on the art assessment process.*

Drawing the human figure from observation using a wide variety of drawing media and techniques. Descriptive and interpretative approaches to drawing the figure. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

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**ART 012B LIFE DRAWING****3 units****Prerequisite:** *Art 012A.*

Continued study in drawing from the human figure from direct observation. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***ART 013 FOUNDATION PRINTMAKING****3 units**

Introduction to the various methods of making two-dimensional art works in multiple printed forms. Making of printing elements for the production of original works on paper or other substrates for the purpose of visual communication and dialogue. Screen-print, monotype, lithograph, intaglio and relief process. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***ART 015 SKETCHING FOR DESIGN****3 units**

Introduction to quick sketching techniques for beginning design and illustration students utilizing a variety of media including pencil, pen, markers and a variety of papers. Emphasis on developing visual communication skills for advertising, graphics, illustration, jewelry, product and interior design. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU***ART 016 PERSPECTIVE****3 units**

Beginning elements of one-and/or two-point perspective utilizing the grid and freehand methods. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***ART 018 RENDERING****3 units****Recommended preparation:** *Art 015.*

Graphic visualization for convincing representation emphasizing contemporary presentation techniques with markers, chalk and pencil. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU***ART 020 INDEPENDENT STUDY****2 units**

**Prerequisites:** *Completion of art specialty sequence or enrollment in last course of sequence and permission of department chairperson.*

Individual projects in art. Total of 108 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***ART 020A BEGINNING PAINTING****3 units****Prerequisite:** *Enrollment in or completion of Art 011A.*

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 materials and subject matter. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***ART 020B PAINTING****3 units****Prerequisite:** *Art 020A.*

Development of experimental and intuitive approaches to still life, landscape, figurative subject matter. Emphasis on abstract theories. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***ART 020C PAINTING****3 units****Prerequisite:** *Art 020B.*

Exploration of advanced concepts and ideas. Emphasis on composition and color and a variety of materials and techniques. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***ART 021 PAINTING****3 units****Prerequisite:** *Art 020C or placement based on the art assessment process.*

Experimentation with traditional and contemporary methods of painting. Composition, interpretation and expression using figure, still life and landscape. See department chairperson. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***ART 022A WATERCOLOR PAINTING****3 units****Prerequisite:** *Enrollment in or completion of Art 011A or placement based on the art assessment process.*

Introduction to the fundamentals of watercolor painting. Emphasis on the basic techniques and principles of painting. See department chairperson. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 022B WATERCOLOR PAINTING****3 units****Prerequisite:** Art 022A.

Advanced techniques and experimental uses of watercolor painting. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 022C WATERCOLOR PAINTING****3 units****Prerequisite:** Art 022B.

Individualized, project-based continued exploration of technical and aesthetic aspects of watercolor painting. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 023A PRINTMAKING — INTAGLIO AND RELIEF****3 units**

Basic intaglio and relief fine art printing processes. Introduction to wood and linoleum cut, drypoint, etching, and color printing techniques. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 023B PRINTMAKING — LITHOGRAPHY****3 units**

Basic black and white and color hand lithographic printing from plate and stone. Introduction to direct drawing with dry and liquid materials, transfer, and photo-lithographic techniques. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 023C PRINTMAKING — MONOTYPE****3 units**

Exploration of printing unique images using a variety of painterly and direct drawing techniques on plexiglass and metal plates. Introduction to stencil, viscosity, texture, and transfer methods. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 024 PRINTMAKING — SILK SCREEN****3 units**

Basic fine art screen printing incorporating paper stencils, screen filler, drawing fluid, and photographic emulsion. Introduction to edition and monoprinting techniques with an emphasis on color printing. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 025 BEGINNING SCULPTURE****3 units**

An introduction to materials, methods and techniques with an emphasis on the development of ideas and personal expression. Materials include clay, plaster, cement, wood utilized for both carving and construction, metal, plastics and mixed media including video and other digital technologies. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 026 SCULPTURE****3 units****Prerequisite:** Art 025.

Expansion of Art 025 with emphasis on discovering the medium that best relates to the student's individual expression. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 027 SCULPTURE TECHNOLOGY — METAL CASTING AND MOLD MAKING****3 units****Prerequisite:** Art 025.

Sculpture methods and techniques in bronze, aluminum casting and mold making. Work in wax, mixed media for direct casting and drop casting. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 028 FIGURE SCULPTURE****3 units**

A study and exploration of the basic principles, materials and techniques in dealing with expressive contemporary solutions to figure sculpture. **Recommended** Art 025. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 031A COLOR AND COMPOSITION — TWO DIMENSIONAL DESIGN****3 units**

Introduction to the concepts, applications, and historical references related to two-dimensional 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. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: ARTS 100*

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**ART 031B COLOR THEORY****3 units****Prerequisite:** Art 031A.

A study of the principles, theories, and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems, cultural usage, and the perception of color. Explore and apply color theories in the development and application of design elements and principles in two-dimensional compositions. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: ARTS 270*

**ART 032A DESIGN — THREE DIMENSIONAL****3 units**

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 for non-representational three-dimensional studio projects. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 033A PRODUCT DESIGN — APPLICATION****3 units**

Introduction to the product design profession. Students create hands-on projects with emphasis on innovation, design methodologies, social and environmental issues, consumer trends, sketching and presentation techniques. Completion of the course results in portfolio projects. Overview of the industrial design professions which include product, transportation, environmental and entertainment design. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 033B PRODUCT DESIGN — APPLICATION****3 units****Prerequisite:** Art 033A.

Continued study in application of three-dimensional design to industry with emphasis on product development. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 033C PRODUCT DESIGN — APPLICATION****3 units****Prerequisite:** Art 033B.

Emphasis on corporate product and graphic planning; development of student portfolio. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 034A CRAFTS - MATERIALS AND PROCESSES****3 units**

Introduction to traditional and contemporary concepts and processes in a variety of craft media such as glass, wood, metal, and/or enameling. Emphasis is on design principles in the development of aesthetic forms based on function. **Recommended** completion of Art 031A. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU. \*C-ID: ARTS 280*

**ART 034B CRAFTS - MATERIALS AND PROCESSES****3 units****Prerequisite:** Art 034A.

Advanced experiences and research in wood, glass, and metal. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 036A JEWELRY/METAL FABRICATION****3 units**

Introduction to a wide range of methods, techniques, and material to create jewelry and small scale artwork and objects. Includes the study of historical and contemporary practices of jewelry-making, small metal casting, and fabrication with a global cultural perspective. Work with aluminum, titanium, copper, brass and silver; creative combination of materials and basic stone setting. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 036B JEWELRY/METAL FABRICATION****3 units****Prerequisite:** Art 036A.

Expressive use of metal techniques. Study of hollow jewelry construction using nonferrous metals. Simple faceted stone setting. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 036C JEWELRY CASTING****3 units****Prerequisite:** Art 036B.

Creative use of mold casting techniques. Basic and exploratory techniques in jewelry casting using non-ferrous metals and lost wax casting techniques. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 038A CERAMICS****3 units**

Introduction to ceramic materials, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining

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historical, contemporary, and personal modes of expression across cultures. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **ART 038B CERAMICS**

**3 units**

**Prerequisite:** Art 038A.

Expressive use of ceramic techniques. Individual experimentation in clay forms; experience in firing. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **ART 038C CERAMICS**

**3 units**

**Prerequisite:** Art 038B.

Individual projects integrating the aesthetics of materials and ideas as may be considered in utilitarian and sculptural ware. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **ART 038D CERAMICS**

**3 units**

**Prerequisite:** Art 038C.

Advanced projects in ceramics, integrating multiple techniques used to produce a cohesive body of work. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **ART 039A HANDBUILT CERAMICS**

**3 units**

Introduction to ceramic materials, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **ART 039B HANDBUILT CERAMICS**

**3 units**

**Prerequisite:** Art 039A.

Experimental approaches in the development of hand-built ceramic forms. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **ART 039C HANDBUILT CERAMICS**

**3 units**

**Prerequisite:** Art 039B.

Individual projects in handbuilt ceramics focusing on the development of personal aesthetics. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **ART 039D HANDBUILT CERAMICS**

**3 units**

**Prerequisite:** Art 039C.

Advanced projects in ceramics, integrating multiple handbuilding techniques used to produce a cohesive body of work. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **ART 040 INTRODUCTION TO DIGITAL TOOLS**

**3 units**

Introduction to the computer as an effective visual communication design, production and presentation tool. Familiarity with current design software, hardware, input, and output devices will be established. Design assignments integrate digital tools, techniques, concept development, and creative design and composition using text and image. Survey of the application options of digital skills to contemporary media, art, and design in visual communications industries. Foundational digital design class for Art, Design, Media Journalism, Photography, and classes requiring presentations. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **ART 041A INTERIOR DESIGN: SPACE PLANNING AND MATERIALS I**

**3 units**

**Recommended Preparation:** Enrollment in or completion of Art 032A.

An introduction to the design of interior spaces through study of space planning, and an understanding of historical interior styles, materials and furnishings. Emphasis placed on application of principles and elements of design in three-dimensional space, ranging from domestic to small commercial projects. Design communication and visualization skills are developed using hand drawings and model building. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **ART 041B INTERIOR DESIGN: SPACE PLANNING AND MATERIALS II**

**3 units**

**Prerequisite:** Art 041A.

**Recommended Preparation:** Enrollment in or completion of DT 008A.

Intermediate course in Interior Design. Emphasis on space planning, and selection, use, and detailing of materials. Design communication and visualization skills are developed using hand drawings and model building. Total of 36 hours lecture and 72 hours of laboratory.  
*Transfer Credit: CSU*

**ART 041C INTERIOR DESIGN: SPACE PLANNING AND MATERIALS III**

**3 units**

**Prerequisite:** *Art 041B.*

**Recommended Preparation:** *DT 008A.*

Emphasis on space planning for commercial and institutional interiors, and the selection, use, and detailing of materials and furniture. Design communication and visualization skills are developed using hand drawings and model building. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 050A INTRODUCTION TO ADVERTISING GRAPHIC DESIGN**

**3 units**

**Prerequisite:** *Art 031A.*

**Recommended preparation:** *Art 015, Art 040.*

Introduction to the fields of graphic design & advertising. Concept development, the creative design process, production, and presentation techniques through the development of design projects on various media. Design and production skills including beginning computer software skills. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 050B INTERMEDIATE ADVERTISING/GRAPHIC DESIGN**

**3 units**

**Prerequisite:** *Art 050A.*

**Recommended preparation:** *Art 040.*

Intermediate studies of the theories and techniques in the fields of graphic design & advertising. Principles of concept and design development are combined with the use of computer design and production tools. Projects are produced for various media like: brochures, magazines, ePubs, posters, corporate ID, branding, advertising, and packaging design. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 050C ADVANCED ADVERTISING/GRAPHIC DESIGN**

**3 units**

**Prerequisite:** *Art 050B.*

Advanced studies in the fields of graphic design & advertising and portfolio development. Projects, including a

portfolio, are developed for use in seeking employment or application to a university or professional school. Emphasis is on advanced concepts and presentation techniques and the application of visual communication concepts to print and digital media. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 051A TYPOGRAPHY – LETTERING**

**3 units**

**Recommended preparation:** *Art 031A.*

Introduction to the fundamentals of typographic lettering through the study of historic and contemporary fonts, calligraphic, and hand-drawn typographic forms and systems. Emphasis is on developing conceptual, design, compositional, and hand drawing skills, in order to gain skill in producing logotypes, fonts and custom typographic lettering to for the needs of graphic design and advertising industries. Students will learn a variety of traditional analogue and contemporary digital techniques and materials. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 051B TYPOGRAPHY – APPLICATION**

**3 units**

**Recommended Preparation:** *Art 031A, Art 051A, Art 050A.*

Intermediate studies in the application of typography, and the creation and application of custom logotypes, fonts, and typographic lettering to creative visual communications design projects in the graphic design and advertising industries. Emphasis is on concept development, design, production, and presentation of artwork using both traditional and contemporary digital methods. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 052A INTRODUCTION TO ILLUSTRATION**

**3 units**

**Prerequisites:** *Art 011A.*

A study of the common techniques and media used in various illustration fields. Emphasis on problem solving by creating illustrations from specific themes. Projects will apply to the areas of print, entertainment, and galleries. **Recommended** *Art 031A.* Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

**ART 052B ADVANCED ILLUSTRATION**

**3 units**

**Prerequisite:** *Art 052A.*

**Recommended Preparation:** *Art 031A.*

Refinement of media and techniques with an emphasis towards developing experimental uses. Emphasis

on advanced problem solving by creating illustrations from abstract and personal themes. Projects will serve as portfolio pieces for specific illustration areas. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **ART 056 INTRODUCTION TO DIGITAL PAINTING & DRAWING**

#### **3 units**

Introduction to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, and compositional principles with contemporary digital tools. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: ARTS 250*

### **ART 057 MOTION GRAPHICS**

#### **3 units**

Exploration of experimental and new technological approaches to creating original visual imagery for use in design, fine arts, animation, and interactive media. Introduction to the integration of sound, graphics, video, and text. Exploration of motion design and dynamic storytelling to create movies, animation, and professional special effects for digital output. Overview of career opportunities. Total of 36 hours lecture and 72 hours laboratory. **Formerly** Art 156.

*Transfer Credit: CSU; UC*

### **ART 060 CREATIVE CODING**

#### **3 units**

**Prerequisite:** Art 056 or Art 040 or Phot 030 or portfolio of intermediate computer skills with experience in computer graphics or digital video or music.

Provides a point of departure in the creative potential of computer programming, its use, and cultural implications in the context of art and design. Fundamentals of APIs programming operations (variables, conditionals, iteration, functions, and objects). Exploration of topics such as generative drawing, image processing, 3D graphics, data parsing, computer vision in a variety of design projects and media outputs and fabrications. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit under review.*

### **ART 064 INTRODUCTION TO INTERACTION DESIGN**

#### **3 units**

Introduction to human-computer interaction, interface design, and interactive and time-based media for designers. Overview of foundational interaction design concepts such as human factors, perception, cognition, research techniques, and design methods for the design of user experiences & interaction. A survey of interactive products, systems, interfaces and technology (software and hardware), constraints and

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trajectories for future developments and how these frame Interaction Design and production. Workflow, planning and organization of prototyping in Interaction Design. Recommended knowledge of digital imaging. Total of 36 hours lecture and 72 hours laboratory. **Formerly** Art 154.

*Transfer Credit: CSU; UC*

### **ART 070 PRINCIPLES OF ANIMATION**

#### **3 units**

**Prerequisite:** Art 056 or portfolio of intermediate computer skills with experience in computer graphics or digital video or music.

Fundamental principles of animation. Study of the basic theory and mechanics of the discipline. Development of simple animation using principles such as squash and stretch, overlap and anticipation. Fundamentals of character design, storyboarding, visual storytelling, and layout. Techniques such as stop-motion, onionskin, follow-through and rotoscoping using industry-standard computer animation applications. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit under review.*

### **ART 075 EXHIBITION AND PRESENTATION OF VISUAL ART**

#### **3 units**

**Recommended Preparation:** Previous art-related coursework and demonstrated ability to produce art independently are strongly recommended. Also, satisfactory completion of (or simultaneous enrollment in) English 001A or an equivalent English composition course is recommended.

Development of individual art practices and preparation for transfer or professional applications through public exhibitions of art. Presentations of exhibitions in the campus art gallery or another site, in consultation with the instructor. Includes writing about art, visual documentation, professional installation practices and in-class critique. Class meetings may also include field trips or meetings with artists, gallery directors and other art professionals. This course is best suited to students who have already created a body of work that they wish to exhibit. Work in any medium is accepted. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **ART 080 FOUNDATIONS OF INTERACTIVE GAME DESIGN**

#### **3 units**

Surveys history, technology, narrative, ethics, and design of interactive computer games. Work in teams to develop novel game-design story boards. Exploration of the interplay of narrative, graphics, rule systems, and artificial intelligence in the creation of interactive games. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU*



**ART 098 WEB DESIGN AND DEVELOPMENT****3 units**

Introduction to the design and creation of websites. Exploration of usability, interface, navigation, and information design as well as creation of dynamic content in websites. Use of HTML, CSS, CMS, and PHP/MySQL to explore simple to complex interactive projects for the Web. Creation of a “real world” website designed in an interdisciplinary team environment. Emphasis on project management and conceptual skills that comprise well-designed websites; an interdisciplinary course. Total of 36 hours lecture and 72 hours laboratory. **Formerly** Art 198.

*Transfer Credit: CSU; UC*

**ART 106 ART SINCE 1945****3 units**

A survey of major developments in 20th century European and American art since the Second World War. Total of 54 hours lecture.

**ART 118 ADVANCED RENDERING****3 units**

**Prerequisite:** *Art 018.*

Advanced graphic visualization for convincing representation emphasizing advanced presentation techniques and styles by use of marker, pencil, chalk and guache. Total of 36 hours lecture and 72 hours laboratory.

**ART 135 PORTFOLIO DEVELOPMENT OF JEWELRY AND METAL FABRICATION****3 units**

**Prerequisite:** *Art 036C.*

To develop and advanced portfolio of metalwork and jewelry utilizing metal fabrication, lost wax cast, and setting techniques. Exploring advanced project techniques such as conceptual and design research and planning, safe studio practices, and execution of jewelry. Total of 36 hours lecture and 72 hours laboratory.

**ART 145 PORTFOLIO DEVELOPMENT AND CRITIQUE****3 units**

Development of individual art practice through production of new original work (in any medium), a written artist’s statement, and group discussion of art, texts, professional practices and preparation for transfer. May also include field trips or meetings with visiting art professionals. Students are expected to initiate self-defined projects, to execute them outside of class and to present this work for in-class critique. Previous art-related coursework and demonstrated ability to produce art independently are highly recommended. Total of 36 hours lecture and 72 hours laboratory.

**ART 155A SCULPTING****3 units**

**Prerequisite:** *Art 050B or portfolio of intermediate computer skills with experience in computer graphics or digital video or music.*

**Recommended Preparation:** *Art 032A.*

Introduction to three-dimensional modeling, sculpting, rendering and printing. Using industry-standard tools and methods students will learn to create 3D models and environments. Topics include modeling with polygons, modeling with NURBs surfaces, materials, textures, lighting and rendering. Students will also learn principles of digital sculpting as well as methods to optimizing projects for 2-D and 3-D printing. Total of 36 hours lecture and 72 hours laboratory.

**ART 155B 3-D ANIMATION AND SIMULATIONS****3 units**

**Prerequisite:** *Art 056 or portfolio of intermediate computer skills with experience in computer graphics or digital video or music.*

**Recommended Preparation:** *Art 155A, Art 070, or Art 057.*

Introduction to time-based three-dimensional design and dynamic simulations. Animation, motion graphics, and dynamic effects using industry-standard tools and methods. Topics include basic rigging, animation, camera motions, paint effects, procedural animation, and dynamic simulations. Methods for post-production and output to video. Total of 36 hours lecture and 72 hours laboratory.

**ART 158 INTERACTIVITY FOR THE INTERNET****3 units**

Introduction to the design and creation of interactive multimedia web sites that incorporate animation, graphics, text, and sound using JavaScript and the jQuery Framework. Exploration of interface, navigation, and information design as well as creation of customized interactivity and behaviors in web development and user experience design. Exploration of simple to complex interactive environments for output to the Web. Overview of career opportunities. Total of 36 hours lecture and 72 hours laboratory.

**ART 180 DIGITAL MEDIA INCUBATOR****3 units**

**Prerequisite:** *Portfolio of intermediate to advanced computer skills with experience in computer graphics and/or digital video, music, computer programming, animation, gaming and media arts.*

Identifying, pitching, developing and producing a student-lead, team-based, interdisciplinary digital media project. Exploring strategies for self-production and project promotion. Exposure to mentorship and



professional feedback through invited guest critics. Collaborative and professional creative-studio setting. Total of 54 hours lecture and 36 hours laboratory.

## ASTRONOMY

(Natural Sciences Division)

### ASTR 001 ELEMENTARY ASTRONOMY

4 units

**Prerequisites:** *Math 139 and Math 131.*

**Recommended preparation:** *A high school or college physical science course.*

Methods of investigation used by astronomers. Positional and practical astronomy, dynamical astronomy and modern astro-physics. Use of instruments, techniques of observation. **Night lab** occasionally substitutes for a lecture period. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### ASTR 012 DESCRIPTIVE INTRODUCTION TO ASTRONOMY

3 units

**Recommended preparation:** *Math 125 or Math 127B or Math 128B.*

Origin, characteristics and evolution of the solar system, the stars, the galaxies and the universe. **No credit** if taken after Geol 016 or Astr 001. Total of 54 hours lecture. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### ASTR 020 INDEPENDENT STUDY

2 units

**Prerequisite:** *Astr 001.*

Faculty-guided independent study of a topic in Astronomy. Total of 36 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## AUTOMOTIVE TECHNOLOGY

(Engineering and Technology Division)

### AUTO 032 AUTOMOTIVE FUNDAMENTALS

4 units

Theories and fundamentals of the automobile's major operating systems including: four-cycle internal combustion engine, ignition, fuel, transmission, driveline, chassis, suspension, brakes, heating and air conditioning. Techniques of measurement, terminology, tools and safety issues related to the automotive trade are discussed and practices. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

### AUTO 050 AUTOMOTIVE ELECTRICAL SYSTEMS

3 units

**Prerequisite:** *Auto 032 and Eln 130.*

Theory, maintenance and operations of basic automotive electrical systems; circuits and lights, electronic devices, starting motors, charging systems, batteries and indicating devices. Preparation for the Automotive Service Excellence (ASE) certification program. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### AUTO 140A VEHICLE MAINTENANCE

4 units

**Prerequisites:** *Enrollment in or completion of Engl 400 and Math 402.*

This course is intended for the incumbent worker, re-entry personal, and/or persons seeking a career change into the automotive service industry. It is the foundation course in the Maintenance and Light Repair (MLR) Program. Course focuses on developing workplace skills (detailed multi-point inspection and fluid maintenance) on select vehicle subsystems. Appropriate lab activities are included. Total of 54 hours lecture and 54 hours laboratory.

### AUTO 141 ENGINE MECHANICAL MAINTENANCE AND LIGHT REPAIR

2 units

**Prerequisite:** *Auto 140A or one year industry experience.*

Intended for the incumbent worker, re-entry personal, and/or persons seeking a career change into the automotive service industry. Part of the Maintenance and Light Repair (MLR) program. Essential engine theory, inspection, diagnosis, service and repair. Engine inspection and measurements with an emphasis on in-vehicle repairs. Total of 27 hours lecture and 27 hours laboratory.

### AUTO 144 AUTOMOTIVE CHASSIS MAINTENANCE AND LIGHT REPAIR

4 units

**Prerequisite:** *Auto 140A.*

Intended for the incumbent worker, re-entry personal, and/or persons seeking a career change into the automotive service industry. Part of the Maintenance and Light Repair (MLR) program. Essential chassis system theory, inspection, diagnosis, service and repair of the following undercar systems: steering, suspension, alignment, wheels and tires. Total of 54 hours lecture and 54 hours laboratory.

**AUTO 145 AUTOMOTIVE BRAKES MAINTENANCE AND LIGHT REPAIR****3 units****Prerequisite:** *Auto 140A.*

Intended for the incumbent worker, re-entry person or person seeking a career change into the automotive service industry. This course is part of the Maintenance and Light Repair (MLR) curriculum. This course is focused on developing workplace skills that will allow a student to competently perform detailed brake inspections and repairs on disc, drum and parking brake systems. Appropriate lab activities are included. Total of 36 hours lecture and 54 hours laboratory.

**AUTO 146 AUTOMOTIVE ELECTRICAL SYSTEMS MAINTENANCE AND LIGHT REPAIR****4 units****Prerequisite:** *Auto 140A.*

Intended for the incumbent worker, re-entry personal, and/or persons seeking a career change into the automotive service industry. Part of the Maintenance and Light Repair (MLR) program. Essential electrical and electronic systems theory, including inspection, diagnosis, service and repair of specific electrical systems (battery, starting systems, charging systems, lighting systems, gauges, instrument-panel warning lights and power accessories). Total of 54 hours lecture and 54 hours laboratory.

**AUTO 147 AUTOMOTIVE HEATING, VENTILATION AND AIR CONDITIONING MAINTENANCE AND LIGHT REPAIR****2 units****Prerequisite:** *Auto 140A.*

Intended for the incumbent worker, re-entry personal, and/or persons seeking a career change into the automotive service industry. Part of the Maintenance and Light Repair (MLR) program. Essential heating, ventilation, and air conditioning (HVAC) system theory, inspection, maintenance and light repair. Total of 18 hours lecture and 54 hours laboratory.

**AUTO 148 ENGINE PERFORMANCE MAINTENANCE AND LIGHT REPAIR****4 units****Prerequisite:** *Auto 140A.*

Intended for the incumbent worker, re-entry person or person seeking a career change into the automotive service industry. Part of the Maintenance and Light Repair (MLR) curriculum. Essential engine management system theory, along with inspection, diagnosis, service and repair of the following systems: Ignition, air and fuel delivery, electronic engine controls, and auxiliary emission controls. Total of 54 hours of lecture and 54 hours laboratory.

**AUTO 151 AUTOMOTIVE ELECTRONICS****4 units****Prerequisite:** *Auto 050.*

Theory, operation, and maintenance of microprocessor-based automotive control systems. Electronic fuel injection ignition and carburetion systems. Body computer modules and on-board diagnostic systems. Sensors, instruments, voice-alert systems. Use of digital and analog test equipment and trouble-shooting procedures. Total of 54 hours lecture and 54 hours laboratory.

**AUTO 170 WORK EXPERIENCE INTERNSHIP****4 units****Enrollment Limitations:** *40 or more units in AUTO courses. DMV license in good standing (no points).*

Supervised unpaid work experience in an established professional Dealership or Independent repair facility. Designed for students accomplishing the All Automotive Systems Certificate to assist in employment transition. Analysis of professional and technical style and performance outcomes. Occupational Work Experience Education: This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 8 units per semester for a total of 16 units. Additionally, students must work 60 non-paid hours per unit earned. Total of 240 hours field practice.

**AUTO 215 AUTOMOTIVE AIR CONDITIONING****4 units****Prerequisite:** *Auto 050.*

Air conditioning theory, methods of testing, diagnosing and servicing automotive air conditioners. Introduction to new technologies, safe handling, reclaiming and recycling of refrigerants. Students will have the opportunity to take the United States Clean Air Act MACS Section 609 Refrigerant Recycling and Recovery Certification Program to obtain a refrigerant handler's license. Proof of valid DMV license required if working on vehicles in the Auto Facility. Total of 54 hours lecture and 54 hours laboratory.

**AUTO 220 ENGINE OPERATION AND TESTING****5 units****Prerequisite:** *Auto 032.*

Technical lectures and hands on experience related to automobile engine theory of operation and methods of testing. Practice in disassembly measurement and reassembly of various four cycle engines. Testing of running engine assemblies required to evaluate internal operating conditions. Total of 72 hours lecture and 54 hours laboratory.

### **AUTO 221 ENGINE MACHINING AND REBUILDING**

**6 units**

**Prerequisite:** *Enrollment in or completion of Auto 220.*

Technical lectures and hands-on experience related to automobile engine machining and rebuilding. Practice in disassembly, cleaning, inspection, measurement, machining, reassembly and adjustment of automobile engines. Total of 54 hours lecture and 162 hours laboratory.

### **AUTO 222 MANUAL TRANSMISSION, TRANSAXLE AND DRIVETRAIN**

**5 units**

**Prerequisite:** *Auto 032.*

Theory of operation and diagnosis of manual transmissions, transaxles, clutches, differentials, driveshafts, constant velocity joints and drive axles. Laboratory procedures includes removal, disassembly, inspection, rebuilding, installation and adjustment of manual transmissions and related assemblies. Total of 54 hours lecture and 108 hours laboratory.

### **AUTO 223 AUTOMATIC TRANSMISSIONS AND TRANSAXLES**

**5 units**

**Prerequisite:** *Auto 032 and Eltn 130.*

Theory of operation and service of hydraulic and electronic controlled automatic transmissions/transaxles available in automobiles and light trucks. Laboratory procedures include disassembly, inspection, reassembly of a common hydraulic controlled automatic transmission. Safe and correct use of special service and diagnostic tools is emphasized. Electronic controlled transmission operation, diagnosis, testing of sensors with scan tools and oscilloscope is included. Total of 54 hours lecture and 108 hours laboratory.

### **AUTO 224 AUTOMOTIVE BRAKE SYSTEMS**

**5 units**

**Prerequisite:** *Auto 032, Engl 435, Eltn 130, and enrollment in or completion of Auto 225.*

Automotive brakes systems, relining of brakes, hydraulic system repair and component diagnosis including anti-lock brake systems. Preparation for the Automotive Service Excellence (ASE) certification program. Total of 54 hours lecture and 108 hours laboratory.

### **AUTO 225 SUSPENSION AND STEERING**

**5 units**

**Prerequisite:** *Enrollment in or completion of Auto 224.*

Theory of operation, diagnosis, service and repair of suspension and steering systems. Wheel alignments including electronic 4-wheel alignments. Tire service, repair and wear diagnosis including wheel balancing.

NATEF Tasks are the basis of all lab work and ASE Student Certification Exam is required in course. Total of 54 hours lecture and 108 hours laboratory.

### **AUTO 226 ENGINE PERFORMANCE**

**5 units**

**Prerequisite:** *Auto 220 and Auto 151.*

Theory and operation of basic automotive fuel and ignition systems. Emission control system theory, operation, diagnosis and testing. Laboratory practice presents engine service and maintenance utilizing primary engine diagnostic tools. Total of 54 hours lecture and 108 hours laboratory.

### **AUTO 227 ADVANCED ENGINE PERFORMANCE**

**5 units**

**Prerequisite:** *Enrollment in or completion of Auto 226.*

Theory and operation of electronic engine controls and includes: electronic fuel injection, electronic ignitions, on-board diagnostics and current emission systems. Laboratory practice includes proper set up and use of digital storage oscilloscopes, scan tools, engine analyzer, four and five-gas emission analyzers, and dynamometer. Total of 54 hours lecture and 108 hours laboratory.

### **AUTO 228 HYBRID AND ELECTRIC VEHICLE THEORY, OPERATION AND BASIC SERVICE**

**4 units**

**Prerequisite:** *Auto 227.*

Hybrid and electric vehicles. Theory of operation of high voltage systems, batteries, internal combustion engine, powertrain, and supporting systems. Testing of hybrid and electric vehicle systems utilizing industry standard diagnostic tools. Safety when working with high voltage assemblies, along with proper set-up and operation of diagnostic tools is emphasized. Total of 54 hours lecture and 54 hours laboratory.

## **BIOLOGY**

**(Natural Sciences Division)**

### **BIOL 002 ANIMAL BIOLOGY**

**4 units**

Major zoological principles, both invertebrate and vertebrate. Animal development, form and function, natural history and economic relationship to human society. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### **BIOL 003 HUMAN BIOLOGY**

**4 units**

Introduction to structures, functions and processes of the human body systems and diseases of those systems;

human genetics and human evolution. Includes microscope work, and the study of models, computer applications and case studies. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

#### **BIOL 004 PLANT BIOLOGY**

##### **4 units**

Basic botanical principles; plant evolution and diversity, the cell, photosynthesis, respiration, reproduction, heredity, ecology, and importance of plants to humans. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

#### **BIOL 005A TOPICS IN APPLIED BOTANY/URBAN TREE IDENTIFICATION & BIOLOGY**

##### **1 unit**

Lecture, laboratory and field investigations focusing on topics of current and general interest in applied botany. Total of 9 hours lecture and 27 hours laboratory.

*Transfer Credit: CSU*

#### **BIOL 005B BOTANY FOR SCHOOL GARDENS**

##### **1 unit**

Lecture, laboratory and field investigations focusing on topics of current and general interest in applied botany. Total of 9 hours lecture and 27 hours laboratory.

*Transfer Credit: CSU*

#### **BIOL 005C TOPICS IN APPLIED BIOLOGY - MEDICINAL PLANTS**

##### **1 unit**

Lecture, laboratory and field investigations focusing on topics of current and general interest in applied botany. Total of 9 hours of lecture and 27 hours of laboratory.

*Transfer Credit: CSU*

#### **BIOL 010A CELLULAR BIOLOGY, GENETICS AND EVOLUTION**

##### **5 units**

**Prerequisite:** *Chem 001A.*

Investigates the principles governing cell biology, metabolism, genetics, evolution and history of life on earth. The first course in a 3-course sequence for Biology majors (Biol 010ABC). **For** majors in biological sciences but open to all qualified students. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: BIOL 190; BIOL SEQ 130S (WITH BIOL 010B)*

#### **BIOL 010B THE DIVERSITY OF LIFE ON EARTH: STRUCTURE, FUNCTION AND ECOLOGY**

##### **5 units**

**Prerequisites:** *Chem 001A and Biol 010A.*

Explores the diversity of living organisms, the structure and function governing their form and function, and the ecological principles that guide their interactions. Second in a 3-course series for Biology majors (Biol 010ABC). Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: BIOL SEQ 130S (WITH BIOL 010A)*

#### **BIOL 010C GENETICS**

##### **3 units**

**Prerequisites:** *Chem 001A and Biol 010A.*

Explores the details of genetics, genomic analysis, DNA technology, bioinformatics, stem cell biology, and cancer. The third course in the sequence for Biology majors (Biol 10ABC). Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor. \*C-ID: BIOL 130S*

#### **BIOL 010F BIOLOGICAL RESEARCH METHODS**

##### **1 unit**

**Prerequisite:** *Permission of Division Dean.*

This course provides training in discipline specific research methods within the biological sciences. It is intended to prepare students for work on independent projects which will be mentored by a faculty member. Students will learn how to develop a project, collect and record data, conduct and analyze experiments, and communicate their findings. **Recommended** successful completion of any Natural Sciences course 001-099. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC*

#### **BIOL 010L LEADERSHIP IN THE BIOLOGICAL SCIENCES**

##### **1 unit**

**Prerequisite:** *Permission of Division Dean.*

Leadership skills and abilities, including communication, collaboration, critical thinking, and resourcefulness. Students will provide supplemental instruction to peers in the biological sciences. **Recommended** successful completion of specific Natural Sciences course (001-099) student will tutor. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

#### **BIOL 010S BIOLOGY SEMINAR**

##### **1 unit**

**Prerequisite:** *Permission of Division Dean.*

Readings, discussions, and papers focusing on topics of current and general interest in the sciences. Each special topics course will emphasize critical thinking skill and is intended for the advanced student. This course will give

\*Course Identification Numbering System (C-ID)



students an opportunity to explore a current intellectual topic in biology with a professor in a seminar setting. **Recommended** successful completion of any Natural Sciences course 001-099. Total of 18 hours lecture. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### **BIOL 011 GENERAL BIOLOGY**

#### **4 units**

Basic concepts of biology; the cell, nutrition, a survey of physiological systems, reproduction, heredity, development, diversity of organisms, evolution and environmental biology. **No credit** if taken after Biol 001A, 002, 003, 004, 005, 010ABC, or 011H. **For** non-biology majors, but open to all qualified students. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **BIOL 011H HONORS GENERAL BIOLOGY**

#### **4 units**

Basic concepts of biology, the cell, nutrition, a survey of physiological systems, reproduction, heredity, development, diversity of organisms, evolution and environmental biology. **No credit** if taken after Biol 001A, 002, 003, 004, 005, 011 or 010ABC. **For** non-biology majors, but open to all qualified students. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **BIOL 014 FIELD BIOLOGY**

#### **4 units**

Birds, mammals, amphibians, reptiles, trees and shrubs of Southern California. Identification, ecology methods of observing and recording. **Required** instructional trips. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### **BIOL 016 MARINE BIOLOGY**

#### **4 units**

Marine organisms and their relationship to such environmental factors as temperature, salinity, oxygen, minerals, ocean currents and depth; introduction to measurement of some of these factors. Collection and identification of marine organisms. Laboratory study of preserved specimens. **Required** instructional trips. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **BIOL 020 INDEPENDENT STUDY**

#### **2 units**

**Prerequisites:** One of the following: Anat 025, Biol 001A, Biol 004, Biol 014, Biol 016, Micr 002, Pyso 001; and approval of student project.

Student research on topics in biology: review of litera-

ture, design and execution of the experiments. Total of 108 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor. \*C-ID: BIOL 110B*

### **BIOL 025 FIELD STUDIES**

#### **1 unit**

Investigations of biological organisms in their natural habitats with an emphasis on ecological relationships.

**Required** instructional trips. Total of 54 hours by arrangement. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU*

### **BIOL 026 BIOLOGY FIELD STUDIES**

#### **2 units**

Investigations of animals and plants in their natural habitats with an emphasis on ecological relationships.

**Required** instructional trips. Total of 18 hours lecture and 54 hours by arrangement. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU*

### **BIOL 028 INTRODUCTION TO BIOINFORMATICS**

#### **3 units**

Introduction to the structure and function of proteins and nucleic acids including molecular modeling, sequence alignment, database management. Computer programming with Perl or comparable programming language. Designing and managing biological database using relational database applications. Data gathering and analysis using spreadsheet applications. **Recommended** basic computer skills. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU*

### **BIOL 030 FIELD BOTANY**

#### **4 units**

Collection, identification and classification of native California flowering plants. Field identification of trees, shrubs and wildflowers common in California plant communities. **Required** instructional trips. Total of 54 hours lecture and 54 hours by arrangement. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU*

### **BIOL 038 CELL AND MOLECULAR BIOLOGY**

#### **4 units**

**Prerequisites:** Chem 001A and Biol 102C and one of the following: Biol 002, 003, 004, 011 or Micr 002.

Theory of cell structure, types, chemistry and function. Lab procedures for the isolation, purification and analy-

\*Course Identification Numbering System (C-ID)



sis of cells, cell fractions and cell molecules, Particular attention given to the methods used in research, commercial and forensic labs. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **BIOL 039 MODERN HUMAN GENETICS**

#### **4 units**

An introductory course exploring the theoretical and practical applications of human heredity, genetics and biotechnology. Introduction to cellular and molecular biology, Mendelian and molecular genetics, evolution, human genetics, applications of genetic engineering including biotechnology, forensics and molecular medicine. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitation. See counselor.*

### **BIOL 071A EXPLORING TOPICS IN BIOLOGY**

#### **3 units**

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total 54 hours lecture.

*Transfer Credit: CSU*

### **BIOL 071B EXPLORING TOPICS IN BIOLOGY**

#### **1 unit**

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture.

*Transfer Credit: CSU*

### **BIOL 071C EXPLORING TOPICS IN BIOLOGY**

#### **1 unit**

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU*

### **BIOL 102A BIOLOGICAL TECHNOLOGY**

#### **3 units**

Introduction to the fundamental skills necessary for any biotechnology laboratory. Skills include preparation of an industry standard notebook, preparation, solution and media making, sterile technique, use and maintenance of basic laboratory equipment, quality control protocols and lab safety. Total of 36 hours lecture and 72 hours laboratory.

### **BIOL 102B BIOLOGICAL TECHNOLOGY**

#### **3 units**

**Prerequisite:** *Biol 102A.*

Advanced skills in applied biological technology. Skills include PAGE electrophoresis techniques, column chromatography, PCR, ELISA, lyophilization, DNA sequencing, and the production of an industry standard laboratory notebook. Internet databases will be used for instruction in bioinformatics. Total of 36 hours lecture and 72 hours laboratory.

### **BIOL 102C BIOLOGICAL TECHNOLOGY**

#### **3 units**

**Prerequisite:** *Biol 102A.*

Advanced skills in applied biological technology. Skills include cell culture techniques for both plant and mammalian cell cultures and the production of an industry standard laboratory notebook. Total of 36 hours lecture and 72 hours laboratory.

### **BIOL 102D BIOLOGICAL TECHNOLOGY - LABORATORY INTERNSHIP**

#### **3 units**

**Prerequisite:** *Biol 102B or Biol 102C.*

Advanced skills in applied biological technology. Internship in a biochemistry laboratory. Total of 234 hours laboratory.

### **BIOL 103 BIOETHICS**

#### **3 units**

Introduction to basic ethical principles through investigation of ethical issues resulting from scientific research and the development of emerging biotechnologies. Total of 54 hours lecture.

### **BIOL 104A APPLICATIONS OF FLUORESCENCE MICROSCOPY**

#### **2 units**

**Prerequisite:** *Biol 102C.*

Introduction to the fundamental principles of fluorescence microscopy. Exploration of specialized methods and practical biological applications of fluorescence detection and imaging using microscopy techniques currently being performed in research laboratories. Total of 18 hours lecture and 54 hours of laboratory.

### **BIOL 104B MICROBIOLOGICAL APPLICATIONS USED IN BIOTECHNOLOGY**

#### **4 units**

**Prerequisite:** *Biol 102B and Biol 102C.*

Overview of the development of the field of molecular biotechnology. Instruction on how utilization of microorganisms and their biological products led to the advent of recombinant DNA technology, molecular cloning, and genetic engineering. Demonstration of various applied molecular microbiological techniques routinely performed in biotechnology laboratories. Total of 54 hours lecture and 72 hours laboratory.

### **BIOL 104C RESEARCH METHODOLOGY**

**3 units**

**Prerequisites:** *Biol 102B and Biol 102C and Biol 038.*

Capstone course integrates the use of a variety of research methodologies taught in existing biotechnology core courses to illustrate the interdisciplinary nature of scientific research. Coursework includes participation in hypothesis-driven research projects focused on the use of various gene regulatory mechanisms, including RNA interference and genome editing, to study the biology and function of mouse embryonic stem cells. Total of 36 hours lecture and 72 hours laboratory.

### **BIOL 104D COLLABORATIVE RESEARCH EXPERIENCE** **3 units**

**Prerequisites:** *Biol 102B and Biol 102C and Biol 038.*

Opportunity to participate in scientific research projects in collaboration with a local research institute. Practical experience provided with basic research methodologies and strategies used in academic research, specifically in the field of stem cell biology. Total of 36 hours lecture and 72 hours laboratory.

### **BIOL 171A EXPLORING TOPICS IN BIOLOGY**

**3 units**

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total 54 hours lecture.

### **BIOL 171B EXPLORING TOPICS IN BIOLOGY**

**1 unit**

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Course focuses on topics of current and general interest. Total of 18 hours lecture.

### **BIOL 171C EXPLORING TOPICS IN BIOLOGY**

**1 unit**

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture and 18 hours laboratory.

## **BUILDING CONSTRUCTION**

**(Engineering and Technology Division)**

### **BLDG 122 CONTRACTOR'S LICENSING**

**3 units**

Rules and regulations of State Contractor's License Board; legal aspects of business. Total of 54 hours lecture.

### **BLDG 151 CABINET AND MILLWORK FOR MODEL HOME CONSTRUCTION**

**4 units**

Fabrication and installation of cabinets and millwork (door jambs, doors and moldings) for Model Home Construction projects. Safety instruction with hand and power tools in wood shop and at building site. Tools, processes and materials used in cabinetmaking and millwork. Basic blueprint reading, drawing, estimating and preparation of materials take-off list. Use of measurement, layout tools, laminates and lumber substitutes. Installation of cabinet and door hardware. Trade technical calculations. Related local and Uniform Building Codes and standards. Total of 36 hours lecture and 108 hours laboratory.

### **BLDG 152A CABINETMAKING FOR THE STUDENT BUILT HOME CONSTRUCTION**

**4 units**

**Recommended Preparation:** *Bldg 212, Bldg 220.*

Fabrication of cabinets (kitchen, bath and laundry, etc.) for student built home construction project. Safety instruction with hand pneumatic and power tools in shop and at building site. Tools, processes and materials used in cabinetmaking. Reading and understanding of working drawings for estimating and preparation of materials take-off. Use of measurement and layout tools, laminates and lumber substitutes. Trade technical calculations and related local and International Building Codes and standards and Title 24. Total of 36 hours lecture and 108 hours laboratory.

### **BLDG 152B CABINET INSTALLATION & MILLWORK FOR HOME CONSTRUCTION**

**4 units**

**Prerequisite:** *Bldg 152A.*

**Recommended Preparation:** *Bldg 212, Bldg 220.*

Installation of cabinets, hardware, interior door jambs, interior doors and mouldings for student built home construction projects. Safety instruction with hand, pneumatic and power tools in shop and at building site. Tools, processes and materials used in cabinet installation and millwork. Reading and understanding of working drawings for estimating and preparation of materials take-off. Use of measurement, layout tools, laminates and lumber substitutes. Trade technical calculations. Related local and International Building Codes and Standards and Title 24. Total of 36 hours lecture and 108 hours laboratory.

### **BLDG 210A-B BUILDING CONSTRUCTION**

**10 units**

**Prerequisite:** *Bldg 210B requires Bldg 210A.*

Design and building of structures. Safety problems;

blueprint reading, laying of foundations, building forms; concrete mixes and estimates of quantities; setting mud sills, girders, floor joists and plates; roughing in complete buildings, laying of bracing and bridging, laying of all rafters from blueprints. **Each course** 5 units, 10 hours. Total of 54 hours lecture and 126 hours laboratory.

### **BLDG 212 PRINT READING FOR CONSTRUCTION**

#### **3 units**

Review of basic drafting symbols as they appear on prints, analysis of multi-view and isometric drawings. Interpretation of working drawings, specifications and symbols on typical construction documents. Total of 54 hours lecture.

### **BLDG 213 BUILDING CONSTRUCTION CODES AND STANDARDS**

#### **3 units**

Codes and standards for building construction and design; fire protection features; shear paneling, steel hardware connections and design for earthquake mitigation; disabled accessibility design; reporting and clearance of asbestos containing materials (ACM); energy conservation. Total of 54 hours lecture.

### **BLDG 214 MATERIALS AND PROCESSES OF CONSTRUCTION: SUB GRADE TO FLOOR FRAMING**

#### **3 units**

Principles of engineering, structural plan reading, site layout, site grading, foundations, concrete construction, pre-stressed concrete, gunite. Disabled access design; earthquake mitigation design, reporting and clearance of asbestos containing materials (ACM) and other hazardous waste; energy conservation design. Total of 54 hours lecture.

### **BLDG 215 MATERIALS AND METHODS OF CONSTRUCTION: FLOOR THROUGH ROOF FRAMING**

#### **3 units**

Properties and erection of structural materials; lumber framing, structural metals, masonry and use of other materials. Insulation and glazing for energy conservation. Hardware and shear paneling for seismic reinforcement. Construction inspector's duties. Total of 54 hours lecture.

### **BLDG 218 INSPECTION OF ARCHITECTURAL DETAILS**

#### **3 units**

Properties of architectural materials, lumber, roofing, wall finishes, flooring and covering, glass and glazing, finishes. Engineering principles pertaining to heat,

acoustics, humidity, roof construction, interior and exterior materials, finish carpentry, hardware and trim. Final inspection procedures. Total of 54 hours lecture.

### **BLDG 220 ESTIMATING FOR BUILDING CONSTRUCTION**

#### **3 units**

**Prerequisites:** *Bldg 212 or Bldg 230A, or Bldg 210A & Bldg 210B.*

Theory of estimating; structure of plans and specifications estimates; quantity surveying; unit cost synthesis and analysis; bid organization and preparation; competitive simulations and exercises; the estimator's qualifications, responsibilities and ethics. Total of 54 hours lecture.

### **BLDG 221 ELEMENTS OF GRADING INSPECTION**

#### **3 units**

Earth moving operations: Site investigations, soil analysis and soil mechanics. Plan reading; review of soils, engineer's foundation inspection reports. Foundation and steel reinforcement inspection requirements. Hill-side construction and inspection requirements. Total of 54 hours lecture.

### **BLDG 222 PRINCIPLES OF HOUSING AND ZONING REQUIREMENTS**

#### **3 units**

Purpose and intent of Zoning and Housing regulations. Land use, buildable areas, yards and allowable projections. History of parking requirements. Reading and interpretation of plans. Non-conforming rights, Code enforcement, Criminal Complaint Applications, Administrative Abatement of dangerous building and the appeal process. Total of 54 hours lecture.

### **BLDG 223 PRINCIPLES OF PLUMBING INSPECTION**

#### **3 units**

Plan reading and inspection for underground plumbing (water, gas, drains and vents); above-ground plumbing and venting; finished plumbing systems. The Uniform Plumbing Code enforcement process. Total of 54 hours lecture.

### **BLDG 224 PRINCIPLES OF HEATING AND REFRIGERATION INSPECTIONS**

#### **3 units**

Plan reading and inspection of heating, air conditioning, refrigeration and ventilation systems. Ducts, conductors, fuel supply, controls, insulation and refrigeration. The Uniform Mechanical Code enforcement process. Total of 54 hours lecture.

## **BLDG 230A BUILDING CONSTRUCTION**

### **10 units**

Introduction of apprentice carpentry and the building construction trade. Safety orientation in the shop and on the job site including safety practices in demolition. Grading, site development and use of builder's level. Orientation to and application of building layout, materials used in construction, estimation of materials, concrete form work, placing of concrete under floor framing, girder and floor joist layout. Trade technical calculations. Introduction of local and Uniform Building Codes, standards and Title 24. **Required** instructional trips. **No credit** if taken after Bldg 210A-B. Total of 90 hours lecture and 270 hours laboratory.

## **BLDG 230B BUILDING CONSTRUCTION**

### **10 units**

**Prerequisite:** *Bldg 230A.*

Introduction of residential blueprint reading; construction site work; builder's level and transit application. Construction of foundation and floors. Related safety practices in shop and construction site; material take-off, rough plumbing. Under floor insulation and sub-floor installation. Lay out of exterior and interior walls. Trade technical calculations. Related local and Uniform Building Codes, standards, and Title 24. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

## **BLDG 230C BUILDING CONSTRUCTION**

### **10 units**

**Prerequisite:** *Bldg 230B.*

Introduction to rough framing, roof framing, and stair building. Related safety practices in shop and on construction site. Importance of the measuring tools and their use. Stud, joist, and rafter layout. Roof rafters of equal, unequal or odd sloped roofs; roof sheathing and coverings. Framing to allow for plumbing, electrical, heating, ventilation, and air conditioning (HVAC). Drywall construction. Interior and exterior stair building. Trade technical calculations. Related local and Uniform Building codes, standards and Title 24. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

## **BLDG 230D BUILDING CONSTRUCTION**

### **10 units**

**Prerequisite:** *Bldg 230C.*

Application of interior and exterior finish. Related safety in shop and construction site. Taping and finishing dry wall application. Completion of exterior finish, plumbing fixtures, painting, and ceramic tile. Application of floor covering, cabinet and mill work. Form and place concrete drive. Completion of heating, ventilation, and air conditioning (HVAC). Trade technical calculations. Re-

lated local and Uniform Building Codes, standards, and Title 24. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

## **BLDG 232A-D ADDITIONS AND REMODELING**

### **40 units**

**Prerequisite:** *Bldg 232B-D each requires the satisfactory completion of preceding course in this sequence.*

Remodeling carpentry and related mechanical and electrical work. Blueprint reading, permits and codes, materials take-off, carpentry mathematics, foundation work, rough framing, heavy timber, exterior and interior finish, hardware, hand and power tools, safety and security. **Each course** 10 units, 20 hours. Total of 90 hours lecture and 270 hours laboratory.

## **BUSINESS (GENERAL)**

### **(Business Division)**

## **BUS 002 PERSONAL FINANCE**

### **3 units**

Consumer and family money management: maintaining financial records and budgets; purchasing housing, automobiles and other consumer goods; managing credit; buying insurance; planning and managing investments. Total of 54 hours lecture.

*Transfer Credit: CSU*

## **BUS 003 PERSONAL LAW**

### **3 units**

Introduction to the principles that relate to rights and responsibilities under the law. Covers law dealing with crimes, torts, contracts, motor vehicles, employment, sales, insurance and family matters. Total of 54 hours lecture.

*Transfer Credit: CSU*

## **BUS 009 INTRODUCTION TO BUSINESS**

### **3 units**

Survey of U.S. business stressing fundamental concepts in the areas of entrepreneurship, marketing, advertising, decision making, ethics, finance, human resources, global business, legal and regulatory issues, technology, and business policies and practice. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

## **BUS 010 INTRODUCTION TO MANAGEMENT**

### **3 units**

Concepts and theories of management with a focus on the managerial functions: planning, organizing, directing and controlling. Total of 54 hours lecture.

*Transfer Credit: CSU*

**BUS 011A BUSINESS COMMUNICATIONS****3 units****Prerequisite:** *Engl 001A.*

Principles of effective business writing and oral communication skills. Develop writing skills for goodwill, negative news, persuasive, and employment messages, report writing and creating documents using Web sources. Prepare business presentations and practice professionalism at work. Total of 54 hours lecture.

*Transfer Credit: CSU. \*C-ID: BUS 115*

**BUS 012A BUSINESS LAW****3 units**

Development and functions of common law. Definitions and classification of law, court systems and procedures. Law of torts: intentional torts, negligence, defenses, strict liability. Law of intellectual property and cyberlaw. Criminal law and procedures. Law of Contracts: requirement for enforceable agreements, defenses, third parties, performance and remedies. Law of sales and lease contracts: formation, title, risk, insurable interest, performance, remedies and warranties. Constitutional Law and Business. Business ethics. Business entities and agency. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

*\*C-ID: BUS 125*

**BUS 012B BUSINESS LAW****3 unit****Prerequisite:** *Bus 012A.*

Ethics, principles and application of rules of law relating to business organizations. Negotiable instruments; creditor's rights and bankruptcy; agency and labor relations; partnerships and LLP's; corporations; government regulations; personal property, bailments, real property, and landlord-tenant; insurance; wills, trusts and estates. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**BUS 013 BUSINESS LECTURES****1 unit**

Weekly lectures by business and professional men and women to present a comprehensive idea of the business field and its vocational opportunities. Planned to keep students abreast of growth, development, changes and opportunities in business. **Pass/no pass** grading. Total of 18 hours lecture.

*Transfer Credit: CSU*

**BUS 014A MATHEMATICAL ANALYSIS FOR BUSINESS — FINITE****4 units****Prerequisites:** *Math 131, 133B, 134B, or placement based on the Business Mathematics assessment process.*

Algebraic and geometric concepts applied to finding solutions of problems in business, economics, and social sciences. Special emphasis on mathematics of finance, linear and quadratic functions, break-even analysis, supply/demand curves, systems of linear equations and inequalities, matrices, linear programming, sets and Venn diagrams, combinatorial techniques, and probability. Total of 72 hours lecture.

*Transfer Credit: CSU*

**BUS 014B MATHEMATICAL ANALYSIS FOR BUSINESS — CALCULUS****4 units****Prerequisite:** *Bus 014A.*

Techniques of calculus with emphasis placed on the application of these concepts to business and management related problems. Applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied with special emphasis on system optimization, cost and revenue analysis, marginal analysis, elasticity, consumer and producers' surplus, and continuous flow of money problems. Total of 72 hours lecture

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**BUS 016 BUSINESS COMPUTATIONS UTILIZING TECHNOLOGY****3 units**

A comprehensive study of business computations and a review of decimals, fractions, and percentages. Bank services, payroll, the calculations associated with buying and selling, interest and loans, taxes, cash and trade discounts, depreciation and other business computations. **For** students interested in pursuing careers in business. Problems are solved utilizing contemporary technology. Total of 54 hours lecture.

*Transfer Credit: CSU*

**BUS 020 INDEPENDENT STUDY****1 unit****Prerequisite:** *Completion of two courses in the Business Education Division.*

Individual business-related projects; research techniques; written reports. **Pass/no pass** grading. Total of 54 hours laboratory.

*Transfer Credit: CSU*

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*\*Course Identification Numbering System (C-ID)*



**BUS 112 BUSINESS ENGLISH****3 units****Recommended preparation:** *Engl 400 or ESL 033B.*

Review of grammar mechanics; writing effective business communications through study of word usage, punctuation, sentence pattern and structure, and paragraphing. Total of 54 hours lecture.

**BUS 114 BUSINESS MATHEMATICS****3 units**

Mathematical processes and techniques currently used in the fields of business and finance. Emphasis on solving business problems related to financial decision-making and the management of cash flow. Calculate percentages, trade and cash discounts, markups and markdowns, simple and compound interest, bank discounts, present and future value of annuities and sinking funds. Total of 54 hours of lecture.

**BUS 116 SMALL BUSINESS MANAGEMENT****3 units**

Introduction of management principles applied to starting and operating a small business. Includes franchising; market research; site selection; sales and advertising; pricing and credit policies; managing human resources; financial planning, accounting and budgeting. Total of 54 hours lecture.

**BUS 118 INVESTMENTS****3 units**

Principles of investments; types of investment programs and securities. Analysis of financial statements. Total of 54 hours lecture.

**BUS 128 HUMAN RESOURCES MANAGEMENT****3 units**

Human resource administration of public and private organizations including personnel administration, supervision and training. Emphasis on actual personnel problems; principles and methods involved in recruitment, selection and placement of employees with regard to affirmative action programs, training, experience and aptitudes. Total of 54 hours lecture.

**BUS 150 SURVEY OF INTERNATIONAL BUSINESS****3 units**

An introduction to international business management principles with an overview of multinational and global organizations, international law, international human resource problems, operational issues, marketing, decisions, strategic planning and competitiveness, and cross-cultural problems. Total of 54 hours lecture.

**BUS 151 INTERNATIONAL MARKETING****3 units**

An introduction to concepts and principles of international marketing through the use of realistic examples and actual case studies of international marketing organizations, both U.S. and foreign. Studies include international marketing position of the U.S., market entry strategies, analysis of foreign markets, culture and marketing, product design, pricing, distribution, promotion and sales. Total of 54 hours lecture.

**BUS 152 PRINCIPLES OF IMPORTING AND EXPORTING****3 units**

An introduction to various aspects of importing and exporting, including essential terms and techniques. Studies include marketing, organization, regulation, terms of access, documentation, shipment, duty rate structure and determination, currency exchange, and financing involved with international movement of merchandise. Total of 54 hours lecture.

**BUS 160 CUSTOMER SERVICE****3 units**

Analysis of customer service factors in dealing with clients to enhance goodwill and achieve customer service excellence. Theory and skills include building customer rapport, handling problems and complaints, communicating, dealing with difficult customers and projecting a professional image. Development of relationship between the company and the competition. Total of 54 hours lecture.

**BUS 161 APPLIED BUSINESS PRINCIPLES AND PRACTICES****2 units**

A study of appropriate business policies, practices and procedures; business etiquette/protocol; cultural diversity in the global workplace; and conflict resolution. Total of 36 hours lecture.

**BUS 170 WORK EXPERIENCE INTERNSHIP****3 units**

Supervised work experience in a business organization. Total of 270 hours laboratory.

**BUSINESS INFORMATION TECHNOLOGY  
(Business Division)****BIT 010 BASIC COMPUTER KEYBOARDING****1 unit**

Touch control of the microcomputer keyboard, basic key-

boarding skills and numeric keypad operations. Total of 9 hours lecture and 27 hours laboratory.

*Transfer Credit: CSU*

### **BIT 011 BUSINESS DOCUMENT PROCESSING**

**2 units**

Production of business documents using word processing software including proofreading and proper grammar and punctuation. Development of computer keyboarding technique, speed, and accuracy.

**No credit** if taken after BIT 011B. Total of 36 hours.

*Transfer Credit: CSU*

### **BIT 025 SURVEY OF COMPUTER TECHNOLOGY IN BUSINESS**

**3 units**

Survey of Business information systems and technology, networking, e-commerce, ethics and security, systems hardware and software components, and commonly used business software applications, including word processing, spreadsheets, graphics, and database management. Applications of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Total of 54 hours lecture.

*Transfer Credit: CSU. \*C-ID; BUS 140*

### **BIT 100 WORD PROCESSING BASICS**

**1 unit**

**Recommended preparation:** *Enrollment in or completion of BIT 107.*

Introduction to basic concepts and software to create, edit, store, retrieve and print letters, reports and simple tables. **Recommended** BIT 010, 011A, or keyboarding/typing speed of 20 wpm. **No credit** if taken after or concurrently with BIT 128A, 128B, 012A, 012B, 012C, or 012D. Total of 18 hours lecture and 18 hours laboratory.

### **BIT 102 SPREADSHEET BASICS**

**1 unit**

**Recommended preparation:** *Enrollment in or completion of BIT 107.*

Introduction to basic concepts and use of spreadsheet software to create, edit, store, retrieve and print simple spreadsheets and charts. **No credit** if taken after or concurrently with BIT 103A or BIT 103B, BIT 133A, or BIT 133B. Total of 18 hours lecture and 18 hours laboratory.

### **BIT 105 BUSINESS SOFTWARE-MICROSOFT ACCESS**

**2 units**

**Prerequisite:** *Enrollment in or completion of BIT 106.*

Intermediate to advanced relational database concepts to create database tables, forms, business reports, macros, and queries. **No credit** if taken after BIT 105B. Total of 36 hours lecture.

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*\*Course Identification Numbering System (C-ID)*

### **BIT 106 BUSINESS SOFTWARE — INTRODUCTION TO MICROSOFT OFFICE SYSTEM**

**3 units**

Comprehensive overview of the Microsoft Office System applications including Word, Excel, PowerPoint, and Access; integration of applications to create reports and presentations. Total of 54 hours lecture.

### **BIT 107 BUSINESS SOFTWARE — WINDOWS**

**1 unit**

Use and management of the environment and file system within the Windows operating system on both local and cloud systems. Concepts and terminology; end-user techniques for searching and for basic diagnostic and trouble-shooting procedures. Total of 18 hours.

### **BIT 108 MICROSOFT OUTLOOK AND PRODUCTIVITY TOOLS**

**1 unit**

Use and features of business communication software, email software, and emerging business technologies including Microsoft Outlook and Google Drive. Electronic document routing, organizers, calendars, meeting and facility schedulers, and collaborative techniques. Total of 18 hours lecture.

### **BIT 109 BUSINESS SOFTWARE — MICROSOFT POWERPOINT**

**2 units**

**Prerequisite:** *BIT 106.*

Concepts and use of presentation graphics software to plan and develop effective business presentations. Total of 27 hours lecture and 27 hours laboratory.

### **BIT 115 BUSINESS RECORDS SKILLS**

**1 unit**

Introduction to records management concepts and database software using Microsoft Access. Records management systems for organizing business information, materials, and records by applying standard indexing rules and using manual and electronic filing systems (alphabetic, numeric, geographic, chronologic, and subject). Total of 18 hours lecture.

### **BIT 117 COLLABORATIVE WEB-BASED WORKSPACES**

**1 unit**

**Prerequisite:** *Enrollment in or completion of BIT 107.*

Introduction to web-based collaborative workspace software to enhance work, data, and content collaboration in an organizational environment. Emphasis on working as a team, and on workspace sites, workflows, content publication, discussion boards, document libraries, tracking tasks, blogs, wikis, and managing users and permissions. Projects include the design and creation of customized workspaces to solve specific business needs. Total of 18 hours lecture.

**BIT 121 LIFE DESIGN FOR THE 21ST CENTURY****3 units**

Life and occupational preparation; establish a dynamic 10-year plan which integrates goal setting, identity formation, decision making, budget projection, online career research, skills identification, and life-long learning. Total of 54 hours lecture.

**BIT 122 INTERNET RESEARCH FOR BUSINESS****1 unit**

Conducting Internet research, and evaluating, managing, and organizing Internet research findings to effectively communicate information in business. Total of 18 hours lecture.

**BIT 124 ADMINISTRATIVE BUSINESS PROCEDURES****3 units****Prerequisite:** BIT 106.

Administrative support procedures, task organization, time management, team concepts and customer service skills, business travel and meeting arrangements, effective personal interactions to facilitate office work flow, and making ethical choices in the office. Simulated on-the-job training. Total of 54 lecture hours.

**BIT 125 BUSINESS SOFTWARE INTEGRATION****2 units****Prerequisite:** Enrollment in or completion of BIT 105, BIT 109, BIT 128, and BIT 133.

Integration of business software applications, including Microsoft Office and Google Drive, to report, analyze, and measure information for the purpose of business planning and decision making. Total of 27 hours lecture and 27 hours laboratory.

**BIT 128 BUSINESS SOFTWARE-MICROSOFT WORD****2 units****Prerequisites:** Enrollment in or completion of BIT 106 and BIT 011.

Application of intermediate to advanced word processing concepts to create, edit, and format business documents such as memos, forms, newsletters, reports, tables, and templates. Topics include mail merge, images, complex tables, macros, collaboration tools, and master documents. **No credit** if taken after BIT 128B. Total of 36 hours lecture.

**BIT 131 PROFESSIONAL SKILLS FOR CAREER SUCCESS****3 units**

Navigating technology at work; creativity and innovation; interpersonal communications; time management; organization skills; effective listening; valuing diversity; and value-added service. Includes role playing and

critical thinking activities to teach these valuable skills in an integrated manner. Total of 54 hours lecture.

**BIT 133 BUSINESS SOFTWARE-MICROSOFT EXCEL****2 units****Prerequisite:** Enrollment in or completion of BIT 106.

Application of intermediate to advanced spreadsheet software to prepare budgets, record accounting information, and conduct financial analysis. Topics include formula and function creation, PivotTables and PivotCharts, macros, data analysis, what-if analysis, and charts. **No credit** if taken after BIT 133B. Total of 36 hours lecture.

**CHEMISTRY****(Natural Sciences Division)****CHEM 001A GENERAL CHEMISTRY AND CHEMICAL ANALYSIS****5 units****Prerequisites:** (1) Math 131 or its equivalent, and (2) Chem 022 or equivalent skills as demonstrated through placement based on the chemistry assessment process.

Standard general chemistry for science and engineering majors, with emphasis on quantitative methods and calculations. Atomic structure and chemical bonding, stoichiometry, gases, liquids, solids and solution chemistry. Introductions to equilibrium and organic chemistry. Quantitative analysis using analytical balances, gravimetric and volumetric procedures, spectrophotometry and calorimetry. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit:* CSU; UC credit limitations. See counselor. \*C-ID: CHEM 110; CHEM SEQ 120S (with CHEM 001B)

**CHEM 001B GENERAL CHEMISTRY AND CHEMICAL ANALYSIS****5 units****Prerequisite:** Chem 001A.

Standard general chemistry for science and engineering majors, with emphasis on quantitative methods and calculations. Kinetics, equilibrium, thermodynamics, introduction to electrochemistry, coordination compounds, nuclear chemistry, and the chemistry of selected metals and nonmetals, potentiometric titrations and electrochemical cells. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit:* CSU; UC credit limitations. See counselor. \*C-ID: CHEM SEQ 120S (with CHEM 001A)

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\*Course Identification Numbering System (C-ID)

**CHEM 002A CHEMISTRY — GENERAL, ORGANIC AND BIOCHEMISTRY****4 units****Prerequisite:** *Math 125 or Math 127B or Math 128B or Math 150.*

Principles of chemistry for health science majors. Atomic and molecular structure, chemical bonding, nomenclature, chemical reactions and stoichiometry, gases, solutions, acids and bases, pH, buffers, nuclear and organic chemistry. **No credit** if taken after Chem 001A. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor. \*C-ID: CHEM 101*

**CHEM 002B CHEMISTRY — GENERAL, ORGANIC AND BIOCHEMISTRY****4 units****Prerequisite:** *Chem 002A.*

Principles of chemistry for health science majors. Organic and biochemistry: reaction mechanisms, kinetics, enzymes, protein synthesis and metabolism. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor. \*C-ID: CHEM 102*

**CHEM 008A ORGANIC CHEMISTRY****5 units****Prerequisite:** *Chem 001B.*

Standard organic chemistry for science majors. Structure, bonding, nomenclature, isomerism, stereochemistry and physical properties of organic compounds. A mechanistic approach to the reactions of hydrocarbons, alkyl halides, alcohols, dienes, aromatic compounds, organometallics, IR and NMR spectroscopy and mass spectrometry. Introduction to organic laboratory techniques; preparation, isolation and identification of organic compounds. **No credit** if taken after Chem 014A and 016A. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: CHEM 150; CHEM SEQ 160 (with CHEM 008B)*

**CHEM 008B ORGANIC CHEMISTRY****5 units****Prerequisite:** *Chem 008A.*

Standard organic chemistry for science majors. A mechanistic approach to the reactions of alcohols, phenols, ethers and epoxides, aldehydes, ketones, carboxylic acids and their derivatives and amines. Photochemistry, organic redox, polymerization, rearrangements, synthesis and an introduction to biochemical molecules. Qualitative analysis, natural products, multistep synthesis and kinetics. **No credit**

if taken after Chem 014B and 016B. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: CHEM SEQ 160S (with CHEM 008A)*

**CHEM 020 INDEPENDENT STUDY****1 unit****Prerequisites:** *Chem 001B or 002B.*

Faculty-guided research. Each topic includes library research, design and execution of the experiment and the preparation of a summary report. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**CHEM 022 INTRODUCTORY CHEMISTRY****4 units****Prerequisite:** *Enrollment in or completion of Math 131 or equivalent.*

Introduction to principles of chemistry with emphasis on quantitative methods and calculations. **For** science and engineering majors needing preparation for Chem 001A, but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**CHEM 108 PROBLEM SOLVING SKILLS FOR SUCCESS IN ORGANIC CHEMISTRY****1 unit****Corequisite:** *Chem 008B.*

Development and rigorous practice of essential study techniques and course material for success in Chem 008B. Integration of supplemental instruction, problem solving strategies and critical thinking skills. **Pass/no pass** grading. Total of 18 hours lecture.

**CHILD DEVELOPMENT****(Social Sciences Division)****CHDV 010 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN****3 units**

Examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. Includes a review of the historical roots of early childhood education programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity.

*Transfer Credit: CSU. \*C-ID: ECE 120*

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*\*Course Identification Numbering System (C-ID)*



### **CHDV 011 INFANT AND TODDLER DEVELOPMENT**

**3 units**

**Prerequisites:** CHDV 010 and Psyc 021 or 121.

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **CHDV 012A ADMINISTRATION I: PROGRAMS**

**3 units**

**Prerequisites:** CHDV 010 and Psyc 021 or 121.

Introduction to the administration of early childhood programs. Includes program types, program operations and fiscal management, regulatory systems, development and implementation of policies and procedures, community and family resources and relationships. **No credit** if taken after CHDV 112A. **Formerly** CHDV 112A. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit under review.*

### **CHDV 012B ADMINISTRATION II: PERSONNEL AND LEADERSHIP**

**3 units**

**Prerequisite:** CHDV 112A.

Current issues in administration. Effective personnel management strategies including employee advancement through professional growth and development. Understanding applicability of legal and ethical responsibilities. **No credit** if taken after CHDV 112B. **Formerly** CHDV 112B. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit under review.*

### **CHDV 013A PRACTICUM IN CHILD DEVELOPMENT**

**4 units**

**Prerequisites:** CHDV 010 and Psyc 021 or 121; enrollment in one or more CHDV courses and maintain enrollment of 7 units or more including field practice.

Demonstration of developmentally appropriate early childhood teaching competencies under the supervision of CHDV faculty and other qualified early education professionals. Practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families, including understanding of early intervention needs and practices. Emphasis on child centered, play-oriented approaches to teaching, learning and assessment; and knowledge of curriculum content areas as student teachers design, implement and evaluate experiences that promote positive development and learning for young children. Total of 36 hours lecture and 180 hours laboratory.

*Transfer Credit: CSU*

### **CHDV 013AF FIELD PRACTICE IN CHILD DEVELOPMENT - A**

**2 units**

**Prerequisite:** CHDV 010 and Psyc 021 or 121 and maintain enrollment in 7 or more units, including CHDV 013A.

**Corequisite:** CHDV 013A.

Practical classroom experiences to connect theory and practice in Child Development; develop professional behaviors in student teachers while working with young children; and build a comprehensive understanding of children and families in a classroom setting, including understanding of early intervention needs and practices. Demonstration of developmentally appropriate early childhood teaching competencies under the supervision of CHDV faculty and other qualified early education professionals. Emphasis on child centered, play-initiated approaches to teaching, learning and assessment; and knowledge of curriculum content areas as student teachers implement and evaluate experiences that promote positive development and learning for young children. Total of 120 hours field practice.

*Transfer Credit: CSU; UC credit under review.*

### **CHDV 013B PRACTICUM IN CHILD DEVELOPMENT - B**

**2 units**

**Prerequisites:** CHDV 013A and CHDV 013AF and maintain enrollment of 7 units or more including field practice.

**Corequisite:** CHDV 013BF.

Opportunity to learn developmentally-appropriate early childhood teaching strategies. Participation in advocacy project and development of Professional Portfolio. Meets partial fulfillment of the state requirement for the California Child Development Permit. Total of 36 hours lecture.

*Transfer Credit: CSU*

### **CHDV 013BF FIELD PRACTICE IN CHILD DEVELOPMENT B**

**2 units**

**Prerequisite:** CHDV 013A and CHDV 013AF.

**Corequisite:** CHDV 013B.

Opportunity to demonstrate developmentally-appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to connect theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families, including gaining experience with Parent Conferencing. Child centered, play-oriented approaches to teaching, learning, and assessment will be utilized. Meets partial fulfillment of the state requirement for the California Child Development Permit. Total of 120 hours field practice.

*Transfer Credit: CSU; UC credit under review.*



**CHDV 014 OBSERVATION AND ASSESSMENT OF YOUNG CHILDREN****3 units****Prerequisite:** CHDV 010 and Psyc 021

This course focuses on the appropriate use of assessment and observation strategies to document development, behavior, growth, play and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. Child/student observations will be conducted and analyzed. **Recommended** CHDV 013A and 020. Total of 54 lecture hours.

*Transfer Credit: CSU. \*C-ID: ECE 200***CHDV 015 CHILD, FAMILY AND COMMUNITY****3 units****Recommended preparation:** CHDV 010 and Psyc 021 or 121.

An examination of the developing child in a societal context which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Total of 54 hours lecture.

*Transfer Credit: CSU. \*C-ID: CDEV 110***CHDV 016 HEALTH, SAFETY AND NUTRITION****3 units****Prerequisites:** CHDV 010 and Psyc 021 or 121.

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. CPR techniques, pediatric first aid; prevention and detection of child abuse. **Recommended** enrollment in CHDV 013A, B or C. **No credit** if taken after CHDV 116. Total of 54 hours lecture and 15 hours laboratory. **Formerly** CHDV 116.

*Transfer Credit: CSU. \*C-ID: ECE 220***CHDV 017 TEACHING CHILDREN IN A DIVERSE SOCIETY****3 units**

Development of social identities in diverse societies including theoretical and practical implications of oppression and privilege affecting young children, families, programs, classrooms, teaching, education and school-

ing. Exploration of various classroom strategies emphasizing culturally and linguistically appropriate anti-bias approaches supporting children in becoming competent members of a diverse society. Self-examination and reflection of one's own issues and understanding of educational principles in integrating social identity, stereotypes and bias, social and educational access, media, schooling, better informed teaching practices and/or program development. **No credit** if taken after CHDV 117. Total of 54 hours lecture. **Formerly** CHDV 117.

*Transfer Credit: CSU. \*C-ID: ECE 230***CHDV 020 INTRODUCTION TO CURRICULUM PLANNING****3 units****Prerequisites:** CHDV 010 and Psyc 021 or 121.**Recommended Preparation:** CHDV 013A.

Overview of knowledge and skills providing appropriate curriculum and environments for children from birth to age 6. A teacher's role in supporting development and engagement for young children. Strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including 1) academic content areas, 2) play, art, and creativity, 3) development of social-emotional, communication, and cognitive skills, and 4) emphasizing the essential role of play. Includes language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. **No credit** if taken after CHDV 120. Total of 54 lecture hours.

*Transfer Credit: CSU. \*C-ID: ECE 130***CHDV 022 INFANT TODDLER CARE AND EDUCATION****3 units****Prerequisite:** CHDV 011.

Application of current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. Total of 54 hours lecture.

**CHDV 024A SPECIAL TOPICS IN CHILD DEVELOPMENT – HEALTH AND SAFETY****2 units**

Readings, discussions, papers and exercises focusing on topics of current and general interest in health and safety. Focus on critical thinking and analytic skills. Total of 36 hours lecture.

*Transfer Credit: CSU**\*Course Identification Numbering System (C-ID)*

**CHDV 024B SPECIAL TOPICS IN CHILD DEVELOPMENT – CURRICULUM**

**2 units**

Readings, discussions, papers and exercises focusing on topics of current and general interest in curriculum. Focus on critical thinking and analytic skills. Total of 36 hours lecture.

*Transfer Credit: CSU*

**CHDV 024C SPECIAL TOPICS IN CHILD DEVELOPMENT – THE YOUNG CHILD**

**2 units**

Readings, discussions, papers and exercises focusing on topics of current and general interest regarding the young child. Focus on critical thinking and analytic skills. Total of 36 hours lecture.

*Transfer Credit: CSU*

**CHDV 024D SPECIAL TOPICS IN CHILD DEVELOPMENT – WORKING WITH PARENTS**

**2 units**

Readings, discussions, papers and exercises focusing on topics of current and general interest in working with parents. Focus on critical thinking and analytic skills. Total of 36 hours lecture.

*Transfer Credit: CSU*

**CHDV 024E SPECIAL TOPICS IN CHILD DEVELOPMENT – MULTICULTURAL ISSUES**

**2 units**

Readings, discussions, papers and exercises focusing on topics of current and general interest in multicultural issues. Focus on critical thinking and analytic skills. Total of 36 hours lecture.

*Transfer Credit: CSU*

**CHDV 024F SPECIAL TOPICS IN CHILD DEVELOPMENT – DISCIPLINE**

**2 units**

Readings, discussions, papers and exercises focusing on topics of current and general interest in disciplining young children. Focus on critical thinking and analytic skills. Total of 36 hours lecture.

*Transfer Credit: CSU*

**CHDV 024G SPECIAL TOPICS IN CHILD DEVELOPMENT – ENVIRONMENT**

**2 units**

Readings, discussions, papers and exercises focusing on topics of current and general interest in childcare environment. Focus on critical thinking and analytic skills. Total of 36 hours lecture.

*Transfer Credit: CSU*

**CHDV 024H SPECIAL TOPICS IN CHILD DEVELOPMENT – ADMINISTRATION**

**2 units**

Readings, discussions, papers and exercises focusing on topics of current and general interest in administration of childcare centers. Focus on critical thinking and analytic skills. Total of 36 hours lecture.

*Transfer Credit: CSU*

**CHDV 025A EARLY CHILDHOOD EDUCATION STEM A – MATHEMATICS**

**3 units**

**Prerequisites:** CHDV 010 and Psysc 021.

Focus on the principles and methods of planning, presenting and evaluating STEM experiences for young children ages two to five. Students will develop activities that foster children's natural curiosity about mathematical and engineering concepts. These activities will be designed to encourage exploration, experimentation, problem solving and discovery. Methods for adapting math and engineering experiences for young children with special needs will also be discussed. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit under review.*

**CHDV 025B EARLY CHILDHOOD STEM - SCIENCE**

**3 units**

**Prerequisite:** CHDV 025A.

Integration of developmentally appropriate STEM content with a focus on science and technology into the early childhood classroom curriculum. The process of using inquiry tools and problem-solving strategies and focused learning centers with content embedded in all other classroom areas is explored. Examine numerous evidence-based instructional strategies for teaching young children, including those who are culturally, linguistically and ability diverse. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit under review.*

**CHDV 030 INTRODUCTION TO CHILDREN WITH SPECIAL NEEDS**

**3 units**

**Prerequisites:** CHDV 010 and Psysc 021 or Psysc 121.

Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. **No credit** if taken after CHDV 128. Total of 54 hours lecture. **Formerly** CHDV 128.

*Transfer Credit: CSU; UC credit under review.*

**CHDV 035 INTRODUCTION TO CURRICULUM AND STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS****3 units****Prerequisite:** CHDV 010.

Covers curriculum and intervention strategies for working with children with disabilities and other special needs in partnership with their families. Focus on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. The role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. **No credit** if taken after SET 100. Total of 54 hours lecture. **Formerly** SET 100.

*Transfer Credit: CSU; UC credit under review.***CHDV 105 CHILDREN WITH CHALLENGING BEHAVIORS****3 units****Prerequisite:** CHDV 010 and Psyc 021.

Overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stress, child temperament, violence, attachment disorders, and special needs, as well as proactive intervention and prevention techniques. Topics include addressing why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. **No credit** if taken after SET 105. Total of 54 hours lecture. **Formerly** SET 105.

**CHDV 110 SKILLS FOR COLLEGE SUCCESS IN CHILD DEVELOPMENT****1 unit**

Development of essential study techniques for success in the child development program; orientation to applications of computer-based technology; time management; textbook mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

**CHDV 113 EARLY INTERVENTION: HOME VISITING****3 units****Prerequisite:** CHDV 010 and CHDV 035.

Overview of the basics required for an early intervention assistant to effectively provide services to a child with a disability and the family in the home environment. Philosophies regarding early intervention services in the home. Topics include the diversity of environments, family systems and interpersonal communication styles. Additional topics provide support relating to personal organization and preparation for the visits, collaboration with other professionals, infant mental health and developing appropriate home-based interventions for

the child and family. **No credit** if taken after SET 113. Total of 54 hours lecture. **Formerly** SET 113.

**CHDV 114 EARLY INTERVENTION****3 units****Prerequisite:** CHDV 010 and CHDV 011.

Study of infants and toddlers with disabilities, atypical development or other special needs, both in the early intervention setting and in the child care setting. Explores strategies and interventions used in the field of early intervention. Current theories in early intervention, early relationships, family systems, grief processing and stressors will be studied. Total of 54 hours lecture.

**CHDV 118 LANGUAGE AND LITERACY IN EARLY CHILDHOOD****3 units**

Introduction and survey of the range and stages of language and literacy development theories, practices and activities that support young children's emerging language and literacy skills, birth through age 8. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit under review.***CHDV 119 ADULT SUPERVISION AND MENTORING IN EARLY CARE AND EDUCATION****3 units****Prerequisites:** CHDV 013A, 015, 120.

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. Total of 54 hours lecture.

**CHDV 122 PRACTICUM IN EARLY INTERVENTION/SPECIAL EDUCATION****2 units****Prerequisite:** CHDV 035 and CHDV 010.**Corequisite:** CHDV 122F.

Preparation for teaching basic academic and life processes skills to students with disabilities. Theory and practice includes the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education. **No credit** if taken after SET 122. Total of 36 hours lecture. **Formerly** SET 122.

**CHDV 122F FIELD PRACTICE IN EARLY INTERVENTION/SPECIAL EDUCATION****1 unit****Corequisite:** CHDV 122.

Practical classroom experiences to make connections between theory and practice with infants and young

children with disabilities and other special needs, including understanding of early intervention needs and practices. Demonstration of developmentally appropriate early childhood teaching competencies under the supervision of qualified early education professionals. Emphasis on child-centered, play-oriented approaches to teaching, learning and assessment; and knowledge of curriculum content areas as student teachers implement and evaluate experiences that promote positive development and learning for young children with disabilities or other special needs. Total of 60 hours field practice.

### **CHDV 196 CHILD DEVELOPMENT LABORATORY**

#### **1 unit**

Opportunity for child development and education students to study in their chosen specialization in child development at the advanced level by performing guided laboratory applications and exercises. Total of 9 hours lecture and 27 hours laboratory.

## **CHINESE**

### **(Languages Division)**

#### **CHIN 001 ELEMENTARY CHINESE (Mandarin)**

##### **5 units**

Pronunciation and grammar; reading and writing Chinese characters; vocabulary building. Introduction to geography; customs and culture of China. Corresponds to first year of high school Chinese. Total of 90 hours lecture. *Transfer Credit: CSU; UC*

#### **CHIN 002 ELEMENTARY CHINESE (Mandarin)**

##### **5 units**

**Prerequisite:** *Chin 001, or the first year of high school Chinese, or placement based on the foreign language assessment process.*

Grammar; oral and written composition; customs and culture. **No credit** if taken after Chin 002A. Total of 90 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

#### **CHIN 002A ELEMENTARY CHINESE (Mandarin) FOR ADVANCED BEGINNERS**

##### **5 units**

Intensive training in oral and written Chinese. Designed for students who already have some degree of fluency in spoken Chinese, but have had little or no formal training in reading and writing of Chinese characters. Improvement of oral expression. Introduction to Chinese grammar essentials, readings of simple contemporary Chinese

stories; oral and written composition. **No credit** if taken after Chin 001 or 002. Total of 90 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

#### **CHIN 003 INTERMEDIATE CHINESE (Mandarin)**

##### **5 units**

**Prerequisite:** *Chin 002 or Chin 002A, or two years of high school Chinese, or placement based on the foreign language assessment process.*

Grammar; oral and written composition; reading of intermediate texts, including those on Chinese history, geography and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

#### **CHIN 004 INTERMEDIATE CHINESE (Mandarin)**

##### **5 units**

**Prerequisite:** *Chin 003 or, three years of high school Chinese, or placement based on the foreign language assessment process.*

Continuation of grammar, oral and written composition; reading of texts of moderate difficulty, including modern Chinese literature. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

#### **CHIN 005 ADVANCED CHINESE READING AND COMPOSITION**

##### **3 units**

**Prerequisite:** *Chin 004 or placement based on the foreign language assessment process.*

Reading and writing of Chinese texts with advanced written styles and syntax. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

#### **CHIN 008A INTRODUCTION TO CHINESE CONVERSATION (Mandarin)**

##### **2 units**

**Prerequisites:** *Chin 002, Chin 002A, or placement based on the foreign language assessment process.*

Practice in oral self-expression and understanding spoken Chinese. **No credit** if taken after Chin 003 or Chin 009A-B. Total of 36 hours lecture.

*Transfer Credit: CSU*

#### **CHIN 008B INTRODUCTION TO CHINESE CONVERSATION (Mandarin)**

##### **2 units**

**Prerequisites:** *Chin 002, Chin 002A, or placement based on the foreign language assessment process.*

Practice in oral self-expression and understanding spoken Chinese. **No credit** if taken after Chin 003 or Chin 009A-B. Total of 36 hours lecture.

*Transfer Credit: CSU*

**CHIN 009A CHINESE CONVERSATION (Mandarin)****2 units**

**Prerequisite:** *Chin 003, Chin 008A-B, or placement based on the foreign language assessment process.*  
Intensive practice in oral expression and comprehension of spoken Chinese. Total of 36 hours lecture.  
*Transfer Credit: CSU*

**CHIN 009B CHINESE CONVERSATION (Mandarin)****2 units**

**Prerequisite:** *Chin 003, Chin 008A-B, or placement based on the foreign language assessment process.*  
Intensive practice in oral expression and comprehension of spoken Chinese. Total of 36 hours lecture.  
*Transfer Credit: CSU*

**CHIN 009C CHINESE CONVERSATION (Mandarin)****2 units**

**Prerequisite:** *Chin 003, Chin 008A-B, or placement based on the foreign language assessment process.*  
Intensive practice in oral expression and comprehension of spoken Chinese. Total of 36 hours lecture.  
*Transfer Credit: CSU*

**CHIN 010 CHINESE CIVILIZATION****3 units**

The study of Chinese literature, arts, philosophy, geography, religion and the social and political environment; Chinese contributions to civilization from the classical period to modern times. (Course conducted in English.) Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

**CHIN 012 CHINESE LITERATURE IN TRANSLATION****3 units**

**Prerequisite:** *Eligibility for Engl 001A.*  
Reading and discussion of major works of Chinese literature in translation from different historical periods. Selected readings will be made from different genres: poetry, drama, essays and the novel. (Course conducted in English.) Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

**CHIN 022 CHINESE CALLIGRAPHY****3 units**

History, development, aesthetics, and appreciation of Chinese calligraphy. An examination of Chinese character formation, evolution and etymology as well as a survey of varieties of Chinese scripts and hands-on practice of Chinese calligraphy. (Course conducted in English.) Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

**CHIN 050 CHINESE CINEMA****3 units**

**Prerequisite:** *Eligibility for Engl 001A.*  
Introduction to Chinese cinema. Chinese culture, society, and historical periods through the viewing and discussion of Chinese films from mainland China, Hong Kong, and Taiwan. (Course conducted in English). Total of 54 hours lecture.  
*Transfer Credit: CSU; UC credit under review.*

**CHIN 150A CHINESE FOR BUSINESS AND TRAVEL****2 units**

Practical conversational Chinese for business and travel. Contemporary culture in Chinese-speaking areas. Total of 36 hours lecture.

**CHIN 150B CHINESE FOR BUSINESS AND TRAVEL****2 units**

**Prerequisite:** *Chin 150A or placement based on the foreign language assessment process.*  
Further instruction in conversational Chinese for business and travel. Contemporary culture in Chinese-speaking areas. Total of 36 hours lecture.

**COLLEGE****(Counseling)****COLL 001 FIRST YEAR SEMINAR****3 units**

Development of thinking strategies that can be used for lifelong problem solving in academic, social, and personal life. Introduces critical thinking, information literacy, college resources, motivating factors and study skills for student success. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

**COMMUNICATION****(Performing and Communication Arts Division)****COMM 001 SURVEY OF MASS COMMUNICATION****3 units**

Mass media as information distributors; print media, radio and television broadcasting, motion pictures, public relations, sales and advertising. Rights and responsibilities under the First Amendment. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC. \*C-ID: JOUR 100*

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\*Course Identification Numbering System (C-ID)



## COMM 020 INDEPENDENT STUDY

1 unit

**Prerequisite:** *Permission of department chairperson.*

Individual projects in the communication arts and sciences. Total of 54 hours laboratory.

*Transfer Credit: CSU*

## COMM 101 COMMUNICATION FIELD PRACTICE

1 unit

**Prerequisites:** *Maintain enrollment in 7 units or more including field practice; enrollment in or completion of at least one of the following: Spch 005AB, 018, TVR 002B, 014A-B, 016A, 018, 021, 106A-B, Thrt 012A.*

Student projects and supervised on-campus experience in speech pathology, telecommunications, theater arts (including on-campus radio and television production), engineering, newswriting, theater arts technology.

**Pass/no pass** grading. Total of 90 hours field practice.

## COMM 102 COMMUNICATION FIELD PRACTICE

2 units

**Prerequisites:** *Maintain enrollment in 7 units or more including field practice; enrollment in or completion of at least one of the following: Spch 005AB, 018, TVR 002B, 014A-B, 016A, 018, 021, 106A-B, Thrt 012A.*

Student projects and supervised on-campus experience in speech pathology, telecommunications, theater arts (including on-campus radio and television production), engineering, newswriting, theater arts technology.

**Pass/no pass** grading. Total of 180 hours field practice.

## COMPUTER INFORMATION SYSTEMS

(Business Division)

### CIS 001 INTRODUCTION TO COMPUTERS

3 units

Computer hardware, software, operating systems, file management, local area networks, Internet, digital data representation, and digital media. Computer technology related issues and future trends. Hands-on experience with word processing and presentation software. **No credit** if taken after CIS 010. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### CIS 010 INTRODUCTION TO INFORMATION SYSTEMS

3 units

Foundation course including hardware, system and application software, networking, programming languages, systems analysis and design, information systems and usage of the Internet, the web, and E-Commerce. Hands-on experience with programming, webpage design, spreadsheets, database and Internet software. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

## CIS 011 INFORMATION AND COMMUNICATION TECHNOLOGY ESSENTIALS

4 units

Installation, configuration, and troubleshooting of computer hardware, mobile devices, printers, software, operating systems, networking, security, and operational procedures. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

## CIS 012 INTRODUCTION TO PROGRAMMING

3 units

**Prerequisite:** *Enrollment in completion of CIS 010.*

Foundation course in programming for students with little or no programming knowledge or experience. Topics will cover the building blocks of a program, life cycle of a program, user-developer relationships, design interface features, instruction components, and basic coding elements. Total of 36 lecture hours and 54 hours of laboratory.

*Transfer Credit: CSU; UC credit under review.*

## CIS 014 C++ PROGRAMMING

3 units

**Prerequisites:** *CIS 012 and CIS 036.*

Foundations of C and C++. Operators, functions, arrays, pointers, structures, unions, classes, C++ data types, polymorphism, inheritance, encapsulation, virtual functions, templates, file processing, control structures, and an emphasis on object oriented program design. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

## CIS 016 JAVA PROGRAMMING

3 units

**Prerequisites:** *CIS 012 and CIS 036.*

Java programming language: classes, methods, operators, encapsulation, polymorphism, inheritance, dynamic binding, file processing, control structures, function overloading, use of AWT, creation and use of applets in Internet applications, and an emphasis on object oriented program design. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

## CIS 020 INDEPENDENT STUDY

1 unit

**Prerequisites:** *Minimum grades of C in 12 units of computer science or computer information systems courses.*

Individual projects; problem formulation, design, documenting, programming and testing. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**CIS 022 INTRODUCTION TO THE INTERNET****3 units****Prerequisite:** CIS 010.

General overview of computer systems, networking, and the Internet. World Wide Web, email, telnet, ftp, newsgroups, finding information on the Internet, and basic Web page creation. Legal, ethical, privacy and security issues on the Internet. Total of 90 hours lecture.

*Transfer Credit: CSU***CIS 030 NETWORKS AND COMMUNICATIONS****3 units**

Introduction to network applications; fundamental communication concepts; data communication hardware; protocols and software; microcomputers and communications; network configurations, management and security. Total of 90 hours lecture.

*Transfer Credit: CSU***CIS 031 DATABASE SYSTEMS****3 units****Prerequisite:** Enrollment in or completion of CIS 010.

Concepts of a database management system with emphasis on the relational model. Data independence, data security, data integrity, access control, database architecture, database sublanguages, data dictionary; future technology and trends. Total of 54 hours lecture.

*Transfer Credit: CSU***CIS 036 INTRODUCTION TO VISUAL BASIC****3 units****Prerequisite:** CIS 010 and CIS 012.

Introduction to programming using Visual Basic. Course will cover guidelines to build a simple application; and how to create a graphical user interface (GUI) design utilizing various design tools. Fundamentals will be presented on basic coding elements, data file manipulation, use of variables, constants, selection and branching structures, looping, data validation, sub and function procedures, string manipulation, and creating and accessing arrays. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC***CIS 038 ADVANCED VISUAL BASIC****3 units****Prerequisite:** CIS 036, CIS 066, CS 002, CS 010, CS 012, CS 043.

Advanced techniques in the use of VISUAL BASIC, such as user-friendly menus, internal program documentation and program structure; subroutines, file manipulation, special functions, problem solving and graphics. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC***CIS 040 UNIX ADMINISTRATION****3 units****Prerequisite:** CIS 011.

Understanding the UNIX operating system. Coverage of common installation and configuration issues in networking environments. Coverage of the UNIX architecture including the use of utilities, file handling, text editors, job control, and printing. Coverage of Telnet, FTP, Gopher, and other UNIX tools. Prepares students for Industry-level certification. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU***CIS 050 SURVEY OF E-COMMERCE/  
E-BUSINESS TECHNOLOGY****3 units****Prerequisite:** CIS 010.

Fundamentals of E-commerce technologies which will build student skills and knowledge in developing, designing and managing a business on the internet. Topics include, but are not limited to, current technical issues, such as internet, intranet, extranet, tools, and technology; and business issues such as the application of business concepts, current practice, and strategic opportunities that surround the emergence of E-Commerce. Students will develop an understanding of technology infrastructure that enables e-commerce and the impact to e-commerce on business and the economy. Total of 90 hours lecture.

*Transfer Credit: CSU***CIS 055 INTRODUCTION TO E-BUSINESS PRACTICES****3 units****Prerequisite:** CIS 010.

Plan, design, build, tune, troubleshoot, secure, and manage a fully operational e-commerce site; client-server configuration, website evaluation strategies, electronic data interchange, revenue models, encryption, and security. Total of 90 hours lecture.

*Transfer Credit: CSU***CIS 060 E-COMMERCE FUNDAMENTALS****3 units****Prerequisite:** CIS 010.

Basic rules of business, law, and marketing will be expanded, contracted, and applied for E-commerce, as well as an investigation of rules created specifically for internet business. Total of 90 hours lecture.

*Transfer Credit: CSU***CIS 062 INTRODUCTION TO SYSTEMS ANALYSIS****3 units**

Case studies of solutions to a variety of realistic problem situations; identifying and applying constraints to

determine feasibility; applying criteria to select the best solution from alternatives. Total of 54 hours lecture.  
*Transfer Credit: CSU*

### **CIS 066 ASSEMBLY LANGUAGE PROGRAMMING**

**3 units**

**Prerequisites:** *CS 002 or CIS 010; and one of the following: CS 010, CS 012, CS 043, CIS 036, CIS 064, CIS 134.*

Computer organization and data structures; machine instruction sets; macros; subroutines; input/output control system; binary, octal and hexadecimal numbers systems; 8088 assembly mnemonics. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### **CIS 074 INTRODUCTION TO OBJECT ORIENTED SYSTEMS ANALYSIS AND DESIGN**

**3 units**

**Prerequisite:** *CIS 016.*

Introduction to object-oriented systems analysis and design using unified modeling language (UML). Design solutions using the system development life cycle; determination of information system requirements. Use cases, use case diagrams, domain models, interaction diagrams, and design class diagrams. Total of 90 hours lecture.

*Transfer Credit: CSU*

### **CIS 080 MICROCOMPUTER APPLICATIONS**

**3 units**

IC3 Certification training and preparation. Includes an overview of computers as well as introduction to Microsoft Word, Excel, PowerPoint, Access, Internet and E-mail. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **CIS 115 MICROCOMPUTER FIELD PRACTICE**

**2 units**

**Prerequisites:** *CIS 030 and maintain enrollment of 7 units or more, including field practice.*

Work in industry installing hardware and software; training users on uses of the microcomputer. Pass/no pass grading. Total of 180 hours field practice.

### **CIS 132 FOURTH GENERATION LANGUAGES**

**3 units**

**Prerequisite:** *Any other CIS course.*

An introduction to common non-procedural languages with emphasis on SQL. Table creation, queries, reporting from files, building systems, accessing a database. Total of 54 hours lecture.

### **CIS 133 LOCAL AREA NETWORKS (LANs)**

**3 units**

**Prerequisite:** *CIS 010.*

A comprehensive overview of LANs. Analysis of transmission media, systems architectures, and cost/benefit tradeoffs. Interconnectivity issues. Prepares students for Industry-level certification. Total of 54 hours lecture and 36 hours laboratory.

### **CIS 135 CLIENT/SERVER DEVELOPMENT**

**1 unit**

Systems development guidelines and principles that govern the client/server environment, what they are, and how they are implemented. Practical solutions to building sound and stable client/server applications. Hardware and software components relevant to a client/server architecture and application implementation. Total of 18 hours lecture and 36 hours laboratory.

### **CIS 137 WINDOWS WORKSTATION**

**3 units**

**Recommended preparation:** *CIS 010.*

Understanding the Windows Workstation operating system. Coverage of Windows Workstation architecture and features. Installation and configuration of Windows Workstation. Security, administration, and implementation in a networking environment. Prepares students for industry-level certification. Total of 54 hours lecture and 36 hours laboratory.

### **CIS 139 WINDOWS SERVER**

**3 units**

**Prerequisite:** *CIS 137.*

Understanding the Windows Server operating system. Coverage of Windows Server architecture and features. Installation and configuration of Windows Server. Security, administration, and implementation in a networking environment. Managing groups, folders, files, and object security. Remote access and virtual private networks. Managing internet and network interoperability. Prepares students for industry-level certification. Total of 54 hours lecture and 36 hours laboratory.

### **CIS 140A MCSE: MICROSOFT WINDOWS SYSTEM ADMINISTRATION 1**

**4 units**

**Corequisite:** *CIS 011.*

Active Directory Domain Services (AD DS), IPv4 and IPv6, Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), Local Storage, File and Print Services, Group Policy, Server Virtualization with Hyper-V, Remote Access, Network Policy Server (NPS), Network Access Protection (NAP), Windows Deployment Services (WDS), and Windows Server Update Services (WSUS). Total of 54 hours lecture and 54 hours laboratory.

**CIS 140B MCSE: MICROSOFT WINDOWS SYSTEM ADMINISTRATION 2****4 units****Prerequisite:** *CIS 140A*.

Advanced DHCP and DNS features, iSCSI storage, Branch Cache, Dynamic Access Control (DAC), Network Load Balancing (NLB), Failover Clustering, Failover Clustering with Hyper-V, Disaster Recovery, Distributed AD DS, AD DS Sites and Replication, Active Directory Certificate Services (AD CS), Active Directory Rights Management Services (AD RMS), and Active Directory Federation Services (AD FS). Total of 54 hours lecture and 54 hours laboratory.

**CIS 141 MCSE: MICROSOFT EXCHANGE SERVER ADMINISTRATION****3 units****Prerequisite:** *CIS 140B*.

Install, configure and manage Microsoft Exchange Server in a Windows Active Directory environment. Configure Microsoft Exchange Server roles. Manage users, mailboxes, security, and database. Configure connectors, antivirus and anti-spam systems, transport rules and message compliance, archiving, policies, client connectivity, public folders, and high availability. Backup and restore Exchange Server. Total of 54 hours lecture and 54 hours laboratory.

**CIS 142 ADMINISTERING MICROSOFT SQL SERVER DATABASES****3 units****Prerequisite:** *CIS 139*.

Install, configure, and support Microsoft SQL Server and database including, managing storage, setting up user accounts, assigning permissions, securing SQL Server, backing up and restoring databases, performing other administrative tasks, transferring data in and out of SQL Server databases, diagnosing system problems, and ensuring high-availability. Total of 54 hours lecture and 36 hours laboratory.

**CIS 151 VMWARE VSPHERE: INSTALL, CONFIGURE, MANAGE****3 units****Prerequisite:** *CIS 011*.

Installation, configuration and management of VMware vSphere which includes ESXi hosts and vCenter server with hands-on training and lecture. Upon completion of this course, students can take VCP (VMware Certified Professional) exam. Total of 36 hours lecture and 54 hours of laboratory.

**CIS 160A CCNA: CISCO NETWORK ADMINISTRATION 1****5 units****Recommended Preparation:** *CIS 114*.

First of two courses designed to prepare students for Cisco Certified Network Associate (CCNA) Routing and Switching certification. The OSI and TCP/IP layered models. The principles and structure of IP addressing. The fundamentals of Ethernet concepts, media, and operations. Architecture, components, and operation of routers, and principles of routing, routing protocols, and design of IP networks with IP addressing techniques such as VLSM, CIDR and route summarization. Analyze, configure, verify, and troubleshoot the routing protocols such as RIP, EIGRP, and OSPF. Configure, verify, and troubleshoot IP ACLs. Total of 54 hours lecture and 108 hours laboratory.

**CIS 160B CCNA: CISCO NETWORK ADMINISTRATION 2****5 units****Prerequisite:** *CIS 160A*.

Second of two courses designed to prepare students for Cisco Certified Network Associate (CCNA) Routing and Switching certification. Configure a switch for basic functionality and implement Link Aggregation, VLAN, VTP, and Inter-VLAN routing using Cisco routers in a converged network with VLSM and CIDR. The different implementations of Spanning Tree Protocol in a converged network. Wireless concepts, Standards, Security, and configuration. Configure WAN link protocols (HDLC, PPP and Frame-relay). Configure IPsec VPN, Dynamic Host Configuration Protocol (DHCP), and Network Address Translation (NAT). Monitor and troubleshoot common enterprise IP network implementation issues related OSI Layer 1 - 7. Total of 54 hours lecture and 108 hours laboratory.

**CIS 161 CCNA: INTRODUCTION TO NETWORKS****3 units****Recommended Preparation:** *CIS 011*.

The structure, functions, and components of the Internet and other computer networks. OSI and TCP/IP layered models. The principles and structure of IP addressing (IPv4 and IPv6). The fundamentals of Ethernet concepts, media, and operations. Total of 36 hours lecture and 54 hours laboratory.

**CIS 162 CCNA: ROUTING AND SWITCHING ESSENTIALS****3 units****Prerequisite:** *CIS 161*.

Routing and switching concepts, Static Routing, Routing Information Protocol (RIP), Open Shortest Path



First (OSPF), virtual LANs (VLANs), Inter-VLAN routing, Access Control Lists (ACLs), Dynamic Host Configuration Protocol (DHCP), and Network Address Translation (NAT). Total of 36 hours lecture and 54 hours laboratory.

### **CIS 163 CCNA: SCALING NETWORKS**

**3 units**

**Prerequisite:** *CIS 162.*

Spanning Tree Protocols (STP), VLAN Trunk Protocol (VTP), Wireless LAN, Multi-area Open Shortest Path First (OSPF), Enhanced Interior Gateway Routing Protocol (EIGRP), Wireless LANs, and Cisco IOS software management. Total of 36 hours lecture and 54 hours laboratory.

### **CIS 164 CCNA: CONNECTING NETWORKS**

**3 units**

**Prerequisite:** *CIS 163.*

Point-to-Point Protocol (PPP), Frame Relay, Network Address Translation (NAT), broadband solutions, Virtual Private Networks (VPNs), Syslog, Simple Network Management Protocol (SNMP), Netflow, and network troubleshooting. Total of 36 hours lecture and 54 hours laboratory.

### **CIS 165 CCNP R&S ROUTE: IMPLEMENTING IP ROUTING**

**4 units**

**Prerequisite:** *CCNA Certificate or equivalent.*

**Recommended preparation:** *CCNA Certificate.*

Authorized Cisco Networking Academy CCNP R&S ROUTE course with lecture and hands-on lab. Advanced topic in Cisco routing including how to design, configure, maintain and scale routed networks that are growing in size and complexity. Using Cisco routers connected in LANs and WANs typically found at medium to large network sites. Emphasis toward preparing for the Cisco Certified Network Professional (CCNP) examination. Total of 54 hours lecture and 72 hours laboratory.

### **CIS 166 CCNP: BUILDING CISCO REMOTE ACCESS NETWORKS**

**4 units**

**Prerequisite:** *CIS 165.*

How to design, configure, maintain, and scale a remote access network using Cisco routers and switches. Build and configure a remote access network to interconnect central sites to branch offices and home office/telecommuters, control access to the central site, and maximize bandwidth utilization over the remote links. Emphasis toward preparing for the Cisco Certified Network Professional (CCNP) examination. Total of 54 hours lecture and 72 hours laboratory.

### **CIS 167 CCNP R&S IMPLEMENTING CISCO IP SWITCHED NETWORKS**

**4 units**

**Prerequisite:** *CIS 165.*

How to build and manage campus networks using multilayer switching technologies. Covers campus network design, VLANs, Spanning-Tree Protocol (STP), inter-VLAN routing, Multilayer Switching (MLS), Cisco Express Forwarding (CEF), Hot Standby Router Protocol (HSRP). Securing the switched network model, including setting passwords, local and remote login, modifying default privilege levels, and applying Layer 3 traffic management techniques to the campus network. Very detailed information regarding the role of switches in multicasting. Emphasis toward preparing for the Cisco Certified Network Professional (CCNP) examination. Total of 54 hours lecture and 72 hours laboratory.

### **CIS 168 CCNP TSHOOT: TROUBLESHOOTING AND MAINTAINING IP NETWORKS**

**4 units**

**Prerequisite:** *CIS 167.*

Diagnose, isolate, and correct network failures and performance problems. Identify troubleshooting targets and use appropriate troubleshooting tools to manage network. Emphasis toward preparing for the Cisco Certified Network Professional, Troubleshooting (CCNP TSHOOT) examination. Total of 54 hours lecture and 72 hours laboratory.

### **CIS 169A CCNA SECURITY**

**4 units**

**Enrollment Limitations:** *Valid CCNA Certification or equivalent.*

Design and implement security solutions that will protect the network from outside attacks. Emphasis on security policy design and management, security technologies, and solutions, firewall and secure router design, installation, configuration, and maintenance, implementation of AAA and VPN using routers and firewalls. A part of Cisco Networking Academy Program preparing students for CCNA Security certification exam. Total of 54 hours lecture and 72 hours laboratory.

### **CIS 169B NETWORK SECURITY 2**

**4 units**

**Prerequisite:** *CIS 169A.*

Focuses on the overall security process in a network including security policy design and management, security technologies, products, and solutions. Firewall and secure router design, installation, configuration, and maintenance along with intrusion prevention system implementation using routers and firewall will be covered. VPN implementation using routers and firewalls will be



covered. A part of Cisco Networking Academy Program preparing students for CCSP (Cisco Certified Security Professional) certificate. Total of 72 hours lecture and 54 hours laboratory.

### **CIS 170 CISCO IP TELEPHONY**

**4 units**

**Prerequisite:** *CIS 166.*

Introduction to converged voice and data networks as well as the challenges faced by its various technologies. Presents Cisco solutions and implementation considerations to address those challenges. Total of 72 hours lecture and 54 hours laboratory.

### **CIS 180 ORACLE DATABASE FUNDAMENTALS**

**3 units**

**Recommended preparation:** *CIS 031.*

Oracle database architectural components including: configuring an Oracle server, managing an Oracle instance, creating an Oracle database, and defining the data dictionary's content and usage. Course also covers Oracle database security with an emphasis on roles and privileges. Total of 54 hours of lecture and 36 hours laboratory.

### **CIS 181 ORACLE SQL**

**3 units**

**Recommended preparation:** *CIS 031.*

Programming with Oracle SQL for defining, maintaining, and managing an Oracle database environment. Use of Oracle SQL to query databases, define tables, join tables, and manipulate table data. Creation of users, roles, and appropriate system and object database privileges. Total of 54 hours of lecture and 36 hours of laboratory.

### **CIS 182 ORACLE PL/SQL**

**3 units**

**Recommended preparation:** *CIS 181.*

Programming using the Oracle procedural language (PL) extension in conjunction with SQL. Handling data in Oracle PL/SQL blocks. Creating PL/SQL processes and procedures. Utilizing Oracle PL/SQL functions, packages, and database triggers. Oracle database performance tuning. Total of 54 hours of lecture and 36 hours of laboratory.

### **CIS 183 ORACLE FORMS DEVELOPMENT**

**3 units**

**Recommended preparation:** *CIS 181.*

The Oracle Forms development environment. Programming techniques for developing data entry and query screens utilizing Oracle databases. Coverage of Oracle Forms objects, Forms Wizards, Form Builder, and Layout Editor. Application design using database triggers,

menus, and multiple forms. Total of 54 hours lecture and 36 hours laboratory.

### **CIS 190 WEB SERVER DEVELOPMENT**

**3 units**

**Prerequisite:** *CIS 011 or CIS 136.*

Foundations of the Internet and the World Wide Web: Intranets, technical aspects of the Web, Internet and Web Servers, hypermedia, HTML, scripting languages, Web page development, basic data communication and networking, Web browsers, search engines, file transferring, email, FTP, HTTP, POP, SMTP, TCP/IP, URL's, Web Security, and emphasis on the development of a Web site. Total of 54 hours lecture and 36 hours laboratory.

### **CIS 192 INTRODUCTION TO WEB AUTHORIZING**

**3 units**

**Interdisciplinary course:** CIS, Graphic Communications Technology

**Prerequisite:** *CIS 010.*

The development guidelines and principles that govern the Web Designing and Publishing environment, what they are, and how they are implemented. Practical solutions to building multimedia-based Web pages/site and related topics. The main concepts of Internet and applications of telecommunication. An introduction to JavaScript and its application in HTML and emerging technologies. **May not be taken concurrently** with or after GRFX 192. Total of 54 hours lecture and 36 hours laboratory.

### **CIS 193 WEB APPLICATIONS USING JAVASCRIPT**

**3 units**

**Prerequisite:** *CIS 012.*

Web application programming using JavaScript. Course covers adding and manipulating JavaScript code; handling expressions, debugging and error handling; working with browsers, Object-Oriented programming, manipulating strings and arrays; handling security, programming interfaces with today's devices, updating Web pages with Ajax and HTTP, requesting and receiving server data; coding and implementing JQuery's built-in effects. Total of 36 hours lecture and 54 hours laboratory.

### **CIS 197 WEB APPLICATIONS USING PHP & MYSQL**

**3 units**

**Prerequisite:** *CIS 012.*

PHP and MySQL, an open source relational database commonly used with PHP. Object-oriented programming to build professional, database-driven Web sites that incorporate authentication and security. Includes a comprehensive Web development project that applies core concepts resulting in a PHP code demonstration site. Total of 36 hours lecture and 54 hours laboratory.

## CIS 199 WEB SCRIPTING AND WEB SERVER SECURITY

3 units

**Prerequisite:** CIS 012.

Web Scripting and Web Security from both the client and server-side. Fundamentals in markup languages (HTML/XHTML), scripting languages like JavaScript, PHP, Ajax, and ASP.NET, SQL, Ruby on Rails, and the introduction to mobile software development. Total of 36 hours lecture and 54 hours laboratory.

## COMPUTER SCIENCE

(Mathematics Division)

### CS 001 INTRODUCTION TO COMPUTERS AND PROGRAMMING

5 units

The history of computing, basic computer operation, the notion of an algorithm, variable definitions, expressions, input/output, branches, loops, functions, parameters, selection, iterative techniques, arrays, strings. **For** non-engineering and non-science majors or for students considering taking CS 002 but needing additional preparation. **No credit** if taken after CS 002. Total of 72 hours lecture and 54 hours laboratory.

*Transfer Credit:* CSU; UC

### CS 002 FUNDAMENTALS OF COMPUTER SCIENCE I

4 units

**Prerequisite:** Math 007B or 009.

First programming course in the series of Introduction to Computer Science courses. Problem solving through structured programming of algorithms on computers using the basics of the C++ object-oriented language. Includes variables, expressions, input/output (I/O), branches, looping constructs, functions, argument passing, single and double dimensional arrays, strings, file I/O, C++ vectors, software design principles, testing, and debugging techniques. Students will be required to develop at least one computer program in excess of 600 lines of code. **For** STEM Majors: Computer Science, Computer Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit:* CSU; UC. \*C-ID: COMP 122

### CS 003A FUNDAMENTALS OF COMPUTER SCIENCE II (C++)

4 units

**Prerequisite:** CS 002.

Second programming course in the series of Introduction

to Computer Science courses. Continuation of the C++ language including: classes, structures and unions, overloaded operators and friend functions, pointers and dynamic arrays, function pointers, functors, abstract data types and container objects polymorphisms, inheritance and multiple inheritance, templates and the Standard Template Library, exception handling, namespaces and separate compilation, recursion, creation of libraries, advanced software design, testing, and debugging techniques. **May be taken concurrently** with CS 003B. **For** STEM Majors: Computer Science, Computer Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

*Transfer credit:* CSU; UC

### CS 003B FUNDAMENTALS OF COMPUTER SCIENCE II (JAVA)

4 units

**Prerequisite:** CS 002.

Alternate second programming course in the series of Introduction to Computer Science courses. JAVA language including: Data types, variables, control structures, GUI and Object Oriented Design, user-defined methods, method overloading, user-defined classes and abstract data types, accessor and mutator methods, collections, single and multidimensional arrays, polymorphisms, inheritance, exception handling, recursion, searching and sorting algorithms, creation of libraries, advanced software design, testing, and debugging techniques web-based applets. **May be taken concurrently** with CS 003A. **For** STEM Majors: Computer Science, Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

*Transfer credit:* CSU; UC

### CS 003C FUNDAMENTALS OF COMPUTER SCIENCE II (PYTHON)

4 units

**Prerequisite:** CS 002.

Second programming course in the series of Introduction to Computer Science courses. Topics of the Python language include: data types, variables, control structures, Python Objects and Oriented Design, standard and advanced mathematical libraries, tool-chain use and Python Frameworks, user-defined classes and abstract collections, single and multidimensional arrays, Python lists, tuples, collections, and dictionaries. **May be taken concurrently** with CS 003A or CS 003B. **Recommended** for STEM Majors: Computer Science, Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit:* CSU; UC

\*Course Identification Numbering System (C-ID)

**CS 006 INTRODUCTION TO APPLIED LOGIC DESIGN****4 units****Prerequisite:** CS 002.

Characteristics of digital systems, truth functions, Boolean algebra, switching devices, minimization of Boolean functions, single and multiple output circuits, Mealy and Moore networks. Karnaugh maps, state tables. Design and optimization of combinational circuits and sequential circuits. **Recommended** completion of or concurrent enrollment in Math 022. **For** Computer Science, Computer Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC***CS 008 FUNDAMENTALS OF COMPUTER SCIENCE III – DATA STRUCTURES****4 units****Prerequisite:** CS 003A or 003B.

Third programming course in the series of Introduction To Computer Science courses. Data structure concepts in designing and implementing algorithms taught in the C++ programming language. Lists, arrays, binary trees, b-trees, AVL trees, heaps, stacks, queues, priority queues, hashing and graphs. Searching, sorting and merging algorithms. Advanced concepts and manipulation of C++ pointers, pointers to functions in C++ class members, functors and advanced pointer arithmetic. At least two programming assignments of 1,500 to 2,500 lines of C++ code will be required of each individual student. At least one two student team project of 3,000 to 4,000 lines of code will be required. **For** STEM Majors: Computer Science, Computer Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***CS 018 UNIX SCRIPTING WITH BASH****4 units****Prerequisite:** CS 002.

Shell scripting, script parameters, looping, piping, background processing, pattern manipulation, functions, subroutines, process forking, major BASH utilities, AWK scripting. **For** Computer Science, Computer Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***CS 020 INDEPENDENT STUDY****1 unit****Prerequisites:** Completion of three other computer science courses.

Individual projects; problem formulation, design, docu-

menting, programming and testing. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***CS 038 INTRODUCTION TO SOFTWARE ENGINEERING****5 units****Prerequisite:** CS 008.

Introduction to the concepts, methods, and current practice of software engineering and the software life cycle. Study of large-scale software production; software life cycle models as an organizing structure; principles and techniques appropriate for each stage of production. Laboratory work involves a group project illustrating these elements. Total of 90 hours lecture.

*Transfer Credit: CSU; UC***CS 045 DISCRETE STRUCTURES WITH COMPUTER SCIENCE APPLICATIONS****5 units****Prerequisite:** CS 002.

Specification, development and analysis of algorithms. Sets, relations and functions. Logic and mathematical structures used in computer science. Introduction to combinatorics. Programming projects to exemplify these concepts. **For** Computer Science, Computer Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 72 hours lecture 54 hours laboratory.

*Transfer Credit: CSU; UC***CS 066 ASSEMBLY LANGUAGE PROGRAMMING FOR THE SCIENCES AND MATHEMATICS****4 units****Prerequisite:** CS 002.

Number systems and their rules for arithmetic; basic computer organization concepts; register manipulation, pseudocode development; instruction formats, addressing modes, parameter passing using a stack frame; assemblers and linkage editors; modular program design and development. **For** Computer Science, Computer Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC***CS 080 SEMINAR IN COMPUTER SCIENCE AND COMPUTER ENGINEERING****2 units**

Introduces students to current topics, career paths, and current research topics within Computer Science and Computer Engineering disciplines. **For** Computer Science, Computer Engineering, Mathematics, and Science majors but open to all qualified students. Total of 36 hours lecture.

*Transfer Credit: CSU*

## COSMETOLOGY

(Engineering and Technology Division)

### COSM 100 INTRO TO COSMETOLOGY

9 units

Fundamental theory, techniques, and procedures on basic hair, skin, and nail care. Lectures, demonstrations and practical procedures in basic hair, skin, and nail care with emphasis on safely and client protection. Other topics include California State Board of Barbering and Cosmetology rules and regulations, health and safety codes, general science as it relates to cosmetology, infection control, chemistry, and electricity. Total of 81 hours lecture and 243 hours laboratory.

### COSM 101 HAIRCUTTING

4<sup>1</sup>/<sub>2</sub> units

**Prerequisite:** *Cosm 100.*

Theory of advanced haircutting techniques and procedures. Lectures, demonstrations and practical procedures in haircutting terminology, safety precautions, disinfection, proper use and handling of cutting implements, and client consultation. Total of 36 hours lecture and 135 hours laboratory.

### COSM 102 HAIR COLOR

4<sup>1</sup>/<sub>2</sub> units

**Prerequisite:** *Cosm 100.*

Different types of hair color applications and techniques for various hair color categories. Hands-on workshops with semi, demi, and permanent hair color to include: special effects hair color applications, lighteners, foiling, weaving/slicing, combination color design patterns, alternation/partial highlights, lowlighting, gray coverage formulations, contrast-zones color patterns, and toner applications. Total of 36 hours lecture and 135 hours laboratory.

### COSM 103 HAIRSTYLING

4<sup>1</sup>/<sub>2</sub> units

**Prerequisite:** *Cosm 100.*

Theory of professional hairstyling techniques and procedures. Lectures, demonstrations and practical procedures in wet hair styling, thermal styling and long hair styling. Total of 36 hours lecture and 135 hours laboratory.

### COSM 104 CHEMICAL TEXTURE

4<sup>1</sup>/<sub>2</sub> units

**Prerequisite:** *Cosm 100.*

Theory of professional chemical texturizing techniques and procedures. Lectures, demonstrations and practical procedures in permanent waving, chemical relaxing, and soft curl re-forming. Total of 36 hours lecture and 135 hours laboratory.

### COSM 105 SKIN CARE

4<sup>1</sup>/<sub>2</sub> units

**Prerequisite:** *Cosm 100.*

Skin disorders and diseases and the different types of skin services offered in the salon. Total of 36 hours lecture and 135 hours laboratory.

### COSM 106 NAIL CARE

4<sup>1</sup>/<sub>2</sub> units

**Prerequisite:** *Cosm 100.*

Study of nail disorders and diseases and the different types of nail services offered in the salon. Total of 36 hours lecture and 135 hours laboratory.

### COSM 107 STATE BOARD

4<sup>1</sup>/<sub>2</sub> units

**Prerequisite:** *Cosm 100.*

Preparation for the State Board examination to become licensed cosmetologists. Emphasis is placed on State Board theoretical and practical topics. Total of 36 hours lecture and 135 hours laboratory.

### COSM 108 PROFESSIONAL DEVELOPMENT

4<sup>1</sup>/<sub>2</sub> units

Proper steps to take for seeking employment, customer service, business ethics, marketing, time management, and the advantages and disadvantages of owning a salon or renting a booth. Total of 36 hours lecture and 135 hours laboratory.

### COSM 109 SALON

3 units

**Prerequisite:** *Cosm 100.*

Practical salon experience working on clients. Total of 162 hours of laboratory.

### COSM 114A-D COSMETOLOGY THEORY AND LABORATORY

36 units

**Prerequisite:** *Cosm 114B-D each require the satisfactory completion of the preceding course in this sequence. Cosm 115 may be substituted for Cosm 114A.*

Principles of cosmetology including sanitation, state regulations, business methods and chemistry. Related theory and procedures for hair shaping, hair styling, chemical hair treatments, scalp treatments, hair coloring, manicuring, facials and makeup. **Each course** 9 units, and a total of 90 hours lecture and 270 hours laboratory.

### COSM 115 COSMETOLOGY THEORY AND LABORATORY

8 units

Principles of cosmetology including sanitation, state regulations, business methods and chemistry. Related theory and procedures for hair shaping, hair styling,



chemical hair treatments, scalp treatments, hair coloring, manicuring, facials and makeup. **Eight weeks.** **Summer** intersession. Total of 80 hours lecture and 240 hours laboratory.

### **COSM 116A ADVANCED PRINCIPLES OF COSMETOLOGY**

**8 units**

**Prerequisite:** *Cosmt 114A or 115.*

Principles of cosmetology including sanitation, state regulations, business methods and chemistry. Related theory and procedures for hair shaping, hair styling, chemical hair treatments, scalp treatments, hair coloring, manicuring, facials and makeup. **Eight weeks.** **Summer** intersession. Total of 80 hours lecture and 240 hours laboratory.

### **COSM 116B ADVANCED PRINCIPLES OF COSMETOLOGY**

**4 units**

**Prerequisite:** *Cosm 114A.*

Principles of cosmetology including sanitation, state regulations, business methods and chemistry. Related theory and procedures for hair shaping, hair styling, chemical hair treatments, scalp treatments, hair coloring, manicuring, facials and makeup. **Eight weeks.** **Summer** intersession. Total of 40 hours lecture and 120 hours laboratory.

### **COSM 117A COSMETOLOGY THEORY AND LABORATORY**

**3 units**

**Prerequisite:** *Cosm 114A-D.*

Principles of cosmetology including sanitation, state regulations, business methods and chemistry. Related theory and procedures for hair shaping, hair styling, chemical hair treatments, scalp treatments, hair coloring, manicuring, facials and makeup. **Three weeks.** Total of 15 hours lecture and 45 hours laboratory.

### **COSM 117B COSMETOLOGY THEORY AND LABORATORY**

**3 units**

**Prerequisite:** *Cosm 117A.*

Principles of cosmetology including sanitation, state regulations, business methods and chemistry. Related theory and procedures for hair shaping, hair styling, chemical hair treatments, scalp treatments, hair coloring, manicuring, facials and makeup. **Three weeks.** Total of 15 hours lecture and 45 hours laboratory.

### **COSM 150 INSTRUCTIONAL TECHNIQUES IN COSMETOLOGY**

**10 units**

**Prerequisite:** *State of California Cosmetology License.*

Course is designed for licensed cosmetologists who want to become cosmetology instructors. Introduces principles of learning, effective teaching methods and techniques, classroom management, and organizational skills. Emphasis is placed on planning, presenting, and evaluating lessons in both the classroom and clinic/laboratory setting. Total of 80 hours lecture and 240 hours laboratory.

### **COSM 151 INSTRUCTIONAL TECHNIQUES IN COSMETOLOGY**

**10 units**

**Prerequisite:** *Cosm 150.*

This course is designed for licensed cosmetologists who want to become cosmetology instructors. Continues the principles of learning, effective teaching methods, techniques and organizational skills, and introduces lesson presentation, classroom management and use of technology for curriculum delivery. Emphasis is placed on classroom delivery and evaluation of student performance. Total of 80 hours lecture and 240 hours laboratory.

## **COUNSELING**

(Counseling)

### **COUN 010 INTRODUCTION TO COLLEGE**

**1 unit**

Orientation to the structures of higher education. Exposure to college resources and educational planning. Introduction to students' matriculation rights and responsibilities. Completion of placement assessment recommended. **Short term class.** Total of 18 hours lecture. *Transfer Credit: CSU*

### **COUN 011 LEARNING STRATEGIES AND COLLEGE SKILLS DEVELOPMENT**

**1 unit**

Analysis of college success factors and learning styles of student achievement. Development of strategies for success in educational and work environments. Organizing tasks involved when studying and the tools to do it. **Short term class.** Total of 18 hours lecture. *Transfer Credit: CSU*

### **COUN 012 PERSONAL GROWTH AND DEVELOPMENT**

**3 units**

A comprehensive course that integrates personal and professional growth through the development of effec-



tive communication skills, positive self-image and self-esteem, and strategies for problem solving and decision making. Analysis of life course events, such as the development of career and educational objectives. Emphasis is on personal health assessment and strategies for coping with stress. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **COUN 013 PEER MENTORING SKILLS**

**3 units**

Principles and practices of peer mentoring fellow students new to the college setting. Practice basic helping skills along with learning how to utilize knowledge of higher education, matriculation and college success strategies. **No credit** if taken after Coun 103. Total of 54 hours lecture. **Formerly** Coun 103.

*Transfer Credit: CSU*

### **COUN 017 CAREER PLANNING**

**2 units**

Career research and planning using assessments of interests, values, skills, and temperament. Exploration of job duties and educational/training requirements. Job search skills. Total of 36 hours lecture.

*Transfer Credit: CSU*

### **COUN 020 INDEPENDENT STUDY**

**1 unit**

**Prerequisite:** *Coun 010.*

Individualized projects, research techniques, written reports. Total of 54 hours laboratory.

*Transfer Credit: CSU*

### **COUN 030 PERSONAL EXPLORATION OF LEADERSHIP**

**3 units**

Introduction to the fundamental elements of leadership. Exploration of leadership theories and models as well as individual values and beliefs with which to develop a personal philosophy of leadership. Exploration of how the roles of culture, diversity and gender can play in leadership. Application of course content to daily life and leadership contexts. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **COUN 111 EDUCATIONAL PLANNING AND STUDY SKILLS**

**1/2 unit**

Educational planning, study skills and transfer requirements. Testing to identify interests and abilities. **Pass/no pass** grading. Total of 9 hours lecture.

### **COUN 112 STUDENT DEVELOPMENT**

**1 unit**

Effective personal and social relations in the academic and social environment. Problem solving techniques.

**Pass/no pass** grading. Total of 18 hours lecture.

## **CULINARY ARTS**

**(Engineering and Technology Division)**

### **CUL 145A INTRODUCTION TO CULINARY ARTS/ FOOD SERVICES**

**10 units**

This course introduces the student to basic tool usage and cooking skills that can be applied in any level or type of food service operation. History of the food services industry, sanitation and safety requirements, food terminology through lecture, demonstration and hands-on practice. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

### **CUL 145B INTRODUCTION TO FOOD SERVICES PRODUCTION**

**10 units**

**Prerequisite:** *Cul 145A.*

This course is designed to develop skills in garnishing, sauces, soups, and breakfast cookery preparation and presentation. It includes development of recipes and menus for breakfast and lunch service. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

### **CUL 145C QUANTITY COOKING TECHNIQUES**

**10 units**

**Prerequisite:** *Cul 145B.*

Designed to develop techniques and skills for cooking for large groups. Emphasis is on menu setup, basic food production including cold and hot buffets, vegetable preparation, entree preparation, and fine dining service. Development of team leadership and supervisory skills. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

### **CUL 145D SPECIAL EVENTS MANAGEMENT**

**10 units**

**Prerequisite:** *Cul 145C.*

Event scheduling, training and supervision of food service workers in a dining setting. Banquet, fine dining, and theme events setup and take-down. Food and beverage purchasing, dining ware storage and upkeep, written contract development, and common business practices. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

**CUL 154A INTRODUCTION TO FOOD SERVICE  
BAKING AND PASTRY****3 units**

Quantity baking for the beginner; quick breads, rolls and fancy pastries. **No credit** if taken after Food 154. Total of 36 hours lecture and 54 hours laboratory.

**CUL 154B ADVANCED BAKING AND PASTRY****3 units**

**Prerequisite:** *Cul 154A.*

Large quantity baking for the advanced student: designer pastries, tiered and decorated cakes, Artisan breads, and laminated doughs. Total of 36 hours lecture and 54 hours laboratory.

**CUL 158 FIELD PRACTICE IN FOOD SERVICES****4 units**

**Prerequisite:** *Maintain enrollment in 7 units or more including field practice and enrollment in or completion of Culinary Arts course.*

Supervised field experience or employment in food services, on-the-job training with local firm. Total of 360 hours field practice.

**CUL 160A INTRODUCTION TO CATERING****3 units**

Small-scale catering; menu planning, food preparation, sanitation, food display, party theme presentations; cost analysis, purchasing, legal responsibilities and liabilities and time management. **No credit** if taken after Food 160. Total of 36 hours lecture and 54 hours laboratory.

**CUL 160B ADVANCED CATERING****3 units**

**Prerequisite:** *Cul 160A.*

Advanced catering technique applications for off-premise services of special occasions for large groups; menu development for gourmet/international foods, specialty desserts, special dietary needs. Catering business strategies; cost analysis, time management, purchasing requirements, legal responsibilities/liabilities, safety and sanitation requirements. Total of 36 hours lecture and 54 hours laboratory.

**DANCE**

(Performing and Communication Arts Division)

**DANC 002 HEALTH AND FITNESS FOR DANCERS****2 units**

Physical, psychological and professional health and fitness issues and needs of dancers and dance related activities. Analysis and exploration of effective training

and conditioning, diet and fitness, injury prevention and care, and positive behaviors for career and lifelong wellness. Assessment skills regarding diet and training products and the impact of substance abuse. For dancers and individuals interested (in careers) in dance and dance-related alternatives, including, but not limited to, performance, choreography, teaching, training and physical therapy; open to all students. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANC 003 CONDITIONING FOR DANCERS****1 unit**

Exercises as mental and physical preparation for dance. Use of floor mat exercises and a floor barre to increase flexibility, balance, strength, body alignment and use of turn out. Relaxation and visualization techniques. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANC 004H WORLD ETHNIC DANCE: SPAIN/  
PORTUGAL****1 unit**

Dance skills and techniques specific to traditional dance forms of various world cultures; history; music, rhythms and accent, instruments and tonal qualities; body carriage and style; steps, patterns and combinations; parts/sections of and whole dances. Section may concentrate on one country/dance form or include combination of regional dances and dance forms. **Maximum credit** 2 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Dance Elective Family:** Danc 004A-H, 005AB, 006AB, 037AB. Total of 54 hours laboratory.

*Transfer credit: CSU; UC credit limitations. See counselor.*

**DANC 005A SOCIAL DANCE****1 unit**

Skills in popular social dances of the late 19th to mid-20th century; a chronological survey including, but not limited to, waltz, foxtrot, Charleston, swing, cha cha cha, rhumba, samba, mambo, merengue, tango. **Maximum credit** 1 unit, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Dance Elective Family:** Danc 004A-H, 005AB. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANCE 005B SOCIAL DANCE****1 unit**

Skills in popular dances of the latter part of the 20th century including, but not limited to twist, salsa, hip hop, country/western line dancing, Latin, swing, tango. **Maximum credit** 1 unit, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Dance Elective Family:** Danc 004A-H, 005AB. Total of 54 hours laboratory.

*Transfer credit: CSU; UC credit limitations. See counselor.*

**DANC 006A TAP DANCE I****1 unit**

Beginning fundamentals of tap dance technique; basic traditional tap steps and combinations, elementary rhythmic and syncopated structures and stylistic patterns. Historical and cultural influences, basic vocabulary of the idiom. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANC 006B TAP DANCE II****1 unit**

**Prerequisite:** *Danc 006A.*

Fundamentals of tap for advanced beginners. Study of traditional steps in various meters and rhythmic styles, with variations and added vocabulary. Increased emphasis on technique and expressive styling. Detailed study of tap history and cultural influences. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANC 006C TAP DANCE III****1 unit**

**Prerequisite:** *Danc 006B or equivalent.*

Intermediate tap technique, with sequences of increased complexity, tempo and duration. Introduction to close-to-the floor dancing and air tricks. Close attention to musicality, styling and carriage of the arms and upper body. Participation in concert performance. Total of 54 hours laboratory.

*Transfer credit: CSU; UC credit limitations. See counselor.*

**DANC 006D TAP DANCE IV****1 unit**

**Prerequisite:** *Danc 006C or equivalent.*

Intermediate and advanced tap technique, with continued emphasis on showmanship and the expression of narrative through dance. Close attention to musicality, styling and carriage of the arms and upper body. Introduction to further tricks and to improvisation. Creation of a concert piece for performance. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANC 008A BEGINNING COMPOSITION AND CHOREOGRAPHY****1 unit**

Introduction to the elements and basic principles of dance composition and choreography and their application to all styles of dance, including, but not limited to ballet, ethnic, jazz, modern and tap; exploration and experimentation through improvisation and problem solving with varied literal and nonliteral themes, differing forms, working methods and processes, musical forms and alternative accompaniments in order to design and create movement phrases and compositions for individu-

al and group arrangements. Final projects presentation/performance. **Recommended** completion of at least one dance technique course. Total of 54 hours laboratory.

*Transfer credit: CSU; UC credit limitations. See counselor.*

**DANC 008B INTERMEDIATE COMPOSITION AND CHOREOGRAPHY****1 unit**

**Prerequisite:** *Danc 008A.*

Continued exploration and application of compositional elements in designing and creating movement phrases and compositions of greater length and complexity with emphasis on technique and presentation; experimentation with self-constructed/designed accompaniment of nontraditional style including sounds, silence, voice, words and phrases. Solo or group composition presentation/performance. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANC 009A MODERN DANCE I****1 unit**

An introduction to the art and discipline of modern dance technique through fundamental skills and beginning technique practices. Emphasis is on awareness of the body as an expressive instrument. Study and practice of the basic dance elements of space, time and energy are engaged through movement combinations, traveling in space, floor and center work and creative exploration. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANC 009B MODERN DANCE II****1 unit**

**Prerequisite:** *Danc 009A.*

The study of the art and discipline of modern dance technique at an advanced beginning level. Emphasis is placed on developing the body as an expressive instrument, focusing on technical skills and aesthetic concepts. Increasing complexity in movement phrasing, dynamics, spatial clarity, musicality and creative exploration is introduced. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANC 009C MODERN DANCE III****1 unit**

**Prerequisite:** *Danc 009B.*

Intermediate modern dance; explores the craft of contemporary modern dance technique at an intermediate level. Emphasis is on increasingly complex movement material including floor and aerial work, spatial clarity and design, energy dynamics, alignment, rhythmic abilities, musicality, elements of choreographic composition and performance qualities. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANC 009D MODERN DANCE IV****1 unit****Prerequisite:** *Danc 009C.*

Advanced technique skills in contemporary modern dance; emphasis is focused on the dancer as “artist” with continuing development of dynamic articulation of the body in motion, physicality, expressivity and presence. Enhanced experiences in the observation and analysis of movement, as well as elements of choreography and staging are explored. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANC 010 MODERN DANCE PRODUCTION****2 units****Recommended preparation:** *Audition or completion of Danc 009C.*

Participation in dance performance and staging. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** in the **Dance Production Family:** Danc 010, 019ABC, 022ABC, 037C. Total of 108 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***DANC 011A BALLET I****1 unit**

Beginning level Classical Ballet technique emphasizing proper placement and alignment, use of turn-out, musicality, quality of movement, a creative approach to learning the art-form, self-awareness, artistry, and expression. **Recommended** previous dance experience. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***DANC 011B BALLET II****1 unit****Prerequisite:** *Danc 011A.*

Second level Beginning Classical Ballet technique emphasizing proper placement and alignment, use of turn-out, musicality, quality of movement, a creative approach to learning the art-form, self-awareness, artistry, and expression. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***DANC 011C BALLET III****1 unit****Prerequisite:** *Danc 011B.*

Development of intermediate level ballet technique and artistry. Emphasis on technique and combinations of increasing complexity and duration, leading to greater endurance, control, and progressively refined, artistic, and dynamic execution and performance. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***DANC 011D BALLET IV****1 unit****Prerequisite:** *Danc 011C.*

Second level Intermediate Classical Ballet. Continues to emphasize proper placement and technique while performing steps that have greater difficulty and combinations that have greater complexity. Continued development of an integrated and embodied experience of musicality, artistry, expression, and the performance skills and strength that prepare students for advanced work. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANC 012 IMPROVISATION****1 unit**

Improvisation in dance and choreography. For all levels of dance. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC under review.***DANC 013 PILATES-BASED METHOD FOR ALIGNMENT AND CORRECTION****1 unit**

Alignment and correctives work based on exercises and concepts developed by Joseph H. Pilates. Mat work with emphasis exercises on improved body alignment, strength, flexibility, control, coordination and breathing. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***DANC 015A JAZZ DANCE I****1 unit**

Techniques, steps, combinations and routines in jazz dance to develop muscular control, endurance and flexibility. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***DANC 015B JAZZ DANCE II****1 unit****Recommended preparation:** *Danc 015A.*

Intermediate techniques, steps, combinations and routines in jazz dance. Dance studies of the elements of movement: form, rhythm, space and expression. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***DANC 015C JAZZ DANCE III****1 unit****Prerequisite:** *Danc 015B or equivalent.*

Intermediate study of jazz dance techniques and composition. Development of muscular control, endurance and flexibility at an intermediate level. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*



### **DANC 015D JAZZ DANCE IV**

**1 unit**

**Prerequisite:** *Danc 015C or equivalent.*

Advanced study of jazz dance techniques and composition. Development of muscular control, endurance and flexibility at an advanced level. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### **DANC 020 INDEPENDENT STUDY**

**1 unit**

**Prerequisite:** *Completion of two dance courses and approval of student project.*

Individual projects relating to dance including, but not limited to research, written reports or papers, community project, choreography, demonstration, master class, recital or concert. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### **DANC 021A DANCE HISTORY: CULTURAL AND SOCIAL HERITAGE**

**3 units**

Chronological survey of dance including analysis of styles, forms and roles of dance in diverse cultures from earliest rituals to contemporary developments in education and therapy; influences of geography, folklore, cultural aesthetics and social values on the development of folk and nationalistic forms. Total of 54 hours lecture. *Transfer Credit: CSU; UC*

### **DANC 021B DANCE HISTORY: SPECTACLE AND PERFORMANCE ART**

**3 units**

Survey of dance as performance and art form in varying cultural and historical contexts, including spectacle, theater and theatricals, entertainment, performance and concert art; dance as literature, criticism, theory and choreographic design; relationship to other art forms; study of prominent and influential choreographers, productions, performers and writers and collaborative projects with composers and artists. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **DANC 022A DANCE PERFORMANCE I**

**2 units**

**Recommended preparation:** *Completion of one or more technique courses: Danc 009A or Danc 011A or Danc 015A; and completion of or enrollment in and Danc 008A.*

**Enrollment Limitations:** *Retention based on successful audition.*

Development and staging of original student dance compositions culminating dance performance/s. Emphasis is placed on development of performance skills. Cultivation of personal artistry as a performer

and choreographer. Requires participation in a dance performance. **Maximum credit** 4 units, 2 units each semester. **Maximum of 4 enrollments** in the **Dance Production Family:** Danc 010, 019ABC, 022ABC, 037C. Total of 108 hours laboratory and 36 hours by arrangement. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **DANC 022B DANCE PERFORMANCE II**

**2 units**

**Prerequisite:** *Danc 022A.*

**Enrollment Limitation:** *Retention based on successful audition.*

Creation, development and staging of original student dance compositions presented in a culminating dance performance/s. Development and refinement of performance skills. Cultivation of personal artistry as a performer and choreographer. Requires participation in a dance performance. **Maximum credit:** 4 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Dance Production Family:** Danc 010, 019ABC, 022ABC, 037C. Total 108 hours laboratory and 36 hours by arrangement. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **DANC 025 MOVEMENT FOR CHILD DEVELOPMENT**

**2 units**

Creative, noncompetitive movement activities, including perceptual-motor, dance and rhythmic experiences intended to promote fundamental skills. Focus on the whole child within a multicultural and non-biased program, enhancing physical, cognitive, conceptual, social and emotional development through exploration and problem solving challenges designed for individuals and groups. Emphasis on developing skills to assess and adapt activities for individual needs and stages, planning and conducting developmentally appropriate experiences, assessing and selecting materials, spaces and equipment for safe and active learning. For teachers, caregivers, recreational leaders and parents in home, community and school settings and childcare centers. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU*

## **DENTAL ASSISTING**

**(Health Sciences Division)**

### **DA 100 DENTAL MATERIALS**

**3 units**

**Prerequisite:** *Enrollment in Dental Assisting program.*

Composition, characteristics, physical properties and



uses of metallic alloys and non-metallic agents such as gypsum, cements, aesthetic restorations, impression materials and new products currently used in dentistry. Includes practical laboratory experiences and chairside procedures involved in the use of these materials. Total of 36 hours lecture and 72 hours laboratory.

#### **DA 108 INFECTION CONTROL IN DENTISTRY**

**2 units**

**Enrollment Limitation:** *Enrollment in the Dental Assisting program.*

Introduction to microbiology, infectious diseases, immunity, infection control in the dental office, agencies concerned with disease control, OSHA standards and guidelines and hazard communication management. Review of current rules and regulations as outlined by the Dental Practice Act. This course meets the eligibility requirements for the certificate in Infection Control and the California Dental Practice Act required by the state for unlicensed Dental Assistants. Total of 36 hours lecture and 9 hours laboratory.

#### **DA 110 INTRODUCTION TO DENTAL ESSENTIALS**

**3 units**

**Enrollment Limitation:** *Enrollment in the Dental Assisting program.*

Introduction to dental essentials, to include the oral cavity, bones of the face, fundamentals of preventive dentistry, vital signs, principles of professionalism, the dental health team and selected dental office lab procedures. Total of 54 hours lecture and 27 hours laboratory.

#### **DA 111 APPLIED HUMAN BEHAVIOR**

**2 units**

**Prerequisite:** *Enrollment in Dental Assisting program.*

Principles of applied human behavior, psychology and interpersonal communication in diverse settings. Total of 36 hours lecture.

#### **DA 120 INDEPENDENT STUDY**

**1 unit**

**Enrollment Limitation:** *Acceptance into the Dental Assisting Program and program director approval.*

Participation in clinical activities, projects, research, etc. including experience in clinical and preclinical or simulated practice settings, practical laboratory projects/assignment, lecture attendance, literature review and community projects. Total of 54 hours laboratory.

#### **DA 123A CHAIRSIDE TECHNIQUES**

**4.5 units**

**Corequisite:** *Enrollment in or completion of DA 100, 108, and 110.*

**Enrollment Limitation:** *Acceptance in the Dental Assisting Program.*

Introduction to chairside techniques to include infection control, basic medical and dental emergencies, cavity classification and design, dental charting, rotary and hand instruments, tray set-ups and procedures, oral vacuum and triplex syringe use, instrument exchange, dental dam placement and removal, matrix retainer placement and removal, four-handed dentistry techniques, anesthetic syringe oral inspection and medical history procedures. Class also includes practical application of preclinical/clinical techniques in patient management. Total of 36 hours lecture and 144 hours laboratory.

#### **DA 123B ADVANCED CHAIRSIDE TECHNIQUES**

**4 units**

**Prerequisite:** *DA 123A.*

**Corequisite:** *DA 135.*

**Enrollment Limitation:** *Acceptance in the Dental Assisting Program.*

Application of advanced dental assisting chairside techniques, principles of anesthesiology, pharmacology and dental therapeutics, product evaluation and dental specialties. Total of 54 hours lecture and 72 hours laboratory.

#### **DA 124 OFFICE ADMINISTRATION**

**3 units**

**Enrollment Limitation:** *Enrollment in the Dental Assisting program.*

This course will develop the dental assistant's skills and abilities related to the dental office administration. Course will include but not be limited to the following didactic and laboratory instruction: Business aspects of Dentistry, Dental Team Employees, Patient management, Legal and Ethical Issues, Technology, Office Design and Equipment used in the Dentistry. Total of 54 hours lecture and 18 hours laboratory.

#### **DA 125 CLINICAL EXPERIENCE**

**1 unit**

**Prerequisite:** *Enrollment in the Dental Assisting program.*

Clinical experience(s) to include but not limited to: chairside skills and techniques, new technology, and specialty practices. Students must provide their own transportation and meet all the clinical guidelines. **Recommended** DA 123A. **Pass/no pass** grading. **Six weeks.** Total of 96 hours laboratory.

#### **DA 127 CLINICAL EXPERIENCE**

**4 units**

**Prerequisites:** *All of the following: DA 100, 108, 123A, 140; enrollment in or completion of DA 123B, 124, 135.*

This course is designed for the dental assisting student to apply knowledge learned in the formal academic program

to the work environment. Clinical seminar, evaluations and related work experiences include but not limited to using basic and advanced chairside assisting skills and procedures, office administration, radiology techniques and manipulation of dental materials. The students will be assigned to general and specialty dental offices and clinics and meet regularly to discuss experiences, work ethics and other topics related to employment. Total of 18 hours lecture and 306 hours field/clinical.

### **DA 135 REGISTERED DENTAL ASSISTANT TECHNIQUES**

**3 units**

**Prerequisite:** DA 140.

**Corequisite:** Enrollment in or completion of DA 123B.

**Enrollment Limitations:** Acceptance in the Dental Assisting Program.

Laboratory, preclinical and, where appropriate, clinical practice in a variety of functions delegated to the dental assist and the registered dental assistant. Meets the requirements of the Dental board of California for completion of all designated Registered Dental Assisting duties in addition to coronal polish, pit and fissure sealant application and Ultrasonic scaling for orthodontic band cement removal. Emphasis is placed on the practical application and technical abilities of each task, critical thinking, communication, ethical responsibilities, competency of performance and a demonstrated concern for patient health and safety. Total of 36 hours of lecture and 72 hours of laboratory.

### **DA 140 ORAL RADIOLOGY**

**4 units**

**Prerequisite:** Enrollment in or completion of DA 100, 110, and 123A.

Theory and basic principles of intraoral and extraoral radiography; characteristics and methods of controlling X-radiation; hazards of radiation; infection control and safety procedures. Laboratory and clinical experience in care and operation of dental X-ray unit; processing, mounting films. Digital and intraoral film placement and exposure techniques; use of film holders. Extraoral exposure techniques. Identification and interpretation of radiographs. Course meets and is approved by the Dental Board of California for Radiation Safety. Total of 36 hours lecture and 108 hours laboratory.

### **DA 142 ADVANCED ORAL RADIOLOGY TECHNIQUES**

**1/2 unit**

**Prerequisite:** Enrollment in the Dental Assisting program.

Advance theory and specialized principles of intraoral radiography techniques to include but not limited to: digital, endodontic, pedo, film placement, processing

and exposure techniques. **Recommended** DA 140. **Six weeks.** Total of 18 hours lecture and laboratory discussion.

### **DA 149 ORTHODONTIC ASSISTANT**

**2.5 units**

Designed to provide advance education in orthodontic training for the Registered Dental Assistant or Dental Assistant currently working in an Orthodontic practice setting. Meets the didactic and laboratory requirements by the Dental Board of California Orthodontic Assisting Permit course approval and is offered in conjunction with DA 150, Specialty Clinical Experience. Students must provide verification of RDA license and/or 6 months' work experience as a Dental Assistant; Hepatitis B immunization records OR HBV Refusal form; TB Test Result; CPR certification, 8 hour Infection Control and 2 hour Dental Practice Act or RDA license on the first day of class. Total of 36 hours lecture and 36 hours laboratory.

### **DA 150 CLINICAL EXPERIENCE IN A SPECIALTY PRACTICE**

**1/2 unit**

**Enrollment Limitation:** Enrollment in or completion of the Dental Assisting Program.

Designed to provide students with the required clinical hours associated with working in an orthodontic office or other specialty office under the instructors' supervision. Students will be required to attend an orientation and complete assigned hours in an approved clinical site. Total of 28 hours of clinical laboratory.

### **DA 160 COMPREHENSIVE DENTAL ASSISTING SKILLS AND TECHNIQUES**

**1/2 unit**

**Enrollment Limitation:** Enrollment in or completion of the Dental Assisting Program.

Prepares the dental assistant with a comprehensive review of dental assisting functions, infection control standards, radiation safety, dental assisting and registered dental assisting duties. Practice and reinforcement of technical skills include but not limited to selected DA/RDA duties and functions. Total of 28 hours laboratory.

### **DA 200A DENTAL ASSISTING LAB**

**1 unit**

**Enrollment Limitation:** Enrollment in the Dental Assisting program.

Development of dental assisting skills, techniques and concepts in a laboratory or clinical setting. **Recommended** for students who need to use laboratory and require instructional assistance to facilitate learning. Total of 54 hours laboratory.

**DA 200B DENTAL ASSISTING TECHNICAL SKILLS ENHANCEMENT LAB****1 unit**

Enhance dental assisting skills, techniques and concepts in a laboratory, preclinical or clinical setting. **Recommended** for students who need additional laboratory experience and require instructional assistance to facilitate learning. Total of 54 hours laboratory.

**DENTAL HYGIENE****(Health Sciences Division)****DH 101A FUNDAMENTALS OF DENTAL HYGIENE****4 units****Corequisites:** *DH 109, DH 117, Anat 115.***Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Orientation and role of the dental hygienist in maintaining oral health. Introduction to dental hygiene procedures and techniques. Selected services on patients, partners and/or laboratory manikins. Emphasis on the United States Occupational Safety and Health Administration Rules and Regulations and infection control in the dental office. Total of 36 hours lecture and 162 hours laboratory.

**DH 101B FUNDAMENTALS OF DENTAL HYGIENE THEORY AND PRACTICE****5 units****Corequisites:** *DH 105, 116 and 141.***Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Fundamentals of Dental Hygiene Theory and Practice including preventive, educational and therapeutic services provided by the dental hygienist. Practical application on selected patients. Total of 36 hours lecture and 162 hours laboratory.

**DH 104A CLINICAL DENTAL HYGIENE THEORY AND PRACTICE: PAIN CONTROL****2 units****Prerequisite:** *DH 101B.***Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Clinical application of dental hygiene theory and practice with primary emphasis on pain control. Assessment of patient needs to determine the use of pain control methods. Total of 18 hours lecture and 54 hours laboratory.

**DH 104B CLINICAL DENTAL HYGIENE THEORY AND PRACTICE****7 units****Prerequisite:** *DH 104A.***Corequisites:** *DH 108, 113A, 119A.***Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Clinical application of dental hygiene Theory and Practice including assessment of patient needs, treatment planning, pain control, oral disease control, delivery and evaluation of preventive, educational and therapeutic services, to an intermediate level of performance. Total of 36 hours lecture and 270 hours laboratory.

**DH 104C CLINICAL DENTAL HYGIENE THEORY AND PRACTICE****7 units****Prerequisite:** *DH 104B.*

Integration of Dental Hygiene Theory and Practice into preventive, educational and therapeutic care to clinical competency on a diverse range of patients. Advanced techniques and procedures. Total of 36 hours lecture and 270 hours laboratory.

**DH 105 PATHOLOGY****3 units****Corequisites:** *DH 101B, 116 and 141.***Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Principles of general pathology, with special emphasis on oral pathology. Total of 54 hours lecture.

**DH 107 INTRODUCTION TO ORAL HEALTH RESEARCH****2 units****Prerequisites:** *DH 101B and 109.***Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Designed to provide students with the skills necessary to critically evaluate current product research information and scientific literature as it relates to the practice of dental hygiene. Students will be encouraged to pose their own research questions, design and present research projects and evaluate research. Total of 36 hours lecture.

**DH 108 PHARMACOLOGY****2 units****Corequisites:** *DH 104B, 113A, and 119A.***Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Basic principles of pharmacology, pharmacokinetics, toxicology and pharmacodynamics. Pharmacology of drugs used in dentistry, drug interactions and medical emergencies. Total of 36 hours lecture.

**DH 109 DENTAL HEALTH EDUCATION,  
COMMUNICATION AND DIVERSITY**

**2 units**

**Corequisites:** *Anat 115, DH 101A, DH 117 and DH 122.*

**Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Principles of communication and learning for the dental health professional. Patterns of human development, cultural pluralism and health behaviors. Health education strategies. Total of 36 hours lecture.

**DH 111 CURRENT ISSUES IN DENTAL HYGIENE**

**3 units**

**Corequisites:** *DH 104C, 113B and 121.*

**Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Ethics and jurisprudence in dentistry, professional relations and responsibilities, dental hygiene practice management, trends and current issues in dental hygiene. Total of 54 hours lecture.

**DH 113A PERIODONTICS**

**2 units**

**Corequisites:** *DH 104B, 108, and 119A.*

**Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Normal periodontium, gingival and periodontal diseases, types and degrees of periodontal disease, therapy and maintenance. Total of 36 hours lecture.

**DH 113B PERIODONTICS**

**1 unit**

**Corequisites:** *DH 104C, 111, and 121.*

**Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Advanced topics in clinical periodontology. Diagnosis of and influences on disease activity, emergencies, treatment modalities, maintenance and legal aspects. Total of 18 hours lecture.

**DH 116 DENTAL MATERIALS**

**2 1/2 units**

**Corequisites:** *DH 101B, 105 and 141.*

Composition, characteristics, physical properties and uses of dental non-metallic and metallic agents; practical laboratory and clinical applications involved in the use of these materials. Total of 36 hours lecture and 36 hours laboratory.

**DH 117 DENTAL MORPHOLOGY AND OCCLUSION**

**2 units.**

**Corequisites:** *Anat 115, DH 101A, DH 109 and DH 122.*

**Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Oral terminology, dental anatomy and root morphology with emphasis on the relationships of form, function and occlusion. Includes laboratory experience in instrument adaptation to root morphology, pulp vitality testing as related to RDH duties of the California Dental Practice Act. Total of 18 hours lecture and 54 hours laboratory.

**DH 119A COMMUNITY DENTAL HEALTH**

**2 units**

**Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Principles, objectives and techniques of oral disease prevention and control; oral health promotion through organized community efforts. Includes epidemiology, literature review, planning, implementation and evaluation of a community-based oral health program. **Required** instructional trips. Total 36 of hours lecture.

**DH 119B COMMUNITY DENTAL HEALTH  
LABORATORY**

**1/2 unit**

**Prerequisites:** *All of the following: DH 101B, 109, 119A.*

Designed to deliver dental health education to the community. Field experience includes providing a variety of dental health education classes to a diverse population at a prearranged time. Total of 36 hours laboratory.

**DH 120 INDEPENDENT STUDY**

**1 unit**

**Enrollment Limitation:** *Enrollment in the Dental Hygiene Program and Program Director approval.*

Participation in research and various clinical project including experience in clinical or simulated practice settings, practical laboratory assignment, lecture attendance, literature review and community projects. Total of 54 hours laboratory.

**DH 121 CLINICAL PRACTICE IN ALTERNATIVE  
SETTINGS**

**1 unit**

**Prerequisite:** *DH 104A.*

**Enrollment Limitation:** *Acceptance into the Dental Hygiene Program.*

Practicum at an intermediate level in dental hygiene in non-traditional settings. Includes institutional, management and community health experiences. Emphasis on dental hygienist as educator, resource professional and provider in dental care delivery. **Maximum credit** 2 units, 1 unit each semester. Total of 85 hours field practice.

**DH 122 MEDICAL EVALUATION OF DENTAL HYGIENE PATIENTS****2 units****Corequisites:** *DH 101A, 109, 117, Anat 115.***Enrollment Limitation:** *Acceptance into the Dental Hygiene program.*

Dental management of medically compromised patients. Emphasis placed on patient assessment, treatment planning, patient management, patient motivation and interpersonal communications of medically compromised patients, special needs patients, and geriatric patients. Total of 36 hours lecture.

**DH 141 ORAL RADIOLOGY****3 units****Prerequisites:** *Enrollment in or completion of DH 101B, 105, and 116.*

Theory and basic principles of intraoral and extraoral radiography; characteristics and methods of controlling X-radiation; hazards of radiation; safety procedures. Laboratory and clinical experience in care and operation of dental X-ray unit; processing, mounting films. Intraoral film placement and exposure techniques; use of film holders. Extraoral exposure techniques. Identification and interpretation of radiographs. Board of Dental Examiners' approved course. Total of 36 hours lecture and 90 hours laboratory.

**DH 200A DIRECTED STUDIES IN CLINICAL DENTAL HYGIENE****1 unit****Prerequisite:** *Acceptance into the Dental Hygiene Program.*

Development of dental hygiene clinical skills in a laboratory or clinical setting at the introductory level. **Pass/no pass** grading. Total of 54 hours laboratory.

**DH 200B DIRECTED STUDIES IN CLINICAL DENTAL HYGIENE****1 unit****Prerequisite:** *Acceptance into the Dental Hygiene program.*

Development of dental hygiene clinical skills at a competent level in a clinical setting. **Pass/no pass** grading. Total of 54 hours laboratory.

**DH 200C CLINICAL BOARD PREPARATION****1 unit****Prerequisite:** *Acceptance into the dental hygiene program.*

Development of clinical skills in a clinical setting as related to the clinical board examinations. **Pass/no pass** grading. Total of 54 laboratory.

**DENTAL LABORATORY TECHNOLOGY****(Health Sciences Division)****DLT 109 DENTAL MATERIALS****2 units****Corequisites:** *DLT 113B, 114B.*

The history of dentistry, its beginnings and progress to date. The composition, characteristics and uses of non-metallic agents such as gypsum products, waxes, resins, impression materials and polishing compounds; metallic agents such as gold and chromium-cobalt alloys. A comprehensive study of the chemical, physical and biological requirements of modern day dental materials. Total of 36 hours lecture.

**DLT 113A DENTURE TECHNIQUES****4 units****Corequisites:** *DLT 114A, 115, 116A.*

Theory and fundamental applied techniques for constructing preliminary and master casts to include: the applications of autopolymerizing and heat cured acrylic resins, custom trays, record bases and occlusion rims; articulation utilizing semi-adjustable articulators in fabrication of balanced complete dentures (maxillary and mandibular) encompassing: tooth-set-up, working/balancing contacts, and waxing procedures. Total of 36 hours lecture and 108 hours laboratory.

**DLT 113B DENTURE TECHNIQUES****4 units****Prerequisite:** *DLT 113A, or the equivalent knowledge and experience.***Corequisites:** *DLT 109 and 114B.*

Theory and applied techniques for processing balanced complete dentures to include: investing, boil-out, packing, curing, recovery, remounting, selective grinding and finishing/polishing procedures. Semi-adjustable articulators will be employed during these steps. Perform procedures to repair individual teeth and denture bases utilizing cold cure techniques. Reline and rebase ill-fitting complete dentures. Fabricate a surgical splint for immediate dentures. Total of 36 hours lecture and 108 hours laboratory.

**DLT 114A CROWN AND BRIDGE****4 units****Corequisites:** *DLT 113A, 115, 116A.*

Professional relationships of the dental team. Theory and fundamental applied techniques for inlay and crown construction; model and die fabrication, articulation, wax up, direct spruing and investing, of single inlays, crowns and onlays. Basic study of occlusion, tooth contour and anatomy. Total of 36 hours lecture and 108 hours laboratory.



### **DLT 114B CROWN AND BRIDGE**

**4 units**

**Prerequisite:** *DLT 114A, or the equivalent knowledge and experience.*

**Corequisites:** *DLT 109, 113B.*

Theory and applied techniques for crown and bridge construction. Application of procedural steps in the lost wax process, casting and finishing both single and multi-unit restorations. Principles of bridge design. Study of bridge components. Design and construction of the broken stress bridge and post crown restoration. Application of procedural steps for gold soldering. Study of tooth form and functional occlusion utilizing a full arch model and semi adjustable articulator. Total of 36 hours lecture and 108 hours laboratory.

### **DLT 115 DENTAL MORPHOLOGY**

**1/2 unit**

**Corequisites:** *DLT 113A, 114A and 116A.*

Fundamentals of anatomical and physiological structure affiliated with cranial, facial and intraoral anatomy in relation to construction of fixed and removable prosthetic devices. Inclusive of bone, muscle and tooth structure interrelated movements. Total of 9 hours lecture.

### **DLT 116A BEGINNING DENTAL ANATOMY**

**1 1/2 units**

**Corequisites:** *DLT 113A, 114A and 115 and 200A.*

Relationship of tooth form and function to dental health. Basic principles of occlusion, introduction to Cusp-to-Fossa and Cusp-to-Occlusal Embrasure occlusal schemes. Related nomenclature. Wax carving exercises of 14 teeth. Total of 9 hours lecture and 54 hours laboratory.

### **DLT 116B INTERMEDIATE DENTAL ANATOMY**

**1 1/2 units**

**Prerequisite:** *DLT 116A or the equivalent knowledge and experiences.*

**Corequisite:** *DLT 200B.*

Intermediate dental anatomy principles to include studies in Cusp-to-Fossa and Cusp-to-Occlusal Embrasure occlusal schemes. Emphasis shall be on maxillary and mandibular molars. Axial and occlusal features unique to the molar group of teeth. Posterior tooth nomenclature. Wax carving exercises of selected molars and mounting of study models. **Short term class.** Total of 9 hours lecture and 54 hours laboratory.

### **DLT 116C ADVANCED DENTAL ANATOMY**

**2 1/2 units**

**Prerequisite:** *DLT 116B, or the equivalent knowledge and experiences.*

**Corequisites:** *DLT 109, 113B, 114B and 200C.*

An intense study of anterior and posterior tooth anatomy. Detailed sculpting of anterior and posterior teeth in wax carving blocks and on study models mounted to an articulator. Includes anatomic tooth drawings of posteriors. Special emphasis on individual tooth contour and detailed occlusal anatomy. Total of 27 hours lecture and 54 hours laboratory.

### **DLT 116D HIGHLY ADVANCED DENTAL ANATOMY**

**2 1/2 units**

**Prerequisite:** *DLT 116C, or the equivalent knowledge and experiences.*

**Corequisites:** *DLT 117, 118A, 119A, and 201A.*

Knowledge and skills acquired in DLT 116A, B, and C as well as all other first year dental technology courses shall be expanded in this course. Studies of various occlusal records such as pantographs, axiographs, check bites, transfer models and various facebows, as well as various occlusal schemes. Focus on functional movement, esthetics, and advanced instrumentation. Principles of occlusal equilibration. Gnathological principles including occlusal determinants. Related nomenclature. Precision waxing techniques. Total of 27 hours lecture and 54 hours laboratory.

### **DLT 117 ORTHODONTICS AND PEDODONTICS**

**2 units**

**Prerequisite:** *DLT 119A; or the equivalent knowledge and experience.*

**Corequisites:** *DLT 118B, 119B, 124, 125.*

Basic principles and applied technical procedures in the construction of orthognathic study casts and orthodontic appliances with emphasis on design and wire contouring of various types of arch wires, clasps and springs. Autopolymerizing acrylic resin processing procedures, soldering and minor repairs. Total of 18 hours lecture and 54 hours laboratory.

### **DLT 118A CERAMICS**

**4 units**

**Prerequisite:** *DLT 116A or the equivalent.*

**Corequisites:** *DLT 116B, 119A.*

Theory and fundamental applied techniques for model and die preparation and cast evaluation. Design and construction of the single unit ceramic alloy framework. Opaque procedures; porcelain manipulation; basic shade control; firing cycles; shaping and glazing single unit ceramic restorations utilizing metal ceramic technology. Total of 36 hours lecture and 108 hours laboratory.

### **DLT 118B ADVANCED CERAMICS**

**6 units**

**Prerequisite:** *DLT 125, or the equivalent knowledge and experiences.*

**Corequisites:** *DLT 119B, 124, 126, and 201C.*

Theory and applied techniques for constructing metal ceramic restorations for crowns and multi-unit fixed partial dentures. Multi-unit framework design, various porcelain build-up techniques, extrinsic and intrinsic staining, corrections and additions. Fabrication of porcelain shoulder margin and porcelain laminate veneer. Instruction in both pre and post soldering, and troubleshooting. Principles of color theory, usage of the shade guide, and esthetic considerations. Introduction of all-ceramic restorations and dental implants. Total of 45 hours lecture and 189 hours laboratory.

### **DLT 119A PARTIAL DENTURES**

#### **4 units**

**Prerequisite:** *DLT 116A, or the equivalent knowledge and experience.*

**Corequisites:** *DLT 116B, 118A.*

Theory and fundamental applied techniques in the construction of gold and nickel-chromium partial dentures to include: elementary principles of survey and design, model preparation and refractory cast production. Technique and procedural application of preformed patterns, spruing, investing, casting and finishing metal frameworks. Total of 36 hours lecture and 108 hours laboratory.

### **DLT 119B PARTIAL DENTURES**

#### **2 units**

**Prerequisite:** *DLT 119A, or the equivalent knowledge and experience.*

**Corequisites:** *DLT 117, 118B, 124 and 125.*

Theory and applied advanced techniques in the construction of nickel-chromium cast partial dentures. Engineering principles in the design of tooth/tissue borne and tooth borne removable partial denture prosthesis to include: repairs, arrangement of artificial teeth, wax-up, processing and finishing of partial denture bases. Total of 9 hours lecture and 81 hours laboratory.

### **DLT 120 INDEPENDENT STUDY**

#### **1 unit**

**Prerequisite:** *DLT 113A.*

Research or clinical project including experience in clinical practice settings, practical laboratory assignment, lecture attendance, literature review and community projects. Total of 54 hours laboratory.

### **DLT 124 DENTAL LABORATORY MANAGEMENT**

#### **2 units**

**Corequisites:** *DLT 117, 118B, 119B, 125.*

Ethics and laws governing professional relationships of dentists and dental technicians. Study of human resource management, decision making, written communication, resume and interview preparation. Organization of a

new dental laboratory business; marketing and research, laboratory design, business forms, equipment, supplies, purchasing, staffing and inventory management. Development of a business plan. Introduction to the computer in a laboratory environment. Professional organizations. Certified Dental Technician (CDT), and Recognized graduate (RG) Programs. Total of 36 hours lecture.

### **DLT 125 CLINICAL EXPERIENCE**

#### **3½ units**

**Prerequisite:** *DLT 116D, or the equivalent knowledge and experience.*

**Corequisite:** *DLT 201B.*

Advanced skills in applied dental laboratory technology. Clinical experience in a commercial dental laboratory or dental laboratory setting where practical experience in dental laboratory techniques may be obtained. Fabrication of prostheses for patients currently under treatment, or from actual casts or impressions and occlusal records from previously fabricated prostheses. Completion of a personal portfolio to include resume, sample letters, sample projects, photographs, and letters of recommendation. Completion of the Cost-of-Living Report. Students will need to provide their own transportation to field laboratory sites. **Pass/no pass** grading. **Short term course.** Total of 27 hours lecture and 108 hours laboratory.

### **DLT 126 TRANSITION TO DENTAL LABORATORY INDUSTRY**

#### **2 units**

**Prerequisite:** *DLT 125, or the equivalent knowledge and experiences.*

**Corequisites:** *DLT 118B, 119B, 124, and 201C or the equivalent knowledge and experiences.*

Capstone course in dental laboratory technology providing a comprehensive review of all concepts and techniques studied throughout the two-year Dental Laboratory Technology Program. Provides students with an opportunity to become proficient in needed critical thinking skills and judgments practiced in commercial dental laboratories such that students may transition from being student technicians to certified technicians. The course is also open to professional dental technicians in the industry either as a refresher or for possible job advancement. Includes development of skills essential for success specific to the dental laboratory career. **Pass/no pass** grading. Total of 36 hours lecture.

### **DLT 200A DIRECTED STUDIES IN BASIC DENTAL LABORATORY TECHNIQUES**

#### **1 unit**

**Prerequisite:** *Enrollment in the Dental Laboratory Technology Program or the equivalent knowledge and experiences.*

**Corequisites:** *DLT 113A, 114A, 115, 116A, or the equivalent knowledge and experiences.*

Development and enhancement of basic dental laboratory techniques, skills and concepts for first year students in the Dental Laboratory Technology Program. Highly focused studies in first year content. **Pass/no pass** grading. Total of 54 hours laboratory.

#### **DLT 200B DIRECTED STUDIES IN INTERMEDIATE DENTAL LABORATORY TECHNIQUES**

**1 unit**

**Prerequisite:** *DLT 200A, or the equivalent knowledge and experiences.*

**Corequisite:** *DLT 116B, or the equivalent knowledge and experiences.*

Development and enhancement of intermediate dental laboratory techniques, skills and concepts for first year students in the Dental Laboratory Technology Program. Highly focused studies in first year content. **Short term course. Pass/no pass** grading. Total of 54 hours laboratory.

#### **DLT 200C DIRECTED STUDIES IN ADVANCED DENTAL LABORATORY TECHNIQUES**

**1 unit**

**Prerequisite:** *DLT 200B, or the equivalent knowledge and experiences.*

**Corequisites:** *DLT 109, 113B, 114B, and 116C, or the equivalent knowledge and experiences.*

Development and enhancement of advanced dental laboratory techniques, skills and concepts for first year students in the Dental Laboratory Technology Program. Highly focused studies in first year content. **Pass/no pass** grading. Total of 54 hours laboratory.

#### **DLT 201A DIRECTED STUDIES IN BASIC DENTAL LABORATORY TECHNIQUES**

**1 unit**

**Prerequisite:** *DLT 116C, or the equivalent knowledge and experiences.*

**Corequisites:** *DLT 116D, 117, 118A, and 119A, or the equivalent knowledge and experiences.*

Development and enhancement of basic dental laboratory techniques, skills and concepts for second year students in the Dental Laboratory Technology Program. Highly focused studies in second year content. **Pass/no pass** grading. Total of 54 hours laboratory.

#### **DLT 201B DIRECTED STUDIES IN INTERMEDIATE DENTAL LABORATORY TECHNIQUES**

**1 unit**

**Prerequisite:** *DLT 201A, or the equivalent knowledge and experiences.*

**Corequisite:** *DLT 125, or the equivalent knowledge and experiences.*

Development and enhancement intermediate dental laboratory techniques, skills and concepts for second year students in the Dental Laboratory Technology Program. Highly focused studies in second year content. **Pass/no pass** grading. **Short term course.** Total of 54 hours laboratory.

#### **DLT 201C DIRECTED STUDIES IN ADVANCED DENTAL LABORATORY TECHNIQUES**

**1 unit**

**Prerequisite:** *DLT 201B, or the equivalent knowledge and experiences.*

**Corequisites:** *DLT 118B, 119B, 124, and 126, or the equivalent knowledge and experiences.*

Development and enhancement of advanced dental laboratory techniques, skills and concepts for second year students in the Dental Laboratory Technology Program. Highly focused studies in second year content. **Pass/no pass** grading. Total of 54 hours laboratory.

### **DESIGN TECHNOLOGY**

(Engineering and Technology Division)

#### **DT 008A INTRODUCTION TO DIGITAL DESIGN & FABRICATION**

**3 units**

Introduction to digital design and fabrication through the use of computer-aided design (CAD) and technical graphic production. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and prototyping technologies with an emphasis sustainable production methods. Integrated workflow processes including online resources, project management, sustainability and globalization. Career skills and portfolio development. **May not be taken concurrently** with or after Engr 002. Total of 36 hours lecture and 72 hours laboratory. **Formerly** EDT 008A.

*Transfer Credit: CSU; UC*

#### **DT 008B INTERMEDIATE DIGITAL DESIGN AND FABRICATION**

**3 units**

**Prerequisite:** *DT 008A or Engr 002.*

Intermediate digital design and fabrication using computer-aided design (CAD) and technical graphic production standards. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and rapid prototyping technologies. Integrated workflow processes including online resources, project management, sustainability and globalization. Career skills and portfolio development.

Total of 36 hours lecture and 72 hours laboratory.  
**Formerly** EDT 008B.  
*Transfer Credit:* CSU; UC

### **DT 008C ADVANCED SYSTEMS DESIGN & FABRICATION**

**4 units**

**Prerequisites:** DT 008B.

**Recommended Preparation:** DT 110.

Design, develop and manufacture of CAD parametric models and prototypes through design centric projects. Emphasis on problem solving, critical thinking, collaboration and communication in an interdisciplinary environment. Advanced material selection, product development, systems analysis and strength and motion analysis for sustainable production practices. Career skills and portfolio development. Total of 36 hours lecture and 108 hours laboratory. **Formerly** EDT 008C.

*Transfer Credit:* CSU; UC

### **DT 017 BUILDING CONSTRUCTION TECHNICAL GRAPHICS**

**3 units**

Use of Computer-Aided Drafting (CAD) in the preparation of two and three dimensional Architectural/Engineering/Construction technical graphics and prototypes. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and prototyping technologies. Integrated workflow processes including online resources, project management, sustainability and globalized communication. Career development includes presentation skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory. **Formerly** EDT 017.

*Transfer Credit:* CSU; UC

### **DT 100 DESIGN TECHNOLOGY**

**3 units**

Introduction to design technology processes through creative problem solving. Emphasis on critical thinking, communication and collaboration in an interdisciplinary environment. Integrated Math and English skills applied to introductory design projects across a range of creative technology based careers. Production using leading edge technologies, principles and practices. Total of 36 hours lecture and 72 hours laboratory.

### **DT 101 FABRICATION LABORATORY**

**2 units**

**Prerequisite:** DT 100.

Project design and development in a cross disciplinary environment integrating contextualized English and Math skills. Fabrication of projects using rapid prototyping equipment of design projects from contextualized math and design discipline course. Production using

leading edge technologies, principles and practices. Total of 108 hours of laboratory.

### **DT 105 EMERGING APPLIED TECHNOLOGIES**

**2 units**

Critical examination of current issues in applied technology in relation to the future of work. Research into the implications of current and future technological innovation for industry sectors, occupational clusters. Creation of adaptive strategies for long-term success in a globalized, technology-driven economy including entrepreneurship, lifelong learning, and professional development. Emphasis on sustainability, automation and equity. Total of 36 hours lecture and 18 hours laboratory.

### **DT 110 SUSTAINABLE TECHNOLOGIES**

**3 units**

Introduction to the fundamentals of sustainable design and their technological application for emerging green careers using the LEED (Leadership in Energy and Environmental Design) green rating system framework. Analysis of principles, processes and materials in the built environment, manufacturing and related industries. Emphasis on collaboration, communication through design-centric problem solving. Total of 36 hours lecture and 72 hours laboratory.

### **DT 114 BUILDING INFORMATION MODELING DESIGN (BIM DESIGN)**

**4 units**

**Prerequisite:** DT 118.

Introduction to parametric building information modeling (BIM) and its integration in design, construction, management, operation, and maintenance of buildings for sustainable design. Total of 36 hours lecture and 108 hours lab. **Formerly** EDT 114.

### **DT 118 A/E/C MODELING**

**3 units**

**Prerequisite:** DT 017.

Three-dimensional computer-aided surface modeling and prototyping, with a focus on Architectural/Engineering/Construction industry applications. Coursework includes 3-D modeling, animation, material application, light studies and rendering; production of technical graphics and prototypes from 3-D models; referencing multiple technical graphics to create models and prototypes. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, softwares and prototyping technologies. Integrated workflow processes including online resources, project management, sustainability and globalized communication. Career development includes presentation skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory. **Formerly** EDT 118.



### **DT 150 READING ENGINEERING DRAWINGS**

**1 unit**

Introduction to ANSI Y14.5M drawing standards for engineering and technical drawings of mechanical components. Topics covered include interpretation of titleblocks, symbols, dimensional and geometric fits and tolerances, view representation, standard fasteners, machine elements, and weldments. Total of 18 hours lecture. **Formerly** EDT 150.

### **DT 220 CAD TECHNICIAN INTERNSHIP**

**2 units**

**Prerequisites:** All of the following: DT 140, 150, and 008B and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. Total of 108 hours field practice. **Formerly** EDT 220.

### **DT 230 COMPUTER-AIDED MANUFACTURING**

**3 units**

**Prerequisites:** DT 008A and Mach 220A.

Production of machining operations on CAM software to produce numerical control programming (G-Code) in order to automate numerically controlled machinery (CNC). Topics include CAD, solid modeling, work piece set-up, toolpath generation, G&M Codes, machine set-up, contour, pocket and surface machining. Total of 27 hours lecture and 81 hours laboratory. **Formerly** EDT 230.

### **DT 240 GEOMETRIC DIMENSIONING AND TOLERANCING**

**1 unit**

**Prerequisite:** DT 150.

Introduction to ANSI Geometric Dimensioning and Tolerancing through the analysis of part function and mating relationships to determine functional geometric dimensioning and tolerance. Topics covered include tolerancing, form controls, datums, orientations controls, tolerance of position, concentric, symmetry, runout and profile controls. Total of 18 hours lecture. **Formerly** EDT 240.

## **ECONOMICS**

**(Social Sciences Division)**

### **ECON 001A PRINCIPLES OF ECONOMICS**

**3 units**

**Prerequisites:** One of the following courses: Math 125 or Math 127B or Math 128B or Math 250.

Macro-economics. Introduction to concepts and tools of economic analysis. Theory of demand and supply, national

income accounting, economic growth, recessions and inflation. Fiscal and monetary theories and policies. The Federal Reserve system, tools of monetary control and international trade and finance. Total of 54 hours lecture.

*Transfer Credit:* CSU; UC. \*C-ID: ECON 202

### **ECON 001B PRINCIPLES OF ECONOMICS**

**3 units**

**Prerequisites:** Econ 001A and one of the following: Math 125 or Math 127B or Math 128B or Math 250.

Micro-economics. Price analysis, income distribution, comparative economic systems, international trade and economic problems of public utilities, transportation and agriculture. Total of 54 hours lecture.

*Transfer Credit:* CSU; UC. \*C-ID: ECON 201

### **ECON 020 INDEPENDENT STUDY**

**1 unit**

**Prerequisites:** One semester of economics and permission of department chairperson.

Individual projects; research techniques; written reports. Total of 54 hours laboratory.

*Transfer Credit:* CSU; UC credit limitations. See counselor.

### **ECON 110 SKILLS FOR COLLEGE SUCCESS IN ECONOMICS**

**1 unit**

Development of essential study techniques for success in economics courses; orientation to applications of computer-based technologies in economics; time management; textbook mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

## **EDUCATION**

**(Social Sciences Division)**

### **EDUC 013 TEACHER PREPARATION FOUNDATIONS AND FIELD EXPERIENCE**

**3 units**

**Prerequisite:** Maintain enrollment in 7 or more units including field experience.

Theoretical concepts. Observation methodology. Social, philosophical and political foundations of education. Fundamental knowledge of the American educational system in urban multicultural schools. Supervised field experience in approved educational settings from kindergarten through high school. Observation, planning and guiding learning. Routine classroom activities. Practical application of theoretical concepts. Field experience hours may be used to meet CSU Teacher Prepara-

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\*Course Identification Numbering System (C-ID)



tion admissions requirements. Serves as a foundation for future induction into the classroom. Total of 36 hours lecture and 90 hours field experience.

*Transfer Credit: CSU; UC*

### **EDUC 020 INDEPENDENT STUDY**

#### **1 unit**

Individual projects; research techniques; written reports.

**Pass/no pass** grading. Total of 54 hours laboratory.

*Transfer Credit: CSU*

### **EDUC 030 TEACHING AS A PROFESSION**

#### **3 units**

For prospective teachers: professional responsibilities and duties; classroom visitation, assisting. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **EDUC 100 TUTORING TECHNIQUES**

#### **1 unit**

Introduction to various learning styles, tutorial strategies and techniques; selected problems encountered by those rendering tutorial service. **Recommended** tutor eligibility requirements, which include faculty referral and satisfactory score on any required department diagnostic test. Total of 18 hours lecture.

### **EDUC 113 SCHOOL AGE FIELD PRACTICE**

#### **4 units**

**Prerequisite:** *Maintain enrollment in 7 or more units, including field practice; concurrent enrollment in other education courses.*

Supervised field practice in approved educational programs or relevant community agency settings for school age children. Planning, supervising and guiding the learning environment, practical application of theoretical concepts. Total of 18 hours lecture and 270 hours field practice.

### **EDUC 131 INTRODUCTION TO THE SCHOOL-AGE CHILD**

#### **3 units**

Focus on the physical, social, emotional and cognitive development of the school-age child. Emphasis will be placed on the interaction between the child and teacher in the child care setting. Total of 54 hours lecture.

### **EDUC 132 CURRICULUM FOR SCHOOL-AGE CHILDREN**

#### **3 units**

Preprofessional training of teacher aides and teaching assistants for elementary school. Orientation to teaching with special emphasis on extended day programs, activities both before and after school, developmental

tasks for different age levels, coordination with classroom activities. Total of 54 hours lecture.

### **EDUC 150 EDUCATIONAL THEORY IN INTERACTIVE MULTIMEDIA**

#### **3 units**

Introduction to educational theory as it applies to the design of interactive multimedia. The emphasis is on the role of the learner and his/her approach to learning, the roles of visual and sound elements, educational theory, motor skills, cultural biases, and learner motivation. Portfolio project. An interdisciplinary course. For students enrolled in the Multimedia Certificate Program, but open to all. Total of 54 hours lecture and 18 hours laboratory.

## **ELECTRICITY**

**(Engineering and Technology Division)**

### **ELTY 012 BASIC ELECTRICITY—ELECTRONICS**

#### **2 units**

Fundamental concepts, theories, laws and devices used in the technical industry. Circuit analysis using testing and measuring procedures. Troubleshooting procedures using schematic, measurement instruments and hands-on laboratory experience. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

### **ELTY 217 ELECTRICAL INSPECTION AND CODES**

#### **2 units**

Inspection using the national, state and local codes. Duties of the electrical inspector with emphasis on code enforcement, inspection procedures, plan reading, electrical symbols and terminology. Methods of performing electrical inspections and interpreting electrical systems based on the current electrical codes and standards. Emphasis on the importance of safety, asbestos abatement awareness, anchoring and supporting for earthquake mitigation. Quality workmanship, efficient and well-designed electrical systems and retrofitting. **Required** instructional trips. **Recommended** Elty 240ABCD or 248ABCD. **No credit** if taken after Elty 217A or B. Total of 36 hours lecture.

### **ELTY 218 ELECTRICAL INSPECTION AND CODES - UPDATE**

#### **1 unit**

**Prerequisite:** *Elty 217.*

Review of recent changes and revisions to local, state and national electrical codes and standards. Emphasis on new methods of code applications and calculations.

Code reference on installation of new electrical hardware and materials. Discussion of future trends of electrical design concepts. Total of 18 hours lecture.

### **ELTY 240A INTRODUCTION TO ELECTRICAL TECHNOLOGY**

#### **8 units**

Introduction to direct current circuits, theory, practices, applications, DC electrical systems and troubleshooting techniques. Use state-of-the-art equipment, components, devices, power sources for hands-on laboratory experiments. Identify commonly used electrical symbols, abbreviations, circuits, diagrams, wiring methods, and test measuring instruments. Formulas used in electrical theory, offering a review and application of various functions: principles of magnetism and electromagnetic applicable to electrical components, proper use and selection of tools and electrical specifications, codes and standards. **Required** instructional trips. Total of 90 hours lecture and 180 hours laboratory.

### **ELTY 240B ELECTRICAL POWER GENERATION AND CONTROL CIRCUITS**

#### **8 units**

**Prerequisite:** *Elty 240A*.

Introduction to alternating current circuits, theory, practices and applications for electrical power generation and control circuits. Fundamental theory, calculations, formulas and applications of AC and DC power generation, transmission and distribution systems, transformers, motors and generators. Study complex networks such as RC, RL and RLC circuits, motor controllers, electromagnetic circuits and Poly-Phase systems. Course will include explanation of electrical specifications, codes, standards, terms, abbreviations, components, safety and wiring requirements. Hands-on-laboratory assignments with state-of-the-art test and measurement instruments will provide testing techniques and troubleshooting procedures. **Required** instructional trips. Total of 90 hours lecture and 180 hours laboratory.

### **ELTY 240C ELECTRICAL POWER DISTRIBUTION SYSTEMS AND MACHINERY**

#### **8 units**

**Prerequisite:** *Elty 240B*.

An advanced course that requires knowledge of AC and DC theory, practices and applications. Investigates the theory and applications of motors, generators, electromagnetic, systems and their interaction in power distribution systems and machinery. Covers principles of AC, installation of devices in AC circuits and response to circuits of AC excitation; concepts of electrical symbols, abbreviations, diagrams, specifications, safety procedures, codes and standards. Provides a technical, the-

oretical, practical and multidisciplinary approach to a broad understanding of electrical formulas, calculations for power technology and alternative energy sources. Hands-on and computer aided laboratory experiments to develop knowledge and skills in programmable controllers for electrical machinery used in the electrical industry. **Required** instructional trips. Total of 90 hours lecture and 180 hours laboratory.

### **ELTY 240D PROGRAMMABLE CONTROLLERS/SOLID STATE DEVICES AND ELECTRONIC APPLICATIONS**

#### **8 units**

**Prerequisite:** *Elty 240C*.

Advanced course provides theoretical and practical principals concerning DC and AC circuits and systems, electric machinery and automated systems. Design of programmable logic control circuits and systems, ladder logic and diagram, systems wiring, sequencers, numbering systems, timing and counters, logic and math instruction, and program mapping. Machine control functions consisting of; relay type instructions, solid state devices, software development, programming language and diagnostic analyst, using test and measuring instruments. Applications of programmable logic controls include; wire management, management of co-generations systems, alternate energy sources, communication and sensor program management, integrated network systems and uninterrupted power systems. Hands-on laboratory provide applications for installation specifications, system wiring, systems inspection procedures for safety and related codes and standards. **Required** instructional trips. Total of 90 hours lecture and 180 hours laboratory.

### **ELTY 248A INTRODUCTION TO ELECTRICAL TECHNOLOGY**

#### **4 units**

Fundamental theory and application of DC circuits for the electrical industry. Explanation of electrical terms, codes and components. Measuring electrical parameters with state-of-the-art measurement instruments. Hands-on laboratory assignments with instruments, test techniques, troubleshooting procedures and schematic reading. **Required** instructional trips. Total of 54 hours lecture and 54 hours laboratory.

### **ELTY 248B ELECTRICAL POWER GENERATION AND CONTROL CIRCUITS**

#### **4 units**

**Prerequisite:** *Elty 248A*.

Fundamental theory and application of AC and DC power generation, distribution and control circuits for the electrical industries. Explanation of electrical codes,

standards, terms and components. Hands-on laboratory assignments with state-of-the-art measurement instruments, test techniques and troubleshooting procedures. **Required** instructional trips. Total of 54 hours lecture and 54 hours laboratory.

### ELTY 248C ELECTRICAL POWER DISTRIBUTION SYSTEMS AND MACHINERY

4 units

**Prerequisite:** *Elty 248B.*

Theory and application of electromagnetic interaction in power distribution systems and machinery for the electrical industry. Concepts of electrical codes and standards. Laboratory investigations of electrical and magnetic circuits, programmable controllers and state-of-the-art devices. **Required** instructional trips. Total of 54 hours lecture and 54 hours laboratory.

### ELTY 248D PROGRAMMABLE CONTROLLERS/SOLID STATE DEVICES AND ELECTRONIC APPLICATION

4 units

**Prerequisite:** *Elty 248C.*

Study and performance of programmable controllers for machinery, energy management, cogeneration, alternate energy and uninterrupted power source. Hands-on laboratory assignments with state-of-the-art measurement instruments and troubleshooting concepts. **Required** instructional trips. Total of 54 hours lecture and 54 hours laboratory.

### ELTY 250 INTRODUCTION TO PHOTOVOLTAIC SYSTEMS

4 units

This course in solar electricity introduces students to the field of photovoltaic (PV). Introduction to photovoltaic terminology, concepts, vocabulary, techniques and safety. History, applications and benefits of the different PV systems. Basic Electrical theories related to photovoltaic. PV system sizing and cost estimating. Voltage, current, resistance and power calculation and measurements. Specification of the components such as inverter, charge controller, combiner, battery and generator. Recommended high school algebra Math 125 or Math 127B or Math 128B. **Required** instructional trips. Total of 54 hours lecture and 54 hours laboratory.

### ELTY 251 PHOTOVOLTAIC THEORY AND INSTALLATION TECHNIQUES

4 units

**Prerequisite:** *Elty 250.*

This course in solar electricity will prepare students for entry level employment in photovoltaic (PV) industry. Instruction includes solar electricity fundamentals, PV

safety, site analysis, PV system sizing and design, required components and equipment. Product installation, troubleshooting, net metering laws and National Electrical Code for PV requirements. Successful participants will be qualified to sit for the North American Board of Certified Energy Practitioners (NABCEP) "PV Installer Entry Level Certificate of Knowledge" examination. **Required** instructional trips. Total of 54 hours lecture and 54 hours laboratory.

## ELECTRONICS

(Engineering and Technology Division)

### ELTN 015 COMPUTER AIDED ELECTRONIC DRAFTING 3 units

**Prerequisites:** *Enrollment in or completion of Eltn 009 and Math 003.*

Computer aided drafting of electronic (CAED) circuits. Standards, electronic rules check, JEDEC specifications. Computer commands necessary to install and operate the CAED program. Practice in using the CAED programs with emphasis on current limitations and decoupling problems. PC board routing. Multilayer boards. Total of 36 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU*

### ELTN 025 LOGIC AND MICROCOMPUTER ELECTRONICS

4 units

**Prerequisite:** *Eltn 032.*

Introduction to microcomputer systems, functional elements, organization, instruction sets. Preparation of assembly language programs, elements of structure, stack operations, timing analysis of bus operations. Microprocessor system interfacing, time considerations, interrupts. Multiprocessing and bus-sharing applications. Intel microprocessors with emphasis on 8085 and 8086-type microprocessors. Introduction to embedded controllers, interface design, single-chip controllers. Software development systems and diagnostics. Development and maintenance of microcomputer-based systems. **No credit** if taken after Eltn 125. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

### ELTN 031 CIRCUIT ANALYSIS 5 units

**Prerequisite:** *Eltn 009.*

**Recommended preparation:** *Math 008.*

Field effect and bipolar transistor theory, audio pre-amplifiers and power amplifiers, coupling and bias stabilization techniques. Analysis of small-signal mod-

els, application of Kirchoff's laws to multi-mesh active circuits, matrix methods. Mathematical analysis of feedback systems, stability considerations, elementary transforms. Applications of electro-optical devices, operational amplifiers. Complex operator in frequency response measurements. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **ELTN 032 DIGITAL AND CONTROL ELECTRONICS**

**4 units**

**Prerequisites:** *EltN 009 and Math 008.*

Introduction to logic circuit design and microprocessors. Design and analysis of digital, combinatorial logic, and sequential circuits. Minimization techniques using Boolean algebra and Karnaugh maps. Interfacing requirements, truth tables, multiplexers, demultiplexers, A/D converters and DAC's. Computer arithmetic and preparation of assembly language programs. Laboratory experience using digital circuits and microprocessors. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

### **ELTN 109A APPLIED ALGEBRA FOR ELECTRONICS**

**4 units**

**Prerequisite:** *Enrollment in or completion of Eltn 130 or Elty 240A.*

Application of algebra to the analysis of electronic circuits. Review of measurement accuracy, precision and tolerance, and the use of scientific notation and scientific calculators. Solution of linear algebraic equations, factoring polynomials, rules of exponents, radicals, simultaneous equations and quadratic equations. Direct current network analysis using electronic laws and algebraic principles applied to problems arising in the laboratory. Use of electronic test equipment, measurements, collection of data and preparation of written reports. Recommended high school algebra or Math 125. Total of 54 hours lecture and 54 hours laboratory.

### **ELTN 109B APPLIED MATHEMATICS FOR ELECTRONICS**

**3 units**

**Prerequisite:** *EltN 109A.*

Application of trigonometry, number systems and Boolean algebra in electronics. Right angle trigonometry, identities, vector algebra, imaginary operator, impedance, logarithms, solution of exponential equations and use of a scientific calculator. Number systems and theorems of Boolean algebra. Total of 54 hours lecture.

### **ELTN 115 PRINTED CIRCUIT & ELECTRONIC HARDWARE DESIGN**

**2 units**

**Prerequisite:** *Enrollment in or completion of Eltn 130 or MIT 101.*

Introduction to Electronic Hardware and Printed Circuit Board (PCB) design and manufacturing. Design and fabrication of PCB's with CAD software. Soldering techniques. Group system design. Total of 18 hours lecture and 54 hours laboratory.

### **ELTN 117 INTRODUCTION TO MICROCONTROLLERS AND EMBEDDED DESIGN**

**3 units**

**Prerequisite:** *EltN 130 or MIT 101.*

Introduction to digital circuits including gates, memory circuits and microcontrollers. Introduction to structured programming concepts and computer numbering systems. Programming microcontrollers and interfacing requirements, A/D and D/A conversion, sensors, user interfaces. Writing and debugging microcontroller programs. Laboratory experiments in the application of embedded microcontrollers and interfacing with digital and analog systems. Total of 36 hours lecture and 54 hours laboratory.

### **ELTN 125 LOGIC AND MICROCOMPUTER ELECTRONICS**

**4 units**

**Prerequisite:** *EltN 032 or 132.*

Introduction to microcomputer systems, functional elements, organization, instruction sets. Preparation of assembly language programs, elements of structure, stack operations, timing analysis of bus operations. Microprocessor system interfacing, time considerations, interrupts. Multiprocessing and bus-sharing applications. Intel microprocessors with emphasis on 8085 and 8086-type microprocessors. Introduction to embedded controllers, interface design, single-chip controllers. Software development systems and diagnostics. Development and maintenance of microprocessor-based systems. **No credit** if taken after Eltn 025. Total of 54 hours lecture and 54 hours laboratory.

### **ELTN 130 INTRODUCTION TO ELECTRONICS**

**3 units**

Introduction to the field of Electronics. Electronics safety. Electronics and the environment. Atomic structure, electric charge, current, voltage, resistance. Battery technologies. Simple DC circuits. Ohm's law and Kirchoff's laws. Reading schematic diagrams. Use of electronics test equipment for measurement, evaluation and troubleshooting. Simple mathematical formulas, scientific notation, use of scientific calculators. Selected

automotive electrical systems and sensors. Introduction to AC electricity. Introduction to DC and AC electric motors. Controlling remote motion with servos. Drive by wire automotive systems. Motor speed control. Wireless data transmission. Radio control. Automotive remote controls. Some uses of motors in modern vehicles including hybrid and electric vehicles. Introduction to digital circuits. Introduction to microcontrollers and microprocessors. **Recommended** high school algebra or Tech 107A or Math 125 or Math 127B or Math 128B. Total of 36 hours lecture and 54 hours laboratory.

### ELTN 131 CIRCUIT ANALYSIS

5 units

**Prerequisite:** *EltN 113.*

Field effect and bipolar transistor theory, audio preamplifiers and power amplifiers, coupling and bias stabilization techniques. Analysis of small-signal models, application of Kirchhoff's laws to multi-mesh active circuits, matrix methods. Mathematical analysis of feedback systems, stability considerations, elementary transforms. Applications of electro-optical devices, operational amplifiers. Complex operator in frequency response measurements. **No credit** if taken after Eltrn 031 or 121A or 131A. Total of 72 hours lecture and 72 hours laboratory.

### ELTN 132 DIGITAL AND CONTROL ELECTRONICS

4 units

**Prerequisites:** *EltN 109B and 113; or Eltn 117.*

Introduction to logic circuit design and microprocessors. Design and analysis of digital, combinatorial logic, and sequential circuits. Minimization techniques using Boolean algebra and Karnaugh maps. Interfacing requirements, truth tables, multiplexers, demultiplexers, A/D converters and DAC's. Computer arithmetic and preparation of assembly language programs. Laboratory experience using digital circuits and microprocessors. **No credit** if taken after Eltn 032. Total of 54 hours lecture and 54 hours laboratory.

## EMERGENCY MEDICAL TECHNOLOGY

(Health Sciences Division)

### EMED 101A EMERGENCY MEDICAL TECHNOLOGY

5 units

**Prerequisite:** *Age 18 or older.*

Selected topics in human anatomy and physiology. Diagnostic signs and interpretations of illness and injuries. Development of skill in procedures of emergency rescue and care. Preparation for certification as Emergency Medical Technician-I (Ambulance). Scope of practice not to exceed requirements as outlined under Title 22. Minimum grade of C required for Occupational Skills Certificate. Total of 54 hours lecture and 108 hours laboratory.

## ENGINEERING

(Engineering and Technology Division)

### ENGR 001A SURVEYING

3 units

**Prerequisite:** *Math 007A.*

Introduction to the field of surveying to fulfill engineering transfer credit and provide career exploration to entry level occupation in the field. Topics covered includes both optical and electronic instruments, distance measurements, stadia surveys, leveling and traversing using optical instruments, electronic distance measuring instruments and total stations. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### ENGR 002 ENGINEERING GRAPHICS

3 units

**Prerequisite:** *Math 007A or Math 009.*

Introduction to principles of engineering drawings in visually communicating engineering design and an introduction to computer-aided design (CAD). Engineering design projects with emphasis on the development of visualization skills, orthographic projections, mechanical dimensioning and tolerancing practices, problem solving, critical thinking, collaboration and communication across multiple industries, software and prototyping technologies. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### ENGR 010 INTRODUCTION TO ENGINEERING

2 units

Exploration of different branches of engineering, industries and functions of an engineer. Explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Students will practice developing communication skills pertinent to the engineering profession. Total of 18 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### ENGR 011 STATICS

3 units

**Prerequisite:** *Math 005B and Phys 001A.*

Introduction to engineering mechanics. Topics include: properties of forces, moments, couples and resultants; two- and three-dimensional force systems acting on engineering structures in equilibrium; analysis of trusses, and beams; distributed forces, shear and



moment diagrams, center of gravity, centroids, friction, and are and mass moments of inertia. **No credit** if taken after Engr 015A. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC credit under review.*

### **ENGR 012 DYNAMICS**

**3 units**

**Prerequisite:** *Engr 011.*

Fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinematics of planar motions of rigid bodies; work-energy and momentum principles for rigid body motion; introduction to mechanical vibrations which is optional for an introductory dynamics course. **No credit** if taken after Engr 017. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC credit under review.*

### **ENGR 013 STRENGTH OF MATERIALS**

**3 units**

**Prerequisite:** *Engr 011.*

The study of mechanics of material. Topics include stresses, strains and deformations associated with axial, torsional and flexural loading of bars, shafts and beams, as well as pressure loading of thin-walled pressure vessels. Includes stress and strain transformation, Mohr's Circle, ductile and brittle failure theories, and the buckling of columns. Statically indeterminate systems are also studied. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC credit under review.*

### **ENGR 014 MATERIALS OF CONSTRUCTION**

**3 units**

**Prerequisites:** *Chem 001A.*

Physical properties of engineering materials; their reactions to conditions encountered in various uses; processes by which they are produced and treated. Total of 54 hours lecture.  
*Transfer Credit: CSU*

### **ENGR 015A STATICS**

**3 units**

**Prerequisites:** *Math 005B and Phys 001A.*

Composition and resolution of co-planar and non-planar force systems; equilibrium of rigid bodies; distributed forces; forces in trusses; frames and cables; shear and bending moments in beams; moments of inertia of areas and bodies. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

### **ENGR 015B APPLIED MECHANICS**

**3 units**

**Prerequisite:** *Math 005B.*

States of stress and strain; analysis and design of structural elements; pressure vessels, beams, torsion bars,

springs, columns, riveted and welded connections; inelastic behavior; strength under combined loading; statically indeterminate structures. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

### **ENGR 016 ENGINEERING CIRCUITS**

**3 units**

**Prerequisite:** *Math 005B.*

Mesh and nodal analysis of electric circuits using Ohm's and Kirchhoff's Laws; Thevenin and Norton Theorems; superposition; transient analysis of RL and RC circuits; steady state analysis of AC circuits; analysis of passive two-port networks; polyphase circuits. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

### **ENGR 017 DYNAMICS**

**3 units**

**Prerequisite:** *Engr 015A.*

Kinematics of particles; coordinate systems; relative motion; Newton's Second Law; work and kinetic motion; linear and angular impulse and momentum; impact applications; central force motion; conservation of energy and momentum; steady and variable mass flow; rotational motion relative to rotating axis systems; central equation of motion; angular momentum. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

### **ENGR 018 INTRODUCTION TO NUMERICAL ANALYSIS**

**3 units**

**Prerequisite:** *Math 007A.*

Introduction to numerical analysis, computational methods, computer programming, and problem solving using MATLAB. Provides a working knowledge of the computer as a tool to solve engineering and scientific problems. Understanding of programming and problem-solving allowing use of these tools and techniques to extend MATLAB knowledge. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

## **ENGLISH**

**(English Division)**

### **ENGL 001A READING AND COMPOSITION**

**4 units**

**Prerequisite:** *One of the following: (1) Engl 100; (2) ESL 033B; (3) placement based on the English assessment process.*

**Recommended Preparation:** *Engl 014.*

Development of expository and argumentative essays. Instruction in writing annotated papers. Analysis of various forms of writing with emphasis on expository and argumentative essays. **No credit** if taken after Engl 001AH or 001AS. Total of 72 hours lecture.  
*Transfer Credit: CSU; UC. \*C-ID: ENGL 100*

#### **ENGL 001AH HONORS READING AND COMPOSITION 4 units**

**Prerequisites:** *One of the following: (1) Engl 100; (2) ESL 033B; (3) placement based on the English assessment process.*

**Recommended Preparation:** *Engl 014*

**Enrollment Limitation:** *Acceptance into the Honors Program.*

Development of expository and argumentative essays. Instruction in writing annotated papers. Analysis of various forms of writing with emphasis on expository and argumentative essays. This enriched course is designed for the Honors Program allowing more student directed discussions and more extensive writing assignments. **No credit** if taken after Engl 001A or Engl 001AS. Total of 72 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ENGL 100*

#### **ENGL 001AS STRETCH ACCELERATED READING AND COMPOSITION**

**4 units**

**Prerequisites:** *One of the following: (1) Engl 001S; (2) Engl 100; (3) ESL 033B; (4) placement based on the English Assessment process.*

Critical analysis of interdisciplinary texts, including literature. Composition of various written texts, including essays. Examination of the uses and significance of language in knowledge creation, community engagement, and academic success in specific disciplines. Emphasis on authentic voice, collaboration, research, student reflection, and composition for the 21st century. Equity-centered classroom and curriculum. **No credit** if taken after Engl 001A or Engl 001AH. Total of 72 hours lecture.  
*Transfer Credit: CSU; UC credit under review. \*C-ID: ENGL 100*

#### **ENGL 001B READING AND COMPOSITION**

**4 units**

**Prerequisite:** *One of the following: (1) Engl 001A or Engl 001AH or Engl 001AS; (2) score of 3 on Advanced Placement Test given by the College Entrance Examination Board.*

Writing of argumentative and persuasive essays about literary works. Critical analysis, interpretation, and evaluation of literary works. Elements and principles of literature as exemplified in major literary forms. **No credit** if taken after Engl 001BH. Total of 72 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ENGL 120*

#### **ENGL 001BH HONORS READING AND COMPOSITION**

**4 units**

**Prerequisite:** *One of the following: (1) Engl 001A or Engl 001AH or Engl 001AS; (2) score of 3 on Advanced Placement Test given by the College Entrance Examination Board.*

**Enrollment Limitation:** *Acceptance into the Honors Program.*

Writing of argumentative and persuasive essays about literary works. Critical analysis, interpretation, and evaluation of literary works. Elements and principles of literature as exemplified in major literary forms. This enriched course is designed for the Honors Program allowing more student directed discussions and more extensive writing assignments. **No credit** if taken after Engl 001B. Total of 72 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ENGL 120*

#### **ENGL 001C INTERMEDIATE COMPOSITION — CRITICAL THINKING AND ARGUMENT**

**4 units**

**Prerequisite:** *Engl 001A, 001AH, or 001AS.*

Principles of critical thinking applied to writing and reading on complex issues which incorporate logic, reasoning, persuasion, analysis and evaluation of appropriate prose models, including those employing argument, other rhetorical modes, and critical thinking strategies specific to various modes of thought; selective use of citation and documentation. **No credit** if taken after Engl 001CH. Total of 72 hours lecture.

*Transfer credit: CSU; UC. \*C-ID: ENGL 105*

#### **ENGL 001CH HONORS INTERMEDIATE COMPOSITION-CRITICAL THINKING AND ARGUMENT**

**4 units**

**Prerequisite:** *Engl 001A, 001AH, or 001AS.*

**Enrollment Limitation:** *Acceptance into the Honors Program.*

Principles of critical thinking applied to writing and reading on complex issues which incorporate logic, reasoning, persuasion, analysis and evaluation of appropriate prose models, including those employing argument, other rhetorical modes, and critical thinking strategies specific to various modes of thought; selective use of citation and documentation. This enriched course is designed for the Honors Program allowing more student directed discussions and more extensive writing assignments. **No credit** if taken after Engl 001C. Total of 72 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ENGL 105*

*\*Course Identification Numbering System (C-ID)*

**ENGL 001S STRETCH ACCELERATED COMPOSITION I**  
**4 units**

**Prerequisite:** *One of the following: (1) Engl 400 or Bus 112; (2) placement based on the English assessment process.*

**Corequisite:** *Engl 901.*

Critical analysis of interdisciplinary texts, including both non-fiction and literature. Composition of various written texts, including essays. Examination of the uses and significance of language in knowledge creation, community engagement, and academic success. Emphasis on authentic voice, collaboration, research, student reflection, and composition for the 21st century. Equity-centered classroom and curriculum. This is the first in a two-class sequence. **No credit** if taken after Engl 001A, Engl 001AH, or Engl 001AS. Total of 72 hours lecture.

*Transfer Credit: CSU; UC credit under review.*

**ENGL 003 TECHNICAL WRITING — ADVANCED EXPOSITION**

**3 units**

**Prerequisite:** *Engl 001A.*

Development of writing skills which can be applied to any career or profession. Emphasis on types of writing required to communicate facts and ideas in a technological society. Total of 54 hours lecture.

*Transfer Credit: CSU*

**ENGL 005A CREATIVE WRITING**

**3 units**

**Prerequisite:** *Eligibility for Engl 001B.*

Creative literary expression; short story, poetry and essay. Individual experimentation with various forms; students evaluate their work and work of classmates in light of contemporary writings. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 005B CREATIVE WRITING**

**3 units**

**Prerequisite:** *Engl 005A, 006, 007 or 008.*

Creative literary expression such as: short story, poetry, dramatic form and essay. The focus is on in-depth criticism of student work and professional writers. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 006 SHORT STORY WRITING**

**3 units**

**Prerequisite:** *Eligibility for Engl 001B.*

Theory and practice in writing the short story. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 007 INSCAPE MAGAZINE PUBLICATION**  
**3 units**

**Prerequisite:** *Engl 001A, 001AH, or 001AS.*

Critical review and selection of creative material; design and layout of a literary magazine. Total of 54 hours lecture.

*Transfer Credit: CSU*

**ENGL 008 WRITING POETRY**

**3 units**

**Prerequisite:** *Eligibility for Engl 001A.*

Writing of poetry in all forms. Reading of traditional and current work. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 009 CREATIVE NONFICTION**

**3 units**

**Prerequisite:** *Engl 001A.*

Writing and analysis of creative nonfiction such as memoirs, reviews, profiles, and nature writing. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 010 INTRODUCTION TO LINGUISTICS**

**3 units**

**Interdisciplinary course:** English, Languages

**Recommended preparation:** *Eligibility for Engl 001A.*

Survey of sounds, structure and development of language in connection with its social and cultural function. Differences and relationships among languages. **No credit** if taken after Ling 010. **Recommended** for English and foreign languages majors, but open to all qualified students. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 011 HISTORY OF ENGLISH LANGUAGE**

**3 units**

**Interdisciplinary course:** English, Languages

**Recommended preparation:** *Eligibility for Engl 001A.*

Origins and development of the English language, from its Germanic ancestors to present-day American English.

**No credit** if taken after Ling 011. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 012 INTERCULTURAL COMMUNICATION**

**3 units**

**Interdisciplinary course:** English, Languages

**Recommended preparation:** *Eligibility for Engl 001A.*

Linguistic and cultural patterns; how and what people communicate. Designed to aid both Americans and foreign students in the development of intercultural understanding and communication skills. **No credit** if taken after Ling 012. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: COMM 150*

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\*Course Identification Numbering System (C-ID)

**ENGL 014 CRITICAL READING****3 units**

**Prerequisite:** *One of the following: (1) Eligibility for Engl 001A; (2) Engl 130; or (3) satisfactory reading placement assessment.*

Development of comprehension and critical thinking skills to increase ability to analyze critically and evaluate different types of writing. Analysis of writing with attention to the accuracy and adequacy of evidence, the logical structure of argument and definitions, persuasive and expressive language and common fallacies. **Cannot be taken concurrently** with ESL 460, 432, Engl 415 or 130. Total of 54 hours lecture.

*Transfer Credit: CSU*

**ENGL 015 THE RESEARCH PAPER****1 unit**

**Prerequisite:** *Engl 001A.*

Application of principles and practices introduced in Engl 001A to a major research paper in the student's field of study, using system of documentation preferred in the student's field. Total of 18 hours lecture.

*Transfer Credit: CSU*

**ENGL 020 INDEPENDENT STUDY****1 unit**

**Prerequisites:** *Engl 001A and permission of department chairperson.*

Individual projects; research techniques; written reports. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**ENGL 024 A LITERATURE IN TRANSLATION****3 units**

**Recommended preparation:** *Eligibility for Engl 001A, Engl 001AS, or Engl 001AH.*

Reading and discussion of the literature of a specific nationality/culture, emphasizing the unique qualities of that national/cultural identity. Historical, social, cultural and geographic background. Total of 54 hours lecture.

*Transfer credit: CSU; UC*

**ENGL 025A INTERPRETING MODERN LITERATURE****3 units**

**Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Reading and discussion of poetry, fiction and drama, chiefly modern. Techniques involved in these literary forms. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 025C WOMEN IN LITERATURE****3 units**

**Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Examination of the portrayal of women presented in prose, poetry, and drama. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 025D SCIENCE FICTION AND FANTASY****3 units**

**Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Genres of science fiction and fantasy, exploring their origins and contemporary expressions. Reading and discussion of representative works. Study of the techniques involved in these works. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 025E LITERATURE OF HORROR (GOTHIC NOVEL)****3 units**

**Prerequisite:** *Eligibility for English 001A or 001AH or 001AS.*

The course includes reading and discussion of recurring motifs and archetypes in the Gothic novel and short stories of horror; analysis of the psychological implications of such types as the doppelganger, the shadow, the anima. The course traces the Gothic mode from its origin in superstition and magic through the contemporary emphasis on the distorted or violated psyche. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 025F COMEDY AND LITERATURE****3 units**

**Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Introduction to comedy in literature and/or film. Examination of comic world view as well as comic structures, plots, characters, situations and language. Exploration of the social implications of comedy. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 025G MYSTERY AND CRIME FICTION****3 units**

**Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Reading and discussion of selected works from detective fiction, including the following: Poe, Doyle, Hammett, Sayers, Chandler, Christie, MacDonald. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*



**ENGL 025H AMERICAN JOURNEYS****3 units****Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Fictional and non-fictional accounts of recent journeys in search of identity and the sights, people and meaning of America. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ENGL 025I POST-COLONIAL LITERATURES****3 units****Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Introduction to works that explore post-colonial experience and consciousness by authors primarily from the developing world, including Africa, the Middle East, Asia, and Latin America. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ENGL 025J UTOPIAN AND DYSTOPIAN LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Reading and discussion of poetry, fiction, drama, and film, chiefly modern. Techniques involved in these literary forms. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ENGL 026 INTRODUCTION TO LITERARY THEORY AND CRITICISM****3 units****Prerequisite:** *Engl 001B or Engl 001BH.*

Introduction to theory and practice of literary criticism. Application of major critical theories to selected texts. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ENGL 030A AMERICAN LITERATURE****3 units****Prerequisite:** *Engl 001B or Engl 001BH.*

Significant works of American poetry and prose from the colonial period through the Civil War. Total of 54 hours lecture.

*Transfer Credit: CSU; UC; \*C-ID: ENGL 130***ENGL 030B AMERICAN LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001B or Engl 001BH.*

Significant works of American poetry and prose from the Civil War to 1945. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ENGL 135***ENGL 030C AMERICAN LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001B or Engl 001BH.*

Significant works of American poetry and prose from 1945 to the present. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ENGL 135***ENGL 034 MAJOR NOVELIST****1 unit****Prerequisite:** *Engl 001A or 001AH or 001AS.*

Intensive study of a single novelist. Total of 18 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.***ENGL 035 MAJOR DRAMATIST****1 unit****Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Intensive study of a single dramatist. Total of 18 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.***ENGL 036 MAJOR POET****1 unit****Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Intensive study of a single poet. Total of 18 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.***ENGL 037 MAJOR CRITIC****1 unit****Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Intensive study of a single critic. Total of 18 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.***ENGL 044A WORLD LITERATURE: ANTIQUITY TO 1500****3 units****Prerequisite:** *Eligibility for Engl 001B or Engl 001BH.*

Reading and discussion of Western and non-Western literature from the Ancient era through 1500 A.D. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ENGL 140***ENGL 044B WORLD LITERATURE: 1500-1800 A.D.****3 units****Prerequisite:** *Eligibility for Engl 001B or Engl 001BH.*

Reading and discussion of Western and non-Western literature written between approximately 1500-1800 A.D. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ENGL 145*

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*\*Course Identification Numbering System (C-ID)*



**ENGL 044C WORLD LITERATURE: 1800 - MID 20TH CENTURY****3 units****Prerequisite:** *Eligibility for Engl 001B or Engl 001BH.*

Reading and discussion of world literature written between 1800 A.D. and the mid 20th century. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: ENGL 145*

**ENGL 045A LITERATURE OF THE BIBLE****3 units****Prerequisite:** *Eligibility for Engl 001B or Engl 001BH.*

Reading and discussion of books of the Old and New Testaments selected from among the following: *Genesis, Exodus, Joshua, Ruth, I and II Samuel, I Kings, Job, Proverbs, Isaiah, Amos, Jonah; Matthew, Luke, Acts, Romans, II Corinthians*, other Letters. Religious-social-political ideas, literary qualities and textual problems. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 045B LITERATURE OF THE BIBLE****3 units****Prerequisite:** *Eligibility for Engl 001B or Engl 001BH.*

Reading and discussion of books of the Old and New Testaments selected from among the following: *Genesis, Deuteronomy, Judges, Esther, I and II Chronicles, II Kings, Psalms, Ecclesiastes, Jeremiah, Hosea, Ezekiel, Daniel; Mark, John, Acts, I Corinthians, Hebrews, Revelation*, other Letters. Religious- social-political ideas, literary qualities and textual problems. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 046A ENGLISH LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001B or Engl 001BH.*

Surveys of the literature written in the British Isles from Beowulf to Johnson. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 046B ENGLISH LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001B or Engl 001BH.*

Survey of British literature from the Romantic movement (1798) to the present. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 047 MEXICAN AND CHICANO LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Literary, social and historical aspects of essay, novel, drama, short story and poetry in English translation written by Mexican and Chicano writers with a survey of other relevant Latin American literary works. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 048 ASIAN LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001A.*

Reading and discussion of selected works of historical and/or modern imaginative literature from one or more Asian cultures. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 049A FILM AS DRAMATIC LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001A.*

Critical analysis of film types, directors, movements, national cinemas. Close examination of films through lecture, discussion and writing. **No credit** if taken after Engl 049. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 049B FILM AS DRAMATIC LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001A.*

Critical analysis of film types, directors, movements, national cinemas as they reflect societal issues, historical periods, ethnic and cultural views, and values systems through documentary and dramatic presentation. Close examination of films through lecture, discussion, and writing. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 050 AFRO-AMERICAN LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Literary, social and historical aspects of essay, novel, drama, short story, poetry and oral tradition authored by African-Americans. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 051 NATIVE AMERICAN MYTHOLOGY AND LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001A.*

Reading and discussion of selected works from mythology and literature of Native Americans; some discussion of history and art, but major emphasis on mythology, fiction, poetry and autobiography. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

*\*Course Identification Numbering System (C-ID)*

**ENGL 052 ASIAN AMERICAN LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Literary, social and historical aspects of essay, novel, drama, short story and poetry written by Asian American authors. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 053 INTERPRETING POETRY****3 units****Prerequisite:** *Eligibility for Engl 001B.*

Reading and discussion of traditional, modern and contemporary poems. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 054 CALIFORNIA LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001A.*

Literary and historical perspectives of fiction, biography, journals, and letters about California by California writers. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 057 MODERN DRAMA****3 units****Prerequisite:** *Eligibility for Engl 001B.*

Reading and discussion of continental, British and American drama from Ibsen to the present. Representative plays by Strindberg, Chekhov, Pirandello, O'Neill, Shaw, Brecht, Beckett, Genet, Pinter, Albee. Major theatrical movements: naturalism, symbolism, expressionism. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 058 QUEER STUDIES IN LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001B.*

Examines representations of normative and non-normative sexuality in literature. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit under review.*

**ENGL 059 CHILDREN'S LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001A or 001AH or 001AS.*

Reading and analysis of selected stories for young children and of selected critical evaluations of children's literature. **For** Child Development students, library tech students, writers of children's literature and parents, but open to all students. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 060 MASTERPIECES OF DRAMA****3 units****Prerequisite:** *Eligibility for Engl 001A.*

Representative dramatic literature from the ancient Greeks to contemporary theater. Form, content, philosophical and historical perspectives and criticism. Discussion, written analysis and instructional trips. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 061 INTRODUCTION TO THE NOVEL****3 units****Prerequisite:** *Engl 001A.*

Reading and analysis of selected classic and contemporary novels. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 078A INTRODUCTION TO SHAKESPEARE****3 units****Prerequisite:** *Eligibility for Engl 001B.*

Reading and discussion of 12 to 16 tragedies, comedies and histories, including the following: *Love's Labor's Lost; Twelfth Night; Richard II; Henry IV, parts I and II; Henry V; Hamlet; Othello.* Selections from the Sonnets. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 078B INTRODUCTION TO SHAKESPEARE****3 units****Prerequisite:** *Eligibility for Engl 001B.*

Reading and discussion of 12 to 16 tragedies, comedies and histories, including the following: *The Merchant of Venice; As You Like It; Henry VI, parts I, II, III; Richard III; King Lear; Macbeth.* Selections from the Sonnets. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 082A INTRODUCTION TO MYTHOLOGY****3 units****Prerequisite:** *Eligibility for Engl 001B.*

Fertile Crescent (Egyptian, Hebrew, Mesopotamian), Classical (Greek and Roman), and Old European mythologies. Emphasis on literary texts and creative expressions, such as art, music, and artifacts. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 082B INTRODUCTION TO MYTHOLOGY****3 units****Prerequisite:** *Eligibility for Engl 001B.*

Historical and thematic exploration of mythology of one major cultural or geographical area other than Fertile Crescent. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ENGL 082C INTRODUCTION TO MYTHOLOGY****3 units****Prerequisite:** *Eligibility for Engl 001B.*

Intensive study of a single body of traditional narrative, such as the Arthurian cycle; double, motifs; quest motifs; folk tales; fairy tales. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ENGL 100 READING AND WRITING SKILLS****4 units****Prerequisite:** *One of the following: (1) Engl 400 or Bus 112; (2) placement based on the English assessment process.***Corequisite:** *Engl 901.*

Writing expository, analytical, and argumentative essays; developing critical reading research skills. Review of sentence structure and grammar. **Required** concurrent enrollment in Engl 901. **Recommended** enrollment in Engl 130. **No credit** if taken after Engl 001A. Total of 72 hours lecture.

**ENGL 110 SKILLS FOR COLLEGE SUCCESS****2 units**

Development of essential study techniques and critical thinking skills related to time management, textbook mastery, test taking, and memory. Total of 36 hours lecture.

**ENGL 130 ADVANCED READING FOR ACADEMIC SUCCESS****3 units****Prerequisite:** *One of the following: (1) Engl 415; (2) eligibility for Engl 100 or ESL 033B; or (3) satisfactory reading placement assessment.*

Development of reading skills, vocabulary and study techniques. **Recommended** enrollment in ESL 033B or Engl 100. **No credit** if taken after Engl 014. **Cannot be taken concurrently** with ESL 460, 432, Engl 415 or 014. Total of 54 hours lecture and 18 hours laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

**ENGL 135 FROM PAGE TO PERFORMANCE****1 unit**

Reading and viewing of plays performed in off-campus locations. Approaching the printed text; approaching the stage performance; relationship of text to performance. **Pass/no pass** grading. Total of 18 hours lecture.

**ENGL 400 ENGLISH ESSENTIALS****4 units****Corequisite:** *Engl 902.*

Basic essay writing skills; reading for understanding; grammar and mechanics. **Required** concurrent enroll-

ment in Engl 902. **Recommended** enrollment in Engl 415 or 130. **No credit** if taken after Engl 100 or 001A. **For** native speakers of English whose English placement assessment does not qualify them for Engl 100 or 001A. **Not recommended** for ESL students. Total of 72 hours lecture.

**ENGL 403 READING AND WRITING****1 unit**

Improvement of reading, writing, vocabulary and spelling. Individualized assessment. **Pass/no pass** grading. Total of 54 hours laboratory.

**ENGL 410 BASIC GRAMMAR****1 unit**

Parts of speech; sentence structure; subject-verb agreement; pronoun case and agreement. **Recommended** for students in Engl 001A and 100 who have difficulty with grammar. **No credit** if taken after Engl 001A. Total of 18 hours lecture.

**ENGL 411 PUNCTUATION****1 unit**

Standard punctuation; troublesome problems and common errors in English usage. **Recommended** enrollment in or completion of Engl 410. **No credit** if taken after Engl 001A. **For** students who have difficulty with punctuation. Total of 18 hours lecture.

**ENGL 412 SPELLING****1 unit**

Systematic approach to mastery of American English spelling through applied learning techniques. **No credit** if taken after Engl 001A. Total of 18 hours lecture.

**ENGL 413 VOCABULARY BUILDING****1 unit**

High-frequency words essential for success in college; analysis of root words, prefixes and suffixes to assist in vocabulary development. **No credit** if taken after Engl 001A. Total of 18 hours lecture.

**ENGL 415 READING FOR ACADEMIC SUCCESS****3 unit**

Introduction to word attack skills, vocabulary, study skills, and basic reading techniques. **Recommended** enrollment in ESL 033A or Engl 400. **No credit** if taken after Engl 130 or 014. **Cannot be taken concurrently** with ESL 460, 432, Engl 130 or 014. Total of 54 hours lecture and 18 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

### ENGL 434 TECHNICAL/VOCATIONAL READING

3 units

Development of basic reading and vocabulary skills for students enrolled in occupational curricula. Individualized instruction. Total of 54 hours lecture and 18 hours laboratory.

### ENGL 435 VOCATIONAL ENGLISH AND INFORMATION TECHNOLOGY (BASIC)

2 units

Job-related writing and basic research skills appropriate to the workplace. Technical vocabulary used in the student's vocational area. Library and web-based research, critical thinking and problem-solving specifically focused on workplace needs. **Recommended** concurrent enrollment in a vocational course. Total of 36 hours lecture.

### ENGL 450 INTRODUCTION TO ENGLISH ESSENTIALS

3 units

Introduction to basic writing skills with emphasis on simple sentence structure, English usage, mechanics and spelling. Integrated with basic study techniques, time management, textbook introduction, test taking, problem solving and memorization. **Pass/no pass** grading. **Not recommended** for ESL students. Total of 72 hours lecture.

### ENGL 901 WRITING CENTER LAB

.30 units

**Corequisite:** *Engl 100 or 001S.*

Development of writing skills for students in English 100 through the use of the Writing Center. Individualized instruction with Writing Center tutors and computer software. **Pass/no pass** grading. Total of 18 hours laboratory.

### ENGL 902 WRITING CENTER LAB

.30 units

**Corequisite:** *Engl 400.*

Development of writing skills for students in English 400 through the use of the Writing Center. Individualized instruction with Writing Center tutors and computer software. **Pass/no pass** grading. Total of 18 hours laboratory.

## ENGLISH AS A SECOND LANGUAGE

(Languages Division)

The English as a Second Language curriculum has been developed sequentially for students to achieve the reading and writing skills necessary for academic success.

Placement within the sequence depends upon multiple measures.

The recommended sequence is:

ESL 420  
ESL 422  
ESL 122  
ESL 033A  
ESL 033B

**No credit** will be given for the higher level English as a Second Language course if a student is concurrently enrolled in two different levels of this sequence. **No credit** will be given for a lower level course in this sequence if a student has successfully completed a higher level course or an English composition course (English 100, 001A, 001B, 001C).

### ESL 033A ESL READING AND WRITING — LEVEL 4

4 units

**Prerequisite:** *ESL 122, or satisfactory ESL placement assessment.*

Reading and composition to prepare students for college classes. Practice in advanced sentence structure; methods of paragraph and essay development; reading of college-level material. **Recommended** enrollment in Engl 415. **No credit** if taken after ESL 033B, Engl 001A, 001B, 001C or 100. **Cannot be taken concurrently** with ESL 033B, 122, 422, 420, Engl 001A, 001B, 001C, 100, 400. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### ESL 033B READING AND WRITING — LEVEL 5

4 units

**Prerequisite:** *ESL 033A or satisfactory ESL placement assessment.*

Readings in college-level texts including fiction and non-fiction; methods of essay and annotated paper development. Designed to prepare students for success in English composition classes. **Recommended** enrollment in Engl 130. **No credit** if taken after Engl 001A, 001B, 001C, 100. **Cannot be taken concurrently** with ESL 033A, 122, 422, 420, Engl 001A, 001B, 001C, 100, 400. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### ESL 040 LITERATURE IN A SECOND LANGUAGE

1 unit

**Prerequisite:** *Enrollment in or completion of ESL 033A.*

Introduction to the diversity of fiction, poetry and drama in English and other languages. Designed for cultural expression and the development of reading skills in English. Total of 18 hours lecture.

*Transfer Credit: CSU*

**ESL 106 SPEAKING AND LISTENING FOR ACADEMIC SUCCESS****4 units****Recommended Preparation:** *ESL 136 or 146, and eligibility for ESL 033B or Engl 100.*

Development of advanced speaking and listening skills for achieving academic goals. Task activities include group discussion, individual presentations, evaluation of lectures and media broadcasts. Attention will be given to building college-level skills. Total of 72 hours lecture.

**ESL 111 ACADEMIC READING FOR ESL****3 units****Prerequisite:** *One of the following: (1) Eligibility for ESL 033A; or (2) satisfactory reading placement assessment.*

Essential college reading skills and strategies with an emphasis on comprehension, academic vocabulary, and reading fluency. Focus on literal and interpretive levels of narrative and expository texts. Attention to the relationship between cultural references and textual meaning. Total of 54 hours lecture.

**ESL 113 ADVANCED ESL VOCABULARY****2 units****Prerequisites:** *Eligibility for ESL 033A or Engl 100.*

Recommended for advanced ESL students needing to increase their academic vocabulary words and phrases in order to comprehend and use advanced academic English, increasing their confidence in comprehending and using high-level vocabulary for academic and non-academic situations. Focus on advanced prefixes, roots, suffixes; two- and three-word verbs, collocations/idioms, word families, and dictionary use. Total of 36 hours of lecture.

**ESL 122 GRAMMAR AND WRITING — LEVEL 3****4 units****Prerequisite:** *ESL 422, 490B, SPSV 490B or placement based on the ESL assessment process.*

Development of grammar and writing skills for academic purposes. Reading of low-intermediate fiction and non-fiction; written practice in sentence patterns and compositions. **Recommended** enrollment in ESL 432. **No credit** if taken after ESL 033A, 033B, Engl 001A, 001B, 001C, 100. **Cannot enroll concurrently** in ESL 033A, 033B, 420, 422, Engl 001A, 001B, 001C, 100 or 400. Total of 90 hours lecture.

**ESL 132 READING – LEVEL 3****3 units****Prerequisite:** *ESL 432 or placement based on the ESL reading assessment process.*

Development of word attack skills, vocabulary, study skills, and intermediate reading techniques. **Recom-**

**mended** enrollment in ESL 122. **No credit** if taken after Engl 415, 130, 114. Cannot be taken concurrently with ESL 460, ESL 432, Engl 415, 130, 014. Total of 54 hours lecture and 18 hours laboratory.

**ESL 133 ADVANCED ESL GRAMMAR WORKSHOP****2 units**

Review of advanced grammar structures, including adverb, adjective, and noun clauses, and conditional forms. **Recommended** for ESL students in ESL 033B who need to review grammar. Total of 36 hours lecture.

**ESL 136 AMERICAN CULTURE THROUGH SPEAKING AND LISTENING****3 units****Recommended preparation:** *ESL 446 or 442, and enrollment in ESL 033A or Engl 415.*

Development of high intermediate to advanced speaking and listening skills through the discussion of current events and American cultural and social issues as well as the study of regionalisms. Movies, songs, TV and radio programs will be used to enhance cultural competency and to build fluency in aural comprehension and spoken communications skills. Activities include oral reports, group and panel discussions, in-class and out-of-class interviews. Some library research and reading assignments. Total of 54 hours lecture.

**ESL 146 PRONUNCIATION OF AMERICAN ENGLISH - LEVEL 2****3 units****Recommended preparation:** *Completion of ESL 246 (Level 1) or equivalent, current enrollment in ESL 152 for eligibility for ESL 033A.*

Further development of pronunciation skills through practice of American consonant blends and advanced stress and intonation patterns. Use of phonetic alphabet reduced forms and advanced features of vowel and consonant sounds. Total of 54 hours lecture.

**ESL 171A EXPLORING TOPICS IN ESL****3 units****Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 54 hours lecture.

**ESL 171B EXPLORING TOPICS IN ESL****2 units****Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 36 hours lecture.



### ESL 171C EXPLORING TOPICS IN ESL

1 unit

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture.

### ESL 172 ESL FOR THE WORKPLACE

3 units

**Prerequisite:** *Required eligibility for ESL 122 or above.*

English communication skills appropriate to a workplace setting, including workplace terminology, safety issues, reports and memos, job search skills, communicating with coworkers, and an understanding of workplace ethics. Total of 54 hours lecture.

### ESL 176 EFFECTIVE SPEAKING AND LISTENING II

3 units

Continuing development of conversation skills in a variety of social situations. Practice and use of intermediate language skills. Listening activities to help students understand natural speech. Vocabulary, idiomatic expressions, and grammatical patterns common to spoken English. **Recommended** for students who have completed ESL 446 and/or are enrolled in ESL 122 and/or ESL 132. Total of 54 hours lecture.

### ESL 246 PRONUNCIATION OF AMERICAN ENGLISH - LEVEL 1

3 units

**Recommended preparation:** *ESL 442 or 446; or enrollment in ESL 446, or eligibility for ESL 422.*

Introduction to American speech sounds, basic stress and intonation patterns. Study of selected suffix endings, speech mechanism and phonetic alphabet. Total of 54 hours lecture.

### ESL 403 ESL SKILLS WORKSHOP

1 unit

Individualized instruction in writing, vocabulary, and spelling to assist non-native speakers of English concurrently enrolled in a core ESL course. Total of 18 hours lecture.

### ESL 410A BASIC ESL GRAMMAR REVIEW

1 unit

Review parts of speech and basic sentence structure. **Recommended** for students who need review of beginning level grammar. Total of 18 hours lecture.

### ESL 410B INTERMEDIATE GRAMMAR REVIEW

1 unit

Review of the English verb system: verb tenses, active/passive, infinitives and gerunds. **Recommended** for ESL students who need review of verbs. Total of 18 hours lecture.

### ESL 413 ESL VOCABULARY DEVELOPMENT

1 unit

Word families, idioms, prefixes and suffixes, dictionary use. **Recommended** for ESL students who need basic vocabulary development. Total of 18 hours lecture.

### ESL 420 GRAMMAR AND WRITING — LEVEL 1

4 units

Intensive practice in basic English sentence structure for students who wish to prepare for college-level work. Introduction to spelling, punctuation, vocabulary development and English writing conventions. **Recommended** enrollment in ESL 460 and 456. **No credit** if taken after ESL 033A, 033B, 122, 422, Engl 001A, 001B, 001C, 100 or 400. **Cannot enroll concurrently** in ESL 033A, 033B, 122, 422, Engl 001A, 001B, 001C, 100 or 400. Total of 90 hours lecture and 18 hours laboratory.

### ESL 422 GRAMMAR AND WRITING — LEVEL 2

4 units

**Prerequisite:** *ESL 420 or satisfactory ESL placement assessment.*

Development of reading and writing skills for academic purposes. Readings in short essays and fiction; written practice in sentence patterns, paragraphs, and short essays. **Recommended** enrollment in ESL 432. **No credit** if taken after ESL 033A, 033B, 122, Engl 001A, 001B, 001C, or 100. **Cannot enroll concurrently** in ESL 033A, 033B, 122, 420, Engl 001A, 001B, 001C, 100, or 400. Total of 90 hours lecture.

### ESL 432 ESL READING - LEVEL 2

3 units

**Prerequisite:** *ESL 460 or satisfactory reading placement assessment.*

Development of vocabulary and reading strategies used in academic and personal contexts. **Recommended** enrollment in ESL 422 and 446. **No credit** if taken after ESL 132, 111, Engl 415, 130, or 014. **Cannot be taken concurrently** with ESL 460, 132, 111 Engl 415, 130 or 014. Total of 54 hours lecture and 18 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

### ESL 446 EFFECTIVE SPEAKING AND LISTENING

3 units

**Recommended preparation:** *ESL 456, 420 or 460; and enrollment in ESL 432, 422, 246 or 122.*

Practice of casual and formal dialogues in commonplace situations. Everyday language functions and conversation management skills. Listening activities to enhance comprehension of daily topics. Idiomatic expressions and grammatical patterns common to spoken English. Total of 54 hours lecture.

**ESL 456 BASIC SPEAKING AND LISTENING****6 units**

An introductory course in spoken English to develop basic communication skills for everyday life in the U.S. Listening and conversation practice around daily topics, extensive vocabulary building and practice of basic grammatical structures. **Recommended:** Concurrent enrollment in ESL 420 and ESL 460. **Pass/no pass** grading. Total of 108 hours lecture.

**ESL 459 ESL LEARNING THROUGH COMPUTERS****1 unit**

Improvement of English skills through hands-on computer use. Word processing, Internet research, online grammar quizzes, Webpage creation and multimedia software use. Total of 18 hours lecture.

**ESL 460 ESL READING - LEVEL 1****3 units**

Introduction to vocabulary building, word attack skills, and basic reading techniques. **Recommended** enrollment in ESL 420 and 421. **No credit** if taken after ESL 432, Engl 415, 130 or 014. **Cannot be taken concurrently** with ESL 432, Engl 415, 130 or 014. Total of 54 hours lecture and 18 hours laboratory. Lab may be scheduled using the "To Be Arranged" (TBA) scheduling format.

**ESL 472 ESL IN THE WORKPLACE****3 units**

English communication skills appropriate to a workplace setting, including workplace terminology, instructions and procedures, safety issues, telephone and email skills, and an understanding of workplace ethics. **No credit** if taken after ESL 172. Total of 54 hours lecture.

**ENVIRONMENTAL STUDIES****(Natural Sciences Division)****ENVS 001 INTRODUCTION TO ENVIRONMENTAL SCIENCE****4 units**

Relationship of living organisms to the environment, including human impact on the atmosphere, hydrosphere, lithosphere and biosphere. Emphasis is placed on understanding of biological and physical science issues currently faced by society. Includes laboratory and field investigation of ecosystems and the environment. **No credit** if taken after Biol 037, Biol 040 or Phsc 037. Total of 54 hours lecture and 54 hours laboratory.  
*Transfer credit: CSU; UC*

**ENVS 002 HUMAN IMPACT ON THE ENVIRONMENT****3 units**

Interaction of human populations with local and global environments. Interrelationships of ecosystem and biosphere components. **No credit** if taken after Envs 001, Biol 036 or Geog 010. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC*

**ENVS 003 CHEMISTRY AND THE ENVIRONMENT****4 units**

**Prerequisite:** *One of the following: Math 125, 127B, 128B, or 150.*

Introduction to basic chemistry and environmental science for the non-science major with an emphasis on how chemical principles relate to everyday life. Topics include: indigenous practices, natural resources, water usage, pollution, healthy food, chemical additives to food, common organic chemicals, pesticides, drugs, household products, redox, soap-making, nuclear issues and composting. **Required** field trips. **No credit** if taken after Chem 010. Total of 54 hours lecture and 54 hours laboratory.  
*Transfer Credit: CSU; UC*

**ENVS 020 INDEPENDENT STUDY****1 unit**

**Prerequisite:** *Enrollment in or completion of Envs 001, 002 or 003.*

Faculty-guided student research; laboratory experiments and/or field investigations. Total of 54 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor.*

**ENVS 030 ENVIRONMENTAL FIELD INVESTIGATIONS****2 units**

**Prerequisite:** *Enrollment in or completion of Envs 001 or Envs 002.*

Field investigation of the environment in an area of selected interest. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC*

**ENVS 040 ENVIRONMENTAL FIELD LABORATORY****1 unit**

**Prerequisite:** *Enrollment in or completion of Envs 001, 002, or 003.*

Observation and interpretation of environmental phenomena in the field. **Required** instructional trips. **Recommended** enrollment in or completion of any Environmental Studies lecture or lecture/lab course. Total of 18 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC*

## FASHION

(Visual Arts and Media Studies Division)

### FASH 001A FASHION SURVEY

3 units

Introduction to clothing construction. Orientation to fashion careers, aptitude to fashion, life skills, time management, and education planning. Industrial sewing equipment, tools, and materials will be used to produce samples of elementary level garment construction as foundation to the understanding of pattern construction, fashion design, manufacturing and production. Industry research will include orientation to online research. Preparation of a tech pack. **Recommended** Fash 002. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### FASH 001B INTERMEDIATE CLOTHING CONSTRUCTION

3 units

**Prerequisites:** *Fash 001A and Fash 005.*

Apparel construction using industrial sewing techniques. Samples and garments demonstrating intermediate apparel construction skills for womenswear, sportswear, and knits. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### FASH 001C ADVANCED CLOTHING CONSTRUCTION

3 units

**Prerequisites:** *Fash 001B and Fash 108.*

Advanced construction methods and techniques. Evaluation and implementation of solutions to advanced clothing construction problems in tailoring, couture and alterations. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### FASH 002 INTRODUCTION TO FASHION INDUSTRY

3 units

Factors and concepts that affect fashion development, design, apparel production, marketing, distribution, retail merchandising, promotion and the consumer. Understanding nomenclature and forms of communication specific to the fashion industry. Survey of career opportunities in the apparel industry. **No credit** if taken after Fash 101. Total of 54 hours lecture.

*Transfer Credit: CSU*

### FASH 005 PATTERN DRAFTING

3 units

**Prerequisites:** *Fash 001A and Fash 002.*

Drafting basic patterns. Flat pattern manipulation for a variety of designs. Construction of basic sloper and se-

lected samples. Introduction to the application of computer patternmaking. **Recommended** Fash 021 and Fash 110. **No credit** if taken after Fash 107A. Total of 36 hours lecture and 72 hours laboratory. **Formerly** Fash 107A.

*Transfer Credit: CSU*

### FASH 009 BEGINNING TEXTILES

3 units

Textile identification, methods, production, historical background, investigation of new fibers, fabric constructions and finishes. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### FASH 021 PRINCIPLES OF FASHION

3 units

Analysis of apparel, color selection, design principles and concepts. The study of trend development, fashion influences, image and design applications for the target customer. The interrelationships among social, psychological, cultural, economic, aesthetic and physical factors in apparel with also be part of this study. Total of 54 hours lecture.

*Transfer Credit: CSU*

### FASH 105 INTERMEDIATE FASHION DRAFTING AND DRAPING

3 units

**Prerequisites:** *All of the following: Fash 001B, 005, 108, 111A.*

Intermediate patternmaking by drafting, flat pattern manipulation, and draping on dress forms. Development of pant and tailoring slopers. Construction of pants and tailored samples of intermediate difficulty. Computer concepts relating to the development of sleeve slopers and tech packs. **No credit** if taken after Fash 107B. Total of 36 hours lecture and 72 hours laboratory. **Formerly** Fash 107B.

### FASH 106 ADVANCED PATTERN DRAFTING AND DRAPING

3 units

**Prerequisites:** *All of the following: Fash 001B, Fash 005, Fash 108, Fash 111A*

Patternmaking by flat pattern manipulation and draping on dress forms. Development of production patterns. Construction of samples with an emphasis on knitwear. Computer applications in grading the pattern size. **No credit** if taken after Fash 107C. Total of 36 hours lecture and 72 hours laboratory. **Formerly** Fash 107C.

**FASH 108 PATTERNMAKING BY DRAPING****3 units****Prerequisite:** *Fash 001A and either Fash 005 or Fash 107A.*

Designs created by draping on dress forms. Patternmaking from completed drapes. Construction of basic slopers and samples. Preparation of tech packs and design room documents. Total of 36 hours lecture and 72 hours laboratory.

**FASH 109 COMPUTER AIDED FASHION DESIGN****3 units****Prerequisite:** *Fash 005.*

Beginning study of computer applications in patternmaking grading, pattern development, flat pattern manipulation and the sizing of patterns. Pre-production technologies and production documents will be prepared utilizing computer applications current to the industry. Total of 36 hours lecture and 72 hours laboratory.

**FASH 110 FASHION ILLUSTRATION****3 units****Prerequisite:** *Enrollment in or completion of Fash 002.***Recommended preparation:** *Fash 001A, Fash 021.*

Digital and manual drawing techniques for the fashion industry. Emphasis on the rendering of apparel, texture and color of fabric. Digital color media will be explored to recreate accurate textile representations. Production flat drafting and accurate garment sketches showing exact proportions and measurements. Presentation materials and portfolio techniques will be explored. Total of 36 hours lecture and 72 hours laboratory.

**FASH 111A INTRODUCTION TO FASHION DESIGN****3 units****Prerequisites:** *All of the following: Fash 001A, 002, 021, Fash 110.*

Fashion design concepts involving research. Trend prediction, fashion influences, target customer buying trends and trade publications will be utilized in the production of fashion designs that focus on a specific category, season, price range and target customer. Influences such as historical costume, ethnic clothing and textiles, military uniforms and fine art will be researched and the results applied to create original fashion designs. Artwork will take several forms suitable for inclusion in final portfolio: full color renderings, presentation boards, line pages, and sales portfolios. Emphasis will be on women's and junior's apparel, with some discussion on men's, children's and boy's apparel. Total of 36 hours lecture and 72 hours laboratory.

**FASH 111B INTERMEDIATE FASHION DESIGN****3 units****Prerequisites:** *Fash 111A and Fash 005.*

Study of design applications related to category, target customer, and commercial producers of fashion apparel. Creation of apparel lines, using CAD technology to create tech packs, line pages and full-color illustrations. Additional work may include sample garments and patterns. All projects are suitable for inclusion in final portfolio, both digital and hard copy. Total of 36 hours lecture and 72 hours laboratory.

**FASH 111C ADVANCED FASHION DESIGN****3 units****Prerequisite:** *Fash 111B and Fash 108.*

Development of a professional-quality portfolio. Preparation of a resume. Design and create sample garments as shown in the portfolio. Attend an internship to observe and experience on-the-job practices creating a term project as a result of this experience. Total of 36 hours lecture and 72 hours laboratory.

**FASH 115 INTERMEDIATE COMPUTER-ASSISTED FASHION GRAPHICS****2 units****Prerequisite:** *Fash 110.*

Intermediate fashion drawing, production flats, colorization, and scanning of images using the computer. Exploration of computer techniques and methods suitable for use in the apparel industry design room. Processes will apply to design courses and will utilize skills learned in previous Fashion department courses. Adobe Illustrator and Photoshop will be used as the vehicle for these processes. Total of 36 hours lecture and 36 hours laboratory.

**FASH 124 HISTORY OF COSTUME****3 units**

Historic study and research of dress from prehistoric to present period; relationships of related arts in evolution of garments. Total of 54 hours lecture.

**FASH 126 HISTORICAL COSTUME MAKING****3 units****Prerequisite:** *Fash 001A.*

Historical costume construction using industrial sewing techniques suitable for costume shop and wardrobe. Samples demonstrating theatrical construction skills for historical costume periods. Analysis of script needs and historical research. Preparation of a sample costume and notebook. **Recommended** *Fash 005, Fash 124.* Total of 36 hours lecture and 72 hours laboratory.

## **FASH 130 FASHION WORKSHOP**

**3 units**

**Prerequisite:** All of the following: Fash 108, Fash 005, Fash 111B.

Creation of a fashion line for design through pattern making, construction and finishing. Pattern charts, costing, and spec sheets will be part of the process, as well as portfolio preparation. Total of 36 hours lecture and 72 hours laboratory.

## **FIRE TECHNOLOGY**

**(Business Division)**

### **FIRE 110 INTRODUCTION TO FIRE TECHNOLOGY**

**3 units**

Provides an introduction to fire protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public and private fire protection services; specific fire protection functions; basic fire chemistry and physics. Total of 54 hours lecture.

### **FIRE 112 FUNDAMENTALS OF FIRE BEHAVIOR AND CONTROL**

**3 units**

Theories and fundamentals of how fires start, spread and are controlled. In depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques. Total of 54 hours lecture.

### **FIRE 114 FUNDAMENTALS OF FIRE PREVENTION**

**3 units**

**Prerequisite:** Enrollment in or completion of Fire 110 or 112.

Organization and function of fire prevention agencies; inspection, surveying and mapping procedures; recognition of fire hazards; engineering a solution to hazards; enforcement of solution; public relations. Total of 54 hours lecture.

### **FIRE 115 FUNDAMENTALS OF PERSONAL SAFETY AND EMERGENCY ACTION**

**3 units**

Provides basic skills in assessing fire dangers, handling common fire situations in the home and/or industry, basic CPR and standard first aid education. Study and investigate a lifestyle that promotes health, fitness, mental and physical preparation for and in an emergency profession. Does not meet CPR certification. Total of 54 hours lecture.

### **FIRE 116 FIRE FIGHTING TACTICS AND STRATEGY**

**3 units**

**Prerequisite:** Fire 110 or 112.

Review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy; methods of attack; preplanning fire problems. Total of 54 hours lecture.

### **FIRE 120A HAZARDOUS MATERIALS**

**3 units**

Review of basic chemistry; storage, handling, laws, standards and fire fighting practices pertaining to hazardous materials. Total of 54 hours lecture.

### **FIRE 120B HAZARDOUS MATERIALS**

**3 units**

**Prerequisite:** Fire 120A.

Flammable metals, hazardous plastics, explosives, exotic fuels and oxidizers, radiation hazards, organic phosphate insecticides. Total of 54 hours lecture.

### **FIRE 124 APPLIED CHEMISTRY**

**3 units**

Applied chemistry for fire fighting and arson investigation. Atomic and molecular structure of materials; characteristics of chemical compounds; types of chemical reactions; nature of gaseous materials; organic chemicals and fuels, nuclear activity of atoms and atomic radiation; chemistry of fire prevention and suppression and human physiology and survival. Total of 54 hours lecture.

### **FIRE 128 FUNDAMENTALS OF FIRE PROTECTION EQUIPMENT AND DETECTION**

**3 units**

**Prerequisite:** Enrollment in or completion of Fire 110 or 112.

This course covers the basic knowledge of fire protection within occupancies and applicable fire protection laws. Student will gain understanding in occupancy fire detection and alarms systems, heat and smoke controls, special protection systems, fire sprinklers, water supply, and portable fire extinguishers. Student will understand the installation, maintenance, operation and testing of fire protection systems. **Required** instructional trips. Total of 54 hours lecture.

### **FIRE 142 BUILDING CONSTRUCTION FOR FIRE PROTECTION**

**3 units**

Fundamental building construction and design, fire protection features, special considerations. Total of 54 hours lecture.



**FIRE 146 FIRE INVESTIGATION****3 units**

Introduction to arson and incendiary, arson laws and types of incendiary fires. Methods of determining fire causes, recognizing and preserving evidence, interviewing and detaining witnesses. Procedures in handling juveniles, court procedures and giving court testimony. Total of 54 hours lecture.

**FOREIGN LANGUAGE STUDY****(Languages Division)****FLNG 020 INDEPENDENT STUDY****1 unit**

**Prerequisites:** Level 4 of a foreign language or permission of department chairperson.

Individual projects such as readings in literature, theater, history, philosophy; written reports. Total of 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**FLNG 021A-M FOREIGN LANGUAGE DEVELOPMENT  
13 units**

**Prerequisite:** Enrollment in or completion of Level 1 of the foreign language or placement based on the foreign language assessment process.

Development of the foreign language skills for teacher preparation through listening, speaking, and reading in a practical laboratory setting related to the foreign language course enrolled in or previously completed. This course is applicable toward the state requirement for CLAD (Crosscultural Language Academic Development) for the multiple subject teaching credential. **For** teacher preparation majors but open to all qualified students. **Each** course 1 unit, and a total of 54 hours laboratory.

*Transfer Credit: CSU*

FLNG 021A	ARMENIAN
FLNG 021B	ARABIC
FLNG 021C	CHINESE
FLNG 021D	FRENCH
FLNG 021E	GERMAN
FLNG 021H	ITALIAN
FLNG 021I	JAPANESE
FLNG 021J	LATIN
FLNG 021K	RUSSIAN
FLNG 021L	SPANISH
FLNG 021M	PORTUGUESE

**FRENCH****(Languages Division)****FRNC 001 ELEMENTARY FRENCH****5 units**

Pronunciation, speaking, reading and writing. Introduction to French culture. Corresponds to first year of high school French. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**FRNC 002 ELEMENTARY FRENCH****5 units**

**Prerequisite:** *Frc 001, or the first year of high school French, or placement based on the foreign language assessment process.*

Conversational and written French: grammar essentials; introduction to modern France and the Francophone world. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**FRNC 003 INTERMEDIATE FRENCH****5 units**

**Prerequisite:** *Frc 002 or two years of high school French or placement based on the foreign language assessment process.*

Development of oral and written communication skills based on 19th and 20th century French and Francophone readings; review of basic structure of French; customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**FRNC 004 INTERMEDIATE FRENCH****5 units**

**Prerequisite:** *Frc 003 or three years of high school French or placement based on the foreign language assessment process.*

Further development of written and oral communication skills based on 19th and 20th century French readings; finish review of basic structure of French; French and Francophone culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**FRNC 006 INTRODUCTION TO THE STUDY OF FRENCH  
AND FRANCOPHONE LITERATURE****4 units**

**Prerequisite:** *Frc 004 or placement based on the foreign language assessment process.*

Selected readings in French from major Francophone authors that illustrate the French literary tradition from the Middle Ages to the present in both France and other French-speaking countries. Total of 72 hours lecture.

*Transfer Credit: CSU; UC*

**FRNC 008A FRENCH CONVERSATION****2 units****Prerequisite:** *Frnc 002 or placement based on the foreign language assessment process.*

Practice in oral expression and comprehension of spoken French. Total of 36 hours lecture.

*Transfer Credit: CSU***FRNC 008B FRENCH CONVERSATION****2 units****Prerequisite:** *Frnc 002 or placement based on the foreign language assessment process.*

Practice in oral self-expression and understanding spoken French. Total of 36 hours lecture.

*Transfer Credit: CSU***FRNC 009A-B FRENCH CONVERSATION****4 units****Prerequisite:** *Frnc 003 or three years of high school French or placement based on the foreign language assessment process.*Intensive practice at an advanced level in oral expression and comprehension of spoken French. **Each course** 2 units, and a total of 36 hours lecture.*Transfer Credit: CSU; UC***FRNC 010 FRENCH CIVILIZATION****3 units**

Customs, language, literature, geography, arts and sciences; contributions of France to civilization. French institutions from earliest to modern times. (Course conducted in English.) Total of 54 hours lecture.

*Transfer Credit: CSU; UC***FRNC 011 TRANSLATING FROM FRENCH TO ENGLISH****2 units****Prerequisite:** *Frnc 002 or two years of high school French, or placement based on the foreign language assessment process.*

Grammar and structure of French; vocabulary building, acquisition of basic translation skills through reading authentic text selections from the Humanities, the Arts and Sciences. This course is designed for students in many disciplines. (Course conducted in English.) Total of 36 hours lecture.

*Transfer Credit: CSU***FRNC 012 FRENCH LITERATURE IN TRANSLATION****3 units****Prerequisite:** *Placement based on the foreign language assessment process.*

Readings in English translation of key works of French and Francophone literature from the Middle Ages to the

present. (Course conducted in English). Total of 54 hours lecture.

*Transfer Credit: CSU; UC***FRNC 014 WRITING IN FRENCH****3 units****Prerequisite:** *Frnc 002 or two years of high school French or placement based on the foreign language assessment process.*

Intensive practice in French writing. Students acquire the techniques and strategies necessary to write French at an intermediate level. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***FRNC 015 READING IN FRENCH****3 units****Prerequisite:** *Frnc 002 or placement based on the foreign language assessment process.*

Intensive training in reading authentic texts of a broad variety of genres in French. Reading of varied short texts; establishing a steadily increasing vocabulary. Introduction to literary texts. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***FRNC 016 FRENCH CULTURE AND COMMUNICATION****3 units****Prerequisite:** *Frnc 002 or placement based on the foreign language assessment process.*

A second year course to build proficiency in listening, speaking, reading and writing while exploring the culture of France and the Francophone world. (Course conducted in French.) Total of 54 hours lecture.

*Transfer Credit: CSU; UC***FRNC 050 FRENCH CINEMA****3 units**

Introduction to French cinema. The historical evolution of French cinema as an art form, with emphasis on major themes and directors including recent developments in French and Francophone film. (Course conducted in English.) Total of 54 hours lecture.

*Transfer Credit: CSU; UC***FRNC 140 FRENCH PRONUNCIATION****2 units**

Sounds of French; imitation of good pronunciation and intonation; reading of French texts. For those wishing to gain additional proficiency in pronunciation. Total of 36 hours lecture.

## GEOGRAPHY

### (Natural Sciences Division)

Students planning to take more than six units of Geography should consult counselors. Some colleges allow full credit for the first six units only.

#### GEOG 001 PHYSICAL GEOGRAPHY

##### 3 units

Introduction to the natural environment from a geographical perspective. Topics include geographic techniques, and their use to study air, water, land and life forms, with emphasis on their interconnections, interactions and world location patterns. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: GEOG 110*

#### GEOG 001L PHYSICAL GEOGRAPHY LABORATORY

##### 1 unit

**Prerequisite:** Enrollment in or completion of Geog 001. Observation and interpretation of meteorological phenomena including statistical analysis of climatic data. Cartographic techniques and map interpretation. Global patterns of the biosphere, hydrosphere and lithosphere, showing their regional interrelationships. **Required** instructional trips. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: GEOG 111*

#### GEOG 002 CULTURAL GEOGRAPHY

##### 3 units

Study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Topics include: demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

#### GEOG 003 WORLD REGIONAL GEOGRAPHY

##### 3 units

Introductory study of the world's countries, cultures and cultural regions from a geographic perspective. Focus on individual countries, with topics including history, culture, society, economy, government, environment, and current issues. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: GEOG 125*

#### GEOG 004 WEATHER AND CLIMATE

##### 3 units

Introduction to weather and climate, the science of weather, weather forecasting and interpretation of

meteorological information available over the internet. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: GEOG 130*

#### GEOG 011 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS AND TECHNIQUES, WITH LAB

##### 3 units

Introduction to the fundamentals of geospatial technology including Geographic Information Systems (GIS) science and its applications to spatial data management. Participants will learn how to identify and acquire GIS data, assess vector and raster systems, and apply scale, resolution, map projections, coordinate systems, use georeferencing, spatial analysis, modeling and Global Positioning Systems (GPS). This course is designed to complement other disciplines or as an entry level course into a geospatial program. Total of 36 hours lecture and 54 hours of laboratory.

*Transfer Credit: CSU; UC. \*C-ID: GEOG 155*

#### GEOG 012 MAP INTERPRETATION AND SPATIAL ANALYSIS

##### 3 units

**Prerequisite:** Geog 011.

Introduction to maps, images and geographic techniques. Develop skills through technologies such as map and aerial photograph interpretation, tabular data, spatial statistics, cartography, Global Positioning Systems (GPS), Internet mapping, remote sensing and Geographic Information Systems (GIS) that aid in data collection, analysis and presentation. Solve problems using geographic methods. Total 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit under review.*

#### GEOG 013 DATA ACQUISITION & MANAGEMENT

##### 3 units

**Prerequisite:** Geog 011.

Introduces fundamental concepts of primary GIS data creation. Topics include quantitative techniques for collection, classification, management of geographical data, and interpretation of a variety of data formats in GIS. Total of 36 hours lecture and 54 hours laboratory

*Transfer Credit: CSU; UC*

#### GEOG 014 CARTOGRAPHIC DESIGNS

##### 3 units

**Prerequisite:** Geog 011.

Introduction to fundamental cartographic concepts. Design principles and creation of effective visual representations of data in different formats. Topics include ethical and appropriate application of map scale, map projections, generalization and symbolization. Total of 36 hours lecture and 54 hours laboratory

*Transfer Credit: CSU; UC*

\*Course Identification Numbering System (C-ID)

## **GEOG 020 INDEPENDENT STUDY**

**1 unit**

**Prerequisite:** *Permission of department chairperson.*

Individual field and library-based research projects chosen by the student with the approval of the department chair. Regular periodic meetings with the department chair or assigned faculty member are required. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **GEOG 030 FIELD STUDIES AND METHODS IN GEOGRAPHY**

**1 unit**

**Recommended preparation:** *Geog 001.*

Field studies of the geography of selected regions. Physical and cultural processes, characteristics and landscapes will be observed and analyzed. Specific physical and cultural content will vary by geographic region. **Required** instructional trips. Total of 18 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU. \*C-ID: GEOG 160*

## **GEOLOGY**

**(Natural Sciences Division)**

### **GEOLOGY 001 PHYSICAL GEOLOGY**

**4 units**

Dynamic processes governing the origin and development of the features of the earth's surface and interior. Identification of common rocks and minerals; introduction to topographic maps. **Recommended** enrollment in Geol 001F. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

*\*C-ID: GEOL 100*

### **GEOLOGY 001F PHYSICAL GEOLOGY FIELD STUDIES**

**1 unit**

**Prerequisite:** *Enrollment in or completion of Geol 001.*

Observation and interpretation of geological phenomena with emphasis on the origin and development of the geology of Southern California. **Required** four days of instructional trips (equal to an average of two hours of trips each week). Total of 18 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **GEOLOGY 002 HISTORICAL GEOLOGY**

**4 units**

**Prerequisite:** *Geol 001 or Geol 003.*

History of earth and evolution of animals and plants in-

cluding fossil specimens; emphasis on geology of North America. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### **GEOLOGY 002F HISTORICAL GEOLOGY FIELD STUDIES**

**1 unit**

**Prerequisite:** *Enrollment in or completion of Geol 002.*

Observation and interpretation of geologic phenomena with emphasis on the geologic history of North America. Required instructional trips (an average of two hours each week). Total of 18 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC*

### **GEOLOGY 003 EARTH AND SPACE SCIENCE**

**4 units**

Introduction to the principles and processes of earth and space sciences emphasizing the structure and composition of the solid earth, oceans and atmosphere and Earth's place within the solar system. **For** students planning on becoming K-12 teachers, but open to all qualified students. **No credit** if taken after Geol 001 or Geol 012. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

*\*C-ID: GEOL 121*

### **GEOLOGY 003F EARTH AND SPACE SCIENCE FIELD LABORATORY**

**1 unit**

**Prerequisite:** *Enrollment in or completion of Geol 003.*

Field observation and interpretation of Geologic, Oceanographic, Atmospheric and Astronomic phenomena. **Required** four days of instructional trips (equal to 2 hours of trips each week). Total of 18 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **GEOLOGY 004 GEOLOGY OF CALIFORNIA**

**3 units**

**Prerequisite:** *Geol 001 or 003.*

An introduction to the geology of California, including tectonic processes, geologic structures, physiographic provinces, local rocks and minerals, landforms, natural resources, geologic history, and natural hazards in the state. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: GEOL 200*

### **GEOLOGY 005 GEOLOGIC MAPS**

**2 units**

**Prerequisite:** *Geol 001 or Geol 003.*

The making of and use of geologic maps. Topics covered include analysis of topographic maps and geologic maps, measurement of thickness of sedimentary rocks, use of a Brunton Pocket Transit, and field analysis of

*\*Course Identification Numbering System (C-ID)*

stratigraphy, geologic structures, unconformities, and cross cutting relationships in the preparation of geologic maps. **Required:** five days of instructional trips. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

### GEOL 006 MINERALOGY

#### 4 units

**Prerequisite:** *Geol 001 and Chem 001A.*

Identification of minerals by physical and optical properties. Introduction to crystallography, and crystal chemistry and techniques of quantitative chemical analysis of minerals. Total of 54 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: GEOL 280*

### GEOL 012 PHYSICAL OCEANOGRAPHY

#### 3 units

Principles and practices of marine geology and physical oceanography. Plate tectonics and sea-floor spreading; oceanic volcanism and earthquakes. Study of man's use and misuse of the ocean: human needs vs. ecological limits. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### GEOL 012F PHYSICAL OCEANOGRAPHY FIELD STUDIES

#### 1 unit

**Prerequisite:** *Enrollment in or completion of Geol 012.*

Observation and interpretation of oceanographic phenomena with emphasis on the marine environment of the Southern California area. **Required** four days of instructional trips (equal to an average of two hours each week). Total of 18 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### GEOL 012L PHYSICAL OCEANOGRAPHY LABORATORY

#### 1 unit

**Prerequisite:** *Enrollment in or completion of Geol 012.*

Laboratory investigations of oceans, ocean basins and ocean margins. Oceanographic map and chart interpretation, rates of marine processes, ocean-atmosphere interactions, ocean structure and dynamics and coastal hazards. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC*

### GEOL 020 INDEPENDENT STUDY

#### 1 unit

**Prerequisites:** *Geol 001.*

Faculty-guided student research; laboratory experiments and field investigations. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### GEOL 021 HISTORY OF LIFE

#### 3 units

Survey course that considers major biologic and geologic events from the formation of the Earth 4.6 billion years ago to the present day. Topics include origin and evolution of life, mass extinction and explosions in diversity, phylogenetic systematics, and orientation of major clades in the Tree of Life. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### GEOL 021L HISTORY OF LIFE LABORATORY

#### 1 unit

**Corequisite:** *Geol 021.*

Laboratory investigations and identification of fossil groups with emphasis on major clades and their position on the Tree of Life. Topics include patterns in the fossil record, extinctions, diversification, geologic time, and character diagnosis leading to the building of a cladogram. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC*

### GEOL 022 THE AGE OF DINOSAURS

#### 3 units

The historical geology and paleobiology of the Mesozoic Era. Topics covered include dinosaur origins, evolution, lifestyles, extinctions, and phylogenetic systematics. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### GEOL 023 NATURAL DISASTERS

#### 3 units

The geologic origin and human impact of natural disasters. **No credit** if taken after Geol 001 or 003. Total of 54 hours lecture.

*Transfer Credit: CSU.*

### GEOL 030A CHANNEL ISLANDS - COASTAL CALIFORNIA

#### 2 units

**Prerequisite:** *Enrollment in or completion of Geol 001 or 003.*

Field investigation of the regional geology in a national or international area of selected interest. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### GEOL 030B PENINSULAR RANGES - SALTON DEPRESSION

#### 2 units

**Prerequisite:** *Enrollment in or completion of Geol 001 or 003.*

Field investigation of the regional geology in a national or international area of selected interest. **Required in-**

\*Course Identification Numbering System (C-ID)



structional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor.*

**GEOL 030C COAST RANGES - SAN ANDREAS FAULT**  
**2 units**

**Prerequisite:** Enrollment in or completion of Geol 001 or 003.

Field investigation of the regional geology in a national or international area of selected interest. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor*

**GEOL 030D SIERRA NEVADA**

**2 units**

**Prerequisite:** Enrollment in or completion of Geol 001 or 003.

Field investigation of the regional geology in a national or international area of selected interest. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor*

**GEOL 030E OWENS VALLEY - DEATH VALLEY**

**2 units**

**Prerequisite:** Enrollment in or completion of Geol 001 or 003.

Field investigation of the regional geology in a national or international area of selected interest. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor.*

**GEOL 030F ROCKY MOUNTAINS**

**2 units**

**Prerequisite:** Enrollment in or completion of Geol 001.

Observation and interpretation of geologic phenomena with emphasis on the geologic history of western Cordillera. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor*

**GEOL 030G KLAMATH MOUNTAINS - NORTHERN CALIFORNIA**

**2 units**

**Prerequisite:** Enrollment in or completion of Geol 001 or 003.

Field investigation of the regional geology in a national or international area of selected interest. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor.*

**GEOL 030H INTERNATIONAL STUDY AREAS**

**2 units**

**Prerequisite:** Enrollment in or completion of Geol 001 or 003.

Field investigation of the regional geology in a national or international area of selected interest. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor*

**GEOL 030I PROBLEMS IN STRUCTURAL GEOLOGY**

**2 units**

**Prerequisite:** Geol 001.

Field investigation of the structural geology in a region of selected interest. Observation and interpretation of geologic phenomena with emphasis on the geologic history of western Cordillera. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor.*

**GEOL 030J COLORADO PLATEAU**

**2 units**

**Prerequisite:** Enrollment in or completion of Geol 001 or 003.

Field investigation of the regional geology in a national or international area of selected interest. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor*

**GEOL 030K PROBLEMS IN REGIONAL STRATIGRAPHY**

**2 units**

**Prerequisite:** Enrollment in or completion of Geol 001 or 003.

Field investigation of the regional geology in a national or international area of selected interest. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor*

**GEOL 030L APPLICATIONS OF GLOBAL POSITIONING SYSTEM**

**2 units**

**Prerequisite:** Enrollment in or completion of Geol 001 or 003.

Field investigation of the regional geology in a national or international area of selected interest. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor*

**GEOL 030M PACIFIC RIM/PACIFIC ISLANDS**

**2 units**

**Prerequisite:** Enrollment in or completion of Geol 001 or 003.

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\*Course Identification Numbering System (C-ID)

Field investigation of the regional geology in a national or international area of selected interest. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor*

**GEOL 040 GEOLOGICAL FIELD LABORATORY**  
**1 unit**

Observation and interpretation of geological phenomena in the field. **Required** four days of instructional trips. **Recommended** a 001-099 lab science course. Total of 18 hours lecture and 18 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

## GERMAN

(Languages Division)

**GRMN 001 ELEMENTARY GERMAN**  
**5 units**

Pronunciation, reading, speaking and writing German; customs and culture. Corresponds to first year of high school German. Total of 90 hours lecture. *Transfer Credit: CSU; UC*

**GRMN 002 ELEMENTARY GERMAN**  
**5 units**

**Prerequisite:** *Grmn 001, or the first year of high school German, or placement based on the foreign language assessment process.*  
Continuation of grammar essentials; practice in reading, speaking and writing German; customs and culture. Total of 90 hours lecture. *Transfer Credit: CSU; UC*

**GRMN 003 INTERMEDIATE GERMAN**  
**5 units**

**Prerequisite:** *Grmn 002 or two years of high school German or placement based on the foreign language assessment process.*  
Development of communication skills based on 19th and 20th century German readings; review of basic structure of German: customs and culture. Total of 90 hours lecture. *Transfer Credit: CSU; UC*

**GRMN 004 INTERMEDIATE GERMAN**  
**5 units**

**Prerequisite:** *Grmn 003 or three years of high school German or placement based on the foreign language assessment process.*  
Further development of communication skills based on 19th and 20th century German readings; finish review of basic structure of German; customs and culture. Total of 90 hours lecture. *Transfer Credit: CSU; UC*

**GRMN 005 INTRODUCTION TO GERMAN LITERATURE**  
**3 units**

**Prerequisite:** *Grmn 004 or placement based on the foreign language assessment process.*  
German drama, prose and poetry. Total of 54 hours lecture. *Transfer Credit: CSU; UC*

**GRMN 008A-C INTRODUCTION TO GERMAN CONVERSATION**

**6 units**

**Prerequisite:** *Grmn 002 or two years of high school German or placement based on the foreign language assessment process.*  
Practice in oral self-expression and understanding spoken German. **Each course** 2 units, and a total of 36 hours lecture. *Transfer Credit: CSU*

**GRMN 009A-C GERMAN CONVERSATION**  
**6 units**

**Prerequisite:** *Grmn 003 or three years of high school German or placement based on the foreign language assessment process.*  
Intensive practice at an advanced level in oral expression of spoken German. **Each course** 2 units, and a total of 36 hours lecture. *Transfer Credit: CSU; UC*

**GRMN 010 GERMAN CIVILIZATION**  
**3 units**

Geography, history and institutions; customs, language, literature, arts and sciences; German contributions to civilization. (Course conducted in English.) Total of 54 hours lecture. *Transfer Credit: CSU; UC*

**GRMN 012 GERMAN LITERATURE IN TRANSLATION**  
**3 units**

Reading and discussion of representative works of German literature in translation from different historical periods. Analysis of major themes and literary movements. Selected readings will be made from different genres, including poetry, drama, and prose. (Course conducted in English.) Total of 54 hours lecture. *Transfer Credit: CSU; UC*

**GRMN 140 GERMAN PRONUNCIATION**  
**2 units**

Introduction to the German sound system, basic stress and intonation patterns. Imitation and practice of proper pronunciation; reading of German texts. For beginners and those wishing to gain additional proficiency in pronunciation. Total of 36 hours lecture.

## GRMN 150A GERMAN FOR BUSINESS AND TRAVEL

2 units

Practical conversational German for business and travel. Contemporary culture in German-speaking countries. Total of 36 hours lecture.

## GRMN 150B GERMAN FOR BUSINESS AND TRAVEL

2 units

**Prerequisite:** *Grmn 150A or placement based on the foreign language assessment process.*

Further practice in practical conversational German for business and travel. Contemporary culture in German-speaking areas. Total of 36 hours lecture.

## GERONTOLOGY

(Health Sciences Division)

### GERO 001 INTRODUCTION TO GERONTOLOGY

3 units

Overview of the field of gerontology. Includes a multidisciplinary examination of how human aging is understood, including demographic trends, basic theories, concepts and philosophic ideas, social policies, planning issues, and services available to meet the needs and problems of older adults. **Recommended** Engl 001A. Total of 54 hours of lecture.

*Transfer Credit: CSU; UC*

### GERO 022 DIRECTED STUDIES IN GERONTOLOGY

3 units

**Prerequisite:** *Gero 001.*

The Directed Studies course is a grouping of short seminars designed to provide students with the latest ideas in a specific area of concentration. The course content is thematic in nature and each seminar within the course differs from other offerings in the same course. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### GERO 140 APPLIED HEALTH CARE MANAGEMENT IN GERONTOLOGY

3 units

**Prerequisite:** *Gero 001.*

Analysis of issues, services, methods, and interventions related to gerontologic practice and application of strategies for identifying and accessing services targeted for older adults and their families. Topics include the unique characteristics and needs of elders, the systems approach to working with elders, and issues affecting service delivery to this population (including diversity, gender, ethics, special health and mental health needs). Practice of the skills for effective service delivery to elders, families and caregivers with an emphasis on students' attitudes and roles when working with this population. Total of 54 hours lecture.

## GRAPHIC COMMUNICATIONS TECHNOLOGY

(Visual Arts and Media Studies Division)

### GRFX 010 INTRODUCTION TO GRAPHIC COMMUNICATIONS TECHNOLOGY

2 units

Introduction to printing and graphic arts. History of printing. Orientation to typesetting, camera, stripping and plates, presswork and bindery operations. Evaluation of printing processes: letterpress, gravure, screen printing, flexography, plateless printing and lithography. **Required** instructional trips. Total of 36 hours lecture.

*Transfer Credit: CSU*

### GRFX 013 SCREEN PRINTING PLASTICS

3 units

Hands-on training in screen meshes, tensioning and selection; direct emulsion stencil and exposure; printing and registration techniques for one, two and three color graphics for a variety of decal and adhesive materials. Right-reading, wrong-reading and front/back reading decals on a variety of substrates. Safety issues for water-based and solvent-based inks. Planning and organization of production-- individually and in teams. High-quality graphic printing and techniques for small business sales and marketing. **Required** instructional trips. Total of 27 hours lecture and 81 hours laboratory.

*Transfer Credit: CSU*

### GRFX 021 PRINTING MANAGEMENT — PRODUCTION

3 units

**Prerequisite:** *GRFX 105.*

Theory and practical experience in production and quality control methods in a printing plant manufacturing situation. Projects in plant and department layout and organization. Maintenance and inventory control systems. Safety procedures. Applied organizational and management theory. New developments in the graphics arts industry. **Required** instructional trips. Total of 54 hours lecture.

*Transfer Credit: CSU*

### GRFX 030 BASIC COMPOSITION AND IMAGING

6 units

Introduction to document production methods and digital imaging techniques required in the graphic communications technology industry. Introduction to system operations and typographic principles. Graphic computer systems operation, terminology, system components, and principles. Emphasis on document production using text and image components. Use of industry standard

Postscript electronic publishing systems. **Required** instructional trips. Total of 54 hours lecture and 162 hours laboratory.

*Transfer Credit: CSU*

### **GRFX 031 ADVANCED COMPOSITION AND IMAGING 6 units**

**Prerequisite:** *GRFX 030 or 220.*

Advanced document production methods and digital imaging techniques. Use of electronic publishing systems and software applications for image capture and manipulation as practiced in the graphic communications technology industry. Advanced system operation and typographic principles. Emphasis on document development using image processing systems. **Required** instructional trips. Total of 54 hours lecture and 162 hours laboratory.

*Transfer Credit: CSU*

### **GRFX 035 INTRODUCTION TO ELECTRONIC PREPRESS**

**2 units**

**Recommended preparation:** *GRFX 199.*

Proper use of document layout, illustration and image-editing software necessary to prepare files for transfer or digital imaging. Terminology, materials, and methods used in electronic prepress. Introduction to preflighting, imposing, trapping, and correcting files used in electronic prepress operation. Strategies for font and color management, re-purposing images for the production of plates and proofs suitable for use in various printing operations. **Required** instructional trips. Total of 27 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU*

### **GRFX 036 ELECTRONIC IMAGE ASSEMBLY 1 unit**

**Prerequisite:** *GRFX 035.*

Procedures using electronic prepress applications to eliminate or repair errors in digital files. Skills in multiple page document construction, imposition and trapping required in modern digital workflows. Advanced study in Postscript imaging requirements for document output or transfer required in the graphic communications field. **Required** instructional trips. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU*

### **GRFX 080 GRAPHIC REPRODUCTION FUNDAMENTALS**

**2 units**

Graphic art skills, design, composition, printing and photographic processes. Total of 18 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

### **GRFX 102 TYPOGRAPHY**

**2 units**

Terminologies of the typesetting/typography of the lithographic trade; exchange values and appropriate applications of numerical systems. Basic characteristics of type: styles, classifications, compatibilities, uses for emphasis, copyfitting, proofreading, spacing and design considerations. **Required** instructional trips. Total of 36 hours lecture.

### **GRFX 103 INK, PAPER AND QUALITY CONTROL**

**2 units**

Classification of papers, common paper terms and calculation of press sheet cuts. Manufacture and uses of lithographic inks. Common quality control devices. **Required** instructional trips. Total of 36 hours lecture.

### **GRFX 104 BINDERY AND FINISHING OPERATIONS**

**2 units**

Theory and demonstration of bindery and finishing operations: paper cutting, folding devices, assembling processes, including gathering, collating and inserting. Common binding processes: adhesive binding, side binding, saddle binding, self covers, soft covers and case bound covers. **Required** instructional trips. Total of 36 hours lecture.

### **GRFX 105 INTRODUCTION TO PRINTING MANAGEMENT**

**2 units**

Printing plant supervision and management techniques. Principles of sales, manufacturing, finance, trade customs, organizational patterns, personnel practices and estimating procedures. Safety procedures, quality control, production scheduling, computer applications and technical developments. **Required** instructional trips. **Recommended** enrollment in or completion of GRFX 010. Total of 36 hours lecture.

### **GRFX 113 INTERMEDIATE SCREEN PRINTING**

**3 units**

**Prerequisite:** *GRFX 013.*

History and industry overview. Safe use of inks, solvents and equipment. Process camera operation and photographic techniques for screen printing. Preparation of mechanicals using tight registration and printing on standard and unusual surfaces. **Required** instructional trips. **No credit** if taken after GRFX 132B or 134B. Total of 27 hours lecture and 81 hours laboratory.

### **GRFX 114A PRODUCTION SCREEN PRINTING**

**3 units**

**Prerequisite:** *GRFX 113.*

Advanced work with color and design for commercial



screen printing. Halftones and other advanced camera projects. Posters and ads. **Required** instructional trips. Total of 27 hours lecture and 81 hours laboratory.

### **GRFX 114B ADVANCED SCREEN PRINTING**

**3 units**

**Prerequisite:** *GRFX 114A*.

Production of screen printing using the semi-automatic press and one-arm squeegee. Advanced work incorporating several stencil and/or ink systems. Principles of set-up and operation of the small screen printing business. **Required** instructional trips. Total of 27 hours lecture and 81 hours laboratory.

### **GRFX 115 BEGINNING SCREEN PRINTING FOR TEXTILE APPLICATIONS**

**2 units**

A basic course for the beginning screen printing student. Emphasis on artwork preparation, registration systems for multiple colors, screen selection and preparation for simple textile applications. Use of four-color rotary press, flash and belt dryers, pin systems for accuracy of registration. Safe use of materials and equipment. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

### **GRFX 116 ADVANCED SCREEN PRINTING FOR TEXTILE APPLICATIONS**

**2 units**

**Prerequisite:** *GRFX 115*.

Advanced screen printing. Mesh selection, press set-up, registration and printing of exceedingly complex graphics, with four-color process on textiles; four-to six-color spot and index printing; special effects inks and sublimation dyes. Advanced use of heat press, dye sub printer. Planning and organization of all aspects of production individually and in teams. High-end and commercial printing on textile substrates. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

### **GRFX 132A INTRODUCTORY SCREEN PRINTING**

**4 units**

Basic commercial production skills: hands-on training in screen meshes, tensioning and selection; direct emulsion stencil techniques and exposure; printing and registration techniques for one, two and three color graphics; single color halftone printing with water-based inks on paper and board substrates, some plastics. Planning and organization of all aspects of production individually and in teams. Point-of-purchase graphics, posters, flyers for advertising. **Required** instructional trips. Total of 36 hours lecture and 108 hours laboratory.

### **GRFX 132B INTERMEDIATE SCREEN PRINTING**

**4 units**

**Prerequisite:** *GRFX 132A*.

Advanced production skills: in-depth work with halftone printing, including duotones and four-color process printing; four- to six- color spot printing; use of water-based and solvent-based vinyl and enamel inks. Emphasis on registration techniques for more complex printing work, including set-up and use of semi-automatic press. Planning and organization of all aspects of production individually and in teams. Point-of-purchase graphics, posters, flyers for advertising. **Required** instructional trips. Total of 36 hours lecture and 108 hours laboratory.

### **GRFX 133A ADVANCED SCREEN PRINTING FOR PLASTICS AND RIGID SUBSTRATES**

**4 units**

**Prerequisite:** *GRFX 132B*.

Advanced printing techniques for plastics, including electrostatic vinyl, adhesive vinyl, rigid plastics, glass and wood. Four-color process, sublimation dye printing, subsurface printing, etching for commercial signage and graphics; table printing and use of semi-automatic press. Safety issues for use of water-based and solvent-based inks. Planning and organization of all aspects of production individually and in teams. **Required** instructional trips. Total of 36 hours lecture and 108 hours laboratory.

### **GRFX 133B PRODUCTION SCREEN PRINTING**

**5 units**

**Prerequisite:** *GRFX 133A*.

Production, using the semi-automatic press and one-arm squeegee. Printing modular design advanced work incorporating several stencil and/or ink systems. Discussions on setting up and operation of a small screen printing business. **Required** instructional trips. Total of 54 hours lecture and 108 hours laboratory.

### **GRFX 134A SCREEN PRINTING FUNDAMENTALS FOR SALES AND MARKETING**

**3 units**

Basic entrepreneur/printing class: hands-on training in screen meshes, tension and selection; conventional and non-conventional techniques for stencil application and exposure; printing and registration of one-, two- and three-color graphics; single-color halftone printing. Water-based and solvent-based inks on traditional and non-traditional two- and three-dimensional surfaces. Planning and organization of all aspects of production individually and in teams. Graphic printing for commercial sales and marketing. **Required** instructional trips. Total of 27 hours lecture and 81 hours laboratory.



**GRFX 134B SCREEN PRINTING FOR SALES AND MARKETING****3 units****Prerequisite:** GRFX 134A.

Advanced entrepreneurial: high-end printing of duotones and four-color process printing; four-to six- spot color printing; wide variety of substrates using water-based, vinyl and enamel inks. Establishing a web sales presence. Planning and organization of all aspects of production individually and in teams. High-quality graphic printing and techniques for small business sales and marketing. **Required** instructional trips. Total of 27 hours lecture and 81 hours laboratory.

**GRFX 134C SCREEN PRINTING - TWO AND THREE COLORS****2 units****Prerequisite:** GRFX 134B.

Design, layout and preparation of film and mechanicals for production printing. Correct selection and preparation of screens for commercial work. Establish proper printing procedures for a variety of substrates and ink systems used in the fine arts or industrial setting. Emphasis on proper registration of multiple colors and quality of printed goods. Safe use of materials and equipment. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

**GRFX 134D SCREEN PRINTING - FOUR AND SIX COLORS****2 units****Prerequisite:** GRFX 134C.

Advanced concepts of layout and design as applied to preparation of mechanicals and screens for advanced production printing. Emphasis on precise registration of multiple colors, quality of ink application to substrate and printing of fine detail. Discussion of current trends in the industry. Use of the 4-color rotary textile printer, belt dryer and semi-automatic press for high quality production. Safe use of materials and equipment. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

**GRFX 135 INTRODUCTION TO ELECTRONIC PREPRESS TECHNIQUES FOR SCREEN PRINTING****2 units****Prerequisite:** One of the following: GRFX 013, GRFX 115, GRFX 132A, or GRFX 134A.

Beginning computer techniques class: evaluation, importing, scanning and correction of images for screen printing. Line art; basic single color halftones in positive and negative; making and trapping of spot colors; appropriate use of lettering and fonts for textile and

flatstock printing applications. Effective use of output devices and substrates for screen transfer. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

**GRFX 137 SCREEN PRINTING TECHNIQUES FOR FLAT STOCK****2 units****Recommended Preparation:** GRFX 135.

A specialized course designed to prepare students for screen printing careers in the production of posters, signs, and other flat stock. Techniques and procedures for printing by hand on tables and on a semi-automatic press. Use of letterpress equipment for poster production. Advanced techniques in design for impact, volume production and accurate registration of multiple color work. Safe use of materials and equipment. **Required** instructional trips. Total of 27 hours lecture and 45 hours laboratory.

**GRFX 161 INTRODUCTION TO OFFSET PRESS TECHNIQUES****2 units****Prerequisite:** GRFX 010.

Evaluation of photo offset lithography from press to bindery. History of printing, types of sheet-fed duplicators/presses and configurations of web-fed equipment. Characteristics of fountain solutions, feeding, dampening, inking and delivery systems. Paper and ink considerations for offset lithography. Common bindery procedures related to offset printing. **Required** interviews, demonstrations and instructional trips. **No credit** if taken after Print 162 or 260. Total of 36 hours lecture.

**GRFX 165 ON-DEMAND PRINTING AND PUBLISHING SYSTEMS****1 unit**

The proper use and functions of on-demand printing systems. Operation, programming and running of the DocuTech and digital color publishing systems. Overview of the size, scope and career opportunities found in the printing and publishing industry. Use and selection of papers, bindery methods, computers, safety practices and finishing operations required in the on-demand publishing field. Training in customer service techniques, job planning and quality aspects used in this segment of the printing field. **Required** instructional trips. Total of 18 hours lecture and 18 hours laboratory.

**GRFX 190 IMAGING TECHNIQUES FOR LARGE FORMAT PRINTING****2 units****Prerequisite:** GRFX 030 or GRFX 220.

Digital imaging techniques for production of large format graphics, including banners and vehicle wraps. File

preparation, troubleshooting, Raster Imaging Processor issues, work flow concepts. Estimating, production planning, and material selection are also covered. **Maximum credit** 4 units, 2 units each semester. **Required** field trips. Total of 18 hours lecture and 54 hours laboratory.

### **GRFX 192 INTRODUCTION TO WEB AUTHORING**

**3 units**

**Interdisciplinary course:** CIS, GRFX

**Prerequisite:** CIS 010.

The development guidelines and principles that govern the Web Designing and Publishing environment, what they are, and how they are implemented. Practical solutions to building multimedia-based Web pages/site and related topics. The main concepts of Internet and applications of telecommunication. An introduction to JavaScript and its application in HTML and emerging technologies. **May not be taken concurrently** with or after CIS 192. Total of 54 hours lecture and 36 hours laboratory.

### **GRFX 199 INTRODUCTION TO DESKTOP PUBLISHING**

**3 units**

Introduction to desktop publishing. Basic DTP components. Written, visual and computer skills used to create and produce original documents specific to the student's major. Overview of career opportunities by faculty from various disciplines. **May not be taken concurrently** with or after Jour 199. Total of 36 hours lecture and 54 hours laboratory.

### **GRFX 202 PRINTING MANAGEMENT — ESTIMATING**

**5 units**

Theory and practice in planning for print production. Estimating for printing including art preparation, photographic procedures, image assembly, press selection and finishing methods. Analysis of printing orders from sales through invoicing, use of trade customs, computers in estimating and sales management for the printing industry. Proper uses of forms, pricing books and estimating standards for the printing industry. Total of 90 hours lecture.

### **GRFX 220 BASIC DIGITAL IMAGING**

**3 units**

Introduction to document creation for print, web, or other final product. Image acquisition, assessment, editing, correction using programs such as Adobe Photoshop. Creation of digital documents using programs such as Adobe InDesign and Dreamweaver. Exposure to client, production team, and outside vendor relationships.

**Required** instructional trips. Total of 36 hours lecture and 54 hours laboratory.

### **GRFX 221 ADVANCED DIGITAL IMAGING - WEB** **3 units**

**Prerequisite:** GRFX 220.

Intermediate digital document production. Image acquisition, assessment, editing and correction using programs such as Adobe Photoshop. Automated photo processing and editing techniques. Creation of digital documents using programs such as Adobe InDesign for print and e-publication, including interactive documents. Exposure to client, production team and outside vendor issues. **Required** instructional trips. Total of 36 hours lecture and 54 hours laboratory.

### **GRFX 222 INTERMEDIATE DIGITAL IMAGING - PRINT** **3 units**

**Prerequisite:** GRFX 220.

Intermediate digital document production. Image acquisition, assessment, editing and correction using programs such as Adobe Photoshop. Automated photo processing and editing techniques. Creation of digital documents using programs such as Adobe InDesign for print and e-publication, including interactive documents. Exposure to client, production team and outside vendor issues. **Required** instructional trips. Total of 36 hours lecture and 54 hours laboratory.

### **GRFX 244 COLOR SEPARATION THEORY AND PRINTING PRODUCTION**

**3 units**

**Prerequisite:** GRFX 240 or 146.

An introduction to color theory, separation methods and productions techniques using the electronic scanner, desktop technology and photo-manipulation software. Principles of analog and digital color proofing. Examination of color vision, color calibration, evaluation, color originals, correction methods and printing production standards employed in the printing field. Review of scanner formats, digital color systems, and imagesetting for the color service bureau and printing industry. **Required** instructional trips. Total of 54 hours lecture.

### **GRFX 245A BASIC PHOTOSHOP TECHNIQUES FOR GRAPHIC COMMUNICATIONS TECHNOLOGY**

**3 units**

**Prerequisite:** GRFX 030 or 035 or 220.

**Recommended preparation:** GRFX 244.

Training in the proper techniques to adjust and modify images based upon the workflow and output requirements using PhotoShop software tools. Study of color theory models, separation requirements, resolution is-

sues, proofing methods and file formats necessary in a digital workflow. Correct techniques in the operation of both the hardware and software of a flatbed scanners. Practice in the correction for quality reproduction of scanned images. Instruction in the electronic masking techniques in conjunction with the use of channels, masks and layers for image-editing, special effects and color correction as required in the printing industry. **Required** instructional trips. Total of 18 hours lecture and 108 hours laboratory.

### GRFX 245B ADVANCED PHOTOSHOP TECHNIQUES FOR GRAPHIC COMMUNICATIONS COMMUNICATIONS

**3 units**

**Prerequisite:** GRFX 245A.

Advanced techniques focusing on color correction, image editing and image preparation using PhotoShop application software. Instruction on digital editing methods to achieve color enhancements required in the production of printing images. Training in advanced PhotoShop applications for masking, the use of channels or layers as required by various digital-imaging systems. Use of color management systems and the evaluation of digital color proofing systems. **Required** instructional trips. Total of 18 hours lecture and 108 hours laboratory.

### GRFX 300A-G PRODUCTION PRINTING

**14 units**

**Prerequisite:** One of the following: GRFX 113, 121, 132B, 134B, or 163.

Production experience working with a wide variety of jobs. Individualized production training on live printing jobs. Deadlines, quality levels and production responsibilities expected from employees outside of the educational environment. **Each course** 2 units, 4 hours. Total of 18 hours lecture and 54 hours laboratory.

## HEALTH EDUCATION

(Kinesiology, Health and Athletics Division)

### HED 002A, E HEALTH EDUCATION-CONTEMPORARY HEALTH ISSUES

**2 units**

General aspects of personal and community health issues. **No credit** if taken after HED 044. **Each course** 2 units and a total of 36 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### HED 002A CONTEMPORARY HEALTH ISSUES

Includes drug education and the effects of the use of tobacco, alcohol, narcotics and other drugs, and sex education.

### HED 002E HUMAN SEXUALITY; SELF-ESTEEM

*Transfer Credit: CSU*

### HED 020 INDEPENDENT STUDY

**1 unit**

**Prerequisites:** One semester in health education and permission of department chairperson.

Student project on topics in health; emphasis on research techniques, written reports. Total of 54 hours laboratory.

*Transfer Credit: CSU*

### HED 044 HEALTH EDUCATION

**3 units**

Physical and mental health factors; individual, community and school health concepts; the effects of the use of tobacco, alcohol, narcotics and other drugs and dangerous substances; effects of sexually transmitted diseases and the importance of health and nutrition. **Recommended** for majors in physical education, health education, and elementary education, and for students seeking a teaching credential but open to all qualified students. Total of 54 hours lecture.

*Transfer credit: CSU; UC credit limitations. See counselor.*

## HISTORY

(Social Sciences Division)

### HIST 001A HISTORY OF EUROPEAN CIVILIZATION TO 1715

**3 units**

Prehistoric man; ancient Near Eastern civilizations; Greeks and Hellenization; the Roman Empire. Emergence of European, Byzantine and Islamic civilizations; manorialism and feudalism. Crusades, cities, medieval kingdoms. Humanism and Reformation. **No credit** if taken after Hist 003A or 003B. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: HIST 170*

### HIST 001B HISTORY OF EUROPEAN CIVILIZATION FROM 1715

**3 units**

Survey of European history from 1715. Course includes the Enlightenment, Scientific Revolution, French Revolution, Napoleon, Western Imperialism, two World Wars, Cold War and the political, social and economic conse-

\*Course Identification Numbering System (C-ID)

quences of each. **No credit** if taken after Hist 003C or 003D. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: HIST 180*

### **HIST 002A HISTORY OF WORLD CIVILIZATIONS TO 1500**

#### **3 units**

Survey of emerging regional cultures and societies from the earliest civilizations to 1500. Consideration given to comparative and integrative analysis of their contributions to the fabric of world civilization. Particular focus on cultural evolutionary parallels and the diffusion of ideas through migration and trade on a global scale. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **HIST 002B HISTORY OF WORLD CIVILIZATIONS FROM 1500**

#### **3 units**

Survey of world history from 1500's regional isolation to modern day globalism and its issues and problems. Consideration given to the political, economic, social, and intellectual forces present in the rise of the modern world. Particular focus on the interrelatedness of historical events and on the comparisons of cultures and societies in a historical perspective. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: HIST 160*

### **HIST 005A HISTORY OF GREAT BRITAIN TO 1714**

#### **3 units**

Formation and expansion of early English governmental institutions, social systems and economic organizations; relations with continental Europe. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **HIST 005B HISTORY OF GREAT BRITAIN FROM 1714**

#### **3 units**

Development of British political institutions, formation of the empire, social and economic progress, relations with other nations, influence of English law and literature on American institutions. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **HIST 007A UNITED STATES HISTORY TO 1876**

#### **3 units**

Chronological, thematic, and analytical study of the political, economic, social, cultural, and diplomatic history of the United States to Reconstruction. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: HIST 130*

### **HIST 007B UNITED STATES HISTORY FROM 1876**

#### **3 units**

Chronological, thematic, and analytical study of the political, economic, social, cultural, and diplomatic history of the United States from the end of Reconstruction to the present. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: HIST 140*

### **HIST 008 HISTORY OF CALIFORNIA**

#### **3 units**

California's history from its beginnings to the modern era. Explores the multicultural and multifaceted "Golden State" and its political, economic, and sociocultural development on the west coast of the United States. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **HIST 009A LATIN AMERICA: PRE-COLUMBIAN TO 1825**

#### **3 units**

Latin American history from pre-Columbian times to the independence of Latin American lands; emphasis on institutions of the past which have shaped conditions of the present; relations between Latin America and the United States. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **HIST 009B LATIN AMERICA: 1825 TO THE PRESENT**

#### **3 units**

The social, economic and political history of Latin America from independence to the present. The legacy of colonialism; the development of cultural, political, and economic institutions; relations between Latin America and the United States foreign policies. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **HIST 012 THE NORTH AMERICAN INDIAN**

#### **3 units**

Ethnic history of North American Indians; major native groups; social and cultural organizations; political and economic systems; U.S. government policies; reservation status; contemporary issues and problems. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **HIST 016 HISTORY OF THE MIDDLE EAST**

#### **3 units**

The Middle East from pre-historic times to the present; the geographic characteristics of the region; emphasis on the cultural, religious and social development of the various peoples of this area. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

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\*Course Identification Numbering System (C-ID)

**HIST 018 HISTORY OF SOUTH ASIA, SOUTHEAST ASIA AND THE PACIFIC****3 units**

An examination of South Asia, Southeast Asia and the Pacific from pre-historic times to the present; the geopolitical importance of these areas; emphasis on the cultural, religious and social development of the peoples in history. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**HIST 019 HISTORY OF CHINA, JAPAN AND KOREA****3 units**

Civilizations of China, Japan and Korea from prehistoric times to the present; emphasis on cultural, religious and social developments. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**HIST 020 INDEPENDENT STUDY****1 unit**

**Prerequisite:** *One semester of history and permission of department chairperson.*

Individual projects; research techniques; written reports. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**HIST 024A-G SPECIAL TOPICS IN HISTORY****3 units**

Readings, discussions, and papers focusing on topics of current and general interest in history. Each special topics course will emphasize critical thinking and analytical skills. **Each course** 3 units and a total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

<i>HIST 024A</i>	<i>AFRICA</i>
<i>HIST 024B</i>	<i>ASIA</i>
<i>HIST 024C</i>	<i>EUROPE</i>
<i>HIST 024D</i>	<i>LATIN AMERICA</i>
<i>HIST 024E</i>	<i>MIDDLE EAST</i>
<i>HIST 024F</i>	<i>UNITED STATES</i>
<i>HIST 024G</i>	<i>WORLD</i>

**HIST 025B WOMEN IN AMERICAN SOCIETY****3 units**

Selected themes, problems, and personalities which have been associated with the creation of American democratic institutions. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**HIST 025D AMERICA'S RELATIONS WITH OTHER NATIONS****3 units**

Selected themes, problems, and personalities which have been associated with the creation of American democratic institutions. How U.S. involvements with nations in Europe, Latin America, the Middle East, Africa, and Asia have been associated with the creation of American democratic institutions. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**HIST 025F AMERICA AND THE TWO WORLD WARS****3 units**

Selected themes, problems, and personalities which have been associated with the creation of American democratic institutions. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**HIST 025I ISSUES OF THE VIETNAM ERA****3 units**

Identification and analysis of key issues and events of the Vietnam era emphasizing the Vietnam War, the civil rights movement, the anti-war protests, and the space exploration programs. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**HIST 027A TRADITIONAL AFRICA****3 units**

The history of Africa from scientific origins of humans through the 19th century with focus on the Nile Valley civilizations, the Agekoyo and Maasai of East Africa, Angola, the kingdoms of the Western Sudan, Uganda, the Swahili city states, and the Zulu empire; influence of Islam and Christianity on Africa. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**HIST 027B MODERN AFRICA****3 units**

The history of Africa from partition to colonialism in the 19th century to modern day developments; nationalistic movements, independence, and nation building; development of Pan-Africanism; African relations with the United States and in the global arena. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**HIST 029A AFRICAN AMERICAN HISTORY TO 1865****3 units**

Legacy of African Americans from origins in Africa through the Civil War; African heritage; slave trade and slavery in colonial America; African Americans and the American Revolution, the new nation, and westward ex-



pansion, slave revolts, abolition, and the Civil War. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **HIST 029B AFRICAN AMERICAN HISTORY FROM 1865**

#### **3 units**

African American experience from Reconstruction to modern days; end of Reconstruction and beginning of Black Codes and Jim Crow policies; Washington, DuBois, and the Harlem Renaissance; pan-Africanism; African Americans and the world wars; civil rights movement and nationalistic movements. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **HIST 030 HISTORY OF MEXICO**

#### **3 units**

Mexico from pre-Columbian times to the early national period; political, economic, social and cultural developments; inter-American relations. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **HIST 031 HISTORY OF MEXICAN AMERICANS IN THE UNITED STATES**

#### **3 units**

A survey of U.S. history from the Mexican American perspective covering historical periods from pre-European settlements to 21st century. Emphasis is placed on the experiences, problems, and contributions of Mexican Americans and the formation of Mexican American societies within the context of U.S. history. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **HIST 041 HISTORY OF ASIAN PACIFIC AMERICANS**

#### **3 units**

Asian Pacific American experiences and contributions to United States history spanning the years from the pioneering 49ers through the Japanese American internment camp experience to the post-1965 immigration waves and refugees in an era of globalization. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **HIST 110 SKILLS FOR COLLEGE SUCCESS IN HISTORY**

#### **1 unit**

Development of essential study techniques for success in history courses; orientation to applications of computer-based technologies in history; time management; text-book mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

## **HOSPITALITY**

**(Business Division)**

### **HOSP 001 INTRODUCTION TO THE HOSPITALITY INDUSTRY**

#### **3 units**

Overview of the structure and operation of the hospitality industry with an emphasis on hotels, restaurants, casinos, and resorts. History of the industry; relationship between various components of the hospitality industry. Career search and resume preparation. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **HOSP 002 HOSPITALITY SUPERVISION AND HUMAN RESOURCES MANAGEMENT**

#### **3 units**

Supervision of hospitality personnel through the application of management concepts and techniques, including planning, organizing, staffing, directing, controlling, delegation, and decision-making. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **HOSP 004 HOSPITALITY SANITATION, SAFETY AND ENVIRONMENTAL ISSUES MANAGEMENT**

#### **3 units**

Introduction to food service sanitation and safety as it relates to hospitality management. Food-borne illness identification and its prevention, OSHA's current regulations, safety maintenance and prevention, basic first aid, fire control, safety and prevention. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **HOSP 101 HOSPITALITY INTERNSHIP**

#### **3 units**

**Prerequisite:** *Maintain enrollment in 7 units or more, including field practice and enrollment in one or more required courses in the Hospitality Management program.* Approved professional broad-based work experience in the hospitality industry. Experience can be either paid or unpaid internship. Total of 270 hours field practice.

### **HOSP 130 HOSPITALITY MARKETING, SALES AND ADVERTISING**

#### **3 units**

Application of marketing principles and techniques in the hospitality industry. Emphasis on developing and understanding of consumers. Using consumer knowledge to provide value and create customer satisfaction while meeting financial goals, a focus on practical sales techniques proven approaches to selling to targeted markets and advertising's role in sales. Total of 54 hours lecture.

## HUMANITIES

(Social Sciences Division)

### HUM 001 INTRODUCTION TO THE HUMANITIES

3 units

How present-day ideas, beliefs, values and practices are grounded in the artistic, literary, philosophical and religious contributions to modern living from the most creative epochs and individuals of various cultures; an interdisciplinary course. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### HUM 002 HUMANITIES, SCIENCE AND TECHNOLOGY

3 units

Interrelationships between the humanities, the sciences and technology in modern society; an interdisciplinary course. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### HUM 003 HUMANITIES AND THE SOCIAL SCIENCES

3 units

Interdisciplinary approach to major economic, political and social forces which have influenced the interrelationships between the individual and society. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### HUM 004 HUMANITIES THROUGH THE ARTS

3 units

Survey of the development of concepts of self and human values through film, drama, music, literature, painting, sculpture and architecture. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### HUM 020 INDEPENDENT STUDY

1 unit

**Prerequisites:** Enrollment in or completion of Hum 001, 002, or 003 and permission of department chairperson.

Individual projects; research techniques; written reports. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## ITALIAN

(Languages Division)

### ITAL 001 ELEMENTARY ITALIAN

5 units

Pronunciation and grammar. Speaking, reading and writing. Introduction to Italian geography, history, culture and music. Corresponds to first year of high school Italian. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### ITAL 002 ELEMENTARY ITALIAN

5 units

**Prerequisite:** Ital 001, or the first year of high school Italian, or placement based on the foreign language assessment process.

Grammar essentials, especially irregular verbs; reading of simple prose stories; practice in conversation. Institutions, customs, culture, songs and poems of Italy. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### ITAL 003 INTERMEDIATE ITALIAN

5 units

**Prerequisite:** Ital 002, or two years of high school Italian, or placement based on the foreign language assessment process.

Development of communication skills based on 19th and 20th century Italian readings; review of basic structure of Italian; customs and culture. Corresponds to the third year of High School Italian. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### ITAL 004 INTERMEDIATE ITALIAN

5 units

**Prerequisite:** Ital 003, or three years of high school Italian, or placement based on the foreign language assessment process.

Further development of communication skills based on 19th and 20th century Italian readings; finish review of basic structure of Italian; customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### ITAL 008A INTRODUCTION TO ITALIAN CONVERSATION

2 units

**Prerequisite:** Ital 002 or two years of high school Italian or placement based on the foreign language assessment process.

Practice in oral self-expression and understanding spoken Italian. **For** majors in music, fine arts and humanities, but open to all qualified students. Total of 36 hours lecture.

*Transfer Credit: CSU*

### ITAL 008B INTRODUCTION TO ITALIAN CONVERSATION

2 units

**Prerequisite:** Ital 008A.

Further practice in oral self-expression and understanding spoken Italian. Emphasis on culture and history. **For** majors in music, fine arts and humanities, but open to all qualified students. Total of 36 hours lecture.

*Transfer Credit: CSU*

### ITAL 009A-C ITALIAN CONVERSATION

6 units

**Prerequisite:** *Ital 003 or three years of high school Italian or placement based on the foreign language assessment process.*

Intensive practice at an advanced level in oral expression and comprehension of spoken Italian. **Each course** 2 units, and a total of 36 hours lecture.

*Transfer Credit: CSU; UC*

### ITAL 010 ITALIAN CIVILIZATION

3 units

Customs, language, literature, geography, arts and sciences; contributions of Italy to civilization, from earliest to modern times. (Course conducted in English.) Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### ITAL 012 INTRODUCTION TO ITALIAN LITERATURE

3 units

**Prerequisite:** *Eligibility for Engl 001A.*

Investigation of main topics, genres, and authors of Italian Literature. Cultural, social and historical background of significant works in Italian fiction, poetry, prose. (Course conducted in English.) Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### ITAL 050 ITALIAN FILM AS DRAMATIC LITERATURE

3 units

**Prerequisite:** *Eligibility for Engl 001A.*

Italian culture, society, politics and historical periods through the viewing and discussion of Italian films from Neorealism to contemporary cinema. Critical analysis of film types, directors, movements through lecture, discussion, and writing. (Course conducted in English.) Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

## JAPANESE

(Languages Division)

### JAPN 001 ELEMENTARY JAPANESE

5 units

Basic vocabulary, useful phrases; reading, writing and speaking. Introduction to geography, customs and culture. Corresponds to first year of high school Japanese. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### JAPN 002 ELEMENTARY JAPANESE

5 units

**Prerequisite:** *Japn 001, or the first year of high school Japanese, or placement based on the foreign language assessment process.*

Grammar; oral and written composition; reading of elementary texts; customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### JAPN 003 INTERMEDIATE JAPANESE

5 units

**Prerequisite:** *Japn 002 or two years of high school Japanese or placement based on the foreign language assessment process.*

Grammar; oral and written composition; reading of intermediate texts; customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### JAPN 004 INTERMEDIATE JAPANESE

5 units

**Prerequisite:** *Japn 003 or three years of high school Japanese or placement based on the foreign language assessment process.*

Continuation of grammar, oral and written composition; reading of texts of moderate difficulty; customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### JAPN 005 ADVANCED READING AND COMPOSITION

3 units

**Prerequisite:** *Japn 004 or placement based on the foreign language assessment process.*

Reading and discussion of Japanese fictional and non-fictional texts. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### JAPN 008A-B INTRODUCTION TO JAPANESE CONVERSATION

4 units

**Prerequisite:** *Japn 002 or two years of high school Japanese or placement based on the foreign language assessment process.*

Practice in oral self-expression and understanding spoken Japanese. Total of 36 hours lecture.

*Transfer Credit: CSU*

### JAPN 009A-C JAPANESE CONVERSATION

6 units

**Prerequisite:** *Japn 003, 008A-B, three years of high school Japanese, or placement based on the foreign language assessment process.*

Intensive practice in oral expression and comprehension

of spoken Japanese. **Each course** 2 units, and a total of 36 hours lecture.

*Transfer Credit: CSU; UC*

### **JAPN 010 JAPANESE CIVILIZATION**

#### **3 units**

Geography, history and institutions; customs, language, literature, arts and sciences; Japanese contributions to civilization. (Course conducted in English.) Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **JAPN 011 INSIDE JAPAN**

#### **1 unit**

Modern Japan; the culture, business and industry, education, politics, foreign affairs. (Course conducted in English.) Total of 18 hours lecture.

*Transfer Credit: CSU*

### **JAPN 012 JAPANESE LITERATURE IN TRANSLATION**

#### **3 units**

Reading and discussion of Japanese literature and its traditions from the 9th century to the present. The emphasis is placed on the unique qualities of its cultural identity. Selected readings will reveal both the stereotypes and anti-stereotypical Japanese characters. A comparative analysis is applied to many genres such as oral traditions, performing arts, films, comics, and animation (anime). Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

## **JOURNALISM**

(Visual Arts and Media Studies Division)

### **JOUR 002 BEGINNING JOURNALISM**

#### **3 units**

Fundamental principles and practices of newswriting. Standards, ethics, rights, responsibilities and laws of libel. Media literacy. New media. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **JOUR 004A REPORTING AND NEWSWRITING**

#### **3 units**

**Prerequisite:** *Jour 002.*

**Recommended Preparation:** *Jour 007A; keyboarding ability.*

Fundamentals of newswriting and reporting: language, style, organization and structure. Total of 54 hours lecture.

*Transfer Credit: CSU. \*C-ID: JOUR 210*

### **JOUR 005 MAGAZINE AND SMALL PUBLICATIONS**

#### **3 units**

Introduction to magazine and small publication production with emphasis on developing, researching, interviewing and writing non-fiction articles. Includes complete presentation of stories, photos, design and layout. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

### **JOUR 007A NEWSWRITING AND MAKE-UP**

#### **4 units**

**Prerequisite:** *Jour 002.*

Opportunity to work on the campus newspaper, the Courier. Interviewing, writing copy and mastering the processes connected with the publication of a newspaper.

**Required** of all members of newspaper staff. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU. \*C-ID: JOUR 130*

### **JOUR 007B NEWSWRITING AND MAKE-UP**

#### **4 units**

**Prerequisite:** *Jour 007A.*

Opportunity to work as an editor on the campus newspaper, the Courier, and its online edition. Writing and editing copy and headlines, laying out pages for publication, and mastering the editing processes connected with the publication of a weekly newspaper and its online edition. **Required** of all members of the newspaper's editorial board. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU. \*C-ID: JOUR 131*

### **JOUR 009 PUBLIC RELATIONS AND ORGANIZATIONAL COMMUNICATION**

#### **3 units**

Basic aspects of public relations and organizational communication for corporate, entertainment, non-profit, and other targeted organizations. Total of 54 hours lecture.

*Transfer Credit: CSU. \*C-ID: JOUR 150*

### **JOUR 022 ADVANCED PRESS PHOTOGRAPHY**

#### **3 units**

**Prerequisite:** *Jour 021 or Phot 021.*

News, feature and sports photography, with introduction to picture scanning and digital manipulation techniques. Assignments on all college publications. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **JOUR 023 PHOTOJOURNALISM**

#### **3 units**

**Prerequisite:** *Jour 021 or Phot 021.*

Picture series, essays and stories with assignments on various college publications. Historic and current trends

*\*Course Identification Numbering System (C-ID)*

in photojournalism and contemporary publications. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU. \*C-ID: JOUR 160*

### **JOUR 107A ONLINE JOURNALISM**

**4 units**

**Prerequisite:** *Jour 007A or placement based on the Journalism assessment process.*

Opportunity to work on the campus newspaper, the Courier, and its online edition. Reporting and writing news and feature stories. Navigating software used for online publishing. Mastering the skills of online journalism, including blogs, bulletins, breaking news, multimedia and social media. Total of 54 hours lecture and 54 hours laboratory.

### **JOUR 107B NEWS LEADERSHIP**

**4 units**

**Prerequisite:** *Jour 007A or placement based on the Journalism assessment process.*

Opportunity to work as a manager on the campus newspaper, the Courier, and its online edition. Reporting, writing and editing news and feature stories. News judgment. Online publishing. Leadership managing peers in their roles in the newsroom as reporters, photographers and editors. Total of 54 hours lecture and 54 hours laboratory.

### **JOUR 110 JOURNALISM FIELD PRACTICE**

**3 units**

**Prerequisites:** *Maintain enrollment in 7 units or more including field practice.*

Supervised field experience in selected public and private journalism enterprises. **Minimum** of 15 hours of field practice each week. Total of 270 hours field practice.

## **KINESIOLOGY - ACTIVITY**

**(Kinesiology, Health and Athletics Division)**

### **Scope**

The program consists of movement-based physical education activity courses.

### **Credit Toward Associate Degrees**

In addition to the two units of physical education activity required for the Associate in Arts or Associate in Science degree, a student may elect additional courses.

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*\*Course Identification Numbering System (C-ID)*

### **Lockers and Towels**

Locker room and shower facilities are provided. Students must bring their own towels.

### **Attire**

Students will be expected to change into clothes which allow freedom of movement and are appropriate to the activity. Athletic shoes are required for most classes.

### **KINA 003A BEGINNING SWIMMING I**

**1 unit**

Basic swimming and safety skills for non-swimmers. Instruction to include orientation to the water, floating and kicking on front and back, arm stroking for front and back, and rhythmic breathing. Safety skills to include treading water, survival float, reaching techniques and pool safety rules. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **KINA 003B ADVANCED BEGINNING SWIMMING II**

**1 unit**

**Recommended preparation:** *KINA 003A or American Red Cross Level III Lifesaving certificate.*

Build on the foundations established in Beginning Swimming I. More emphasis will be placed on stroke development and breathing coordination. Underwater swimming, jumping into the pool, and basic rescue. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **KINA 003C INTERMEDIATE SWIMMING**

**1 unit**

**Recommended preparation:** *Kina 003B or American Red Cross Level IV Lifesaving certificate.*

Strokes included will be elementary backstroke, breaststroke, and sidestroke. Front crawl and back crawl for increased distances. Diving from the side of the pool, turns, and CPR are introduced. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **KINA 003D ADVANCED SWIMMING AND DIVING**

**1 unit**

**Recommended preparation:** *Kina 003C or American Red Cross Level IV Lifesaving certificate.*

All strokes taught in beginning, advanced beginning, and intermediate will be perfected. Diving from the board and the butterfly stroke will be taught. Introductory life guarding and rescue skills will be introduced. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*



**KINA 003E DISTANCE SWIMMING FOR FITNESS****1 unit****Recommended preparation:** *Kina 003C or 003D.*

A physical fitness program based on progressive distance swims using the front crawl. **For** students with the ability to swim 500 yards in 12 minutes or less. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 027 ADAPTED FITNESS ACTIVITIES****1 unit****Prerequisite:** *Recommendation by Disabled Students Programs and Services or Student Health Services.*

Emphasis on exercises to increase level of physical, motor and postural fitness through training with weights, stretching exercises and relaxation techniques. **For** students unable to participate in regular physical education activities because of temporary or permanent limitations. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 028A BEGINNING AQUATIC FITNESS ACTIVITIES****1 unit**

Physical fitness activities in the pool. Swimming skill not necessary. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 028B INTERMEDIATE AQUATIC FITNESS ACTIVITIES****1 unit****Recommended preparation:** *Kina 028A.*

Intermediate physical fitness activities in the pool. Swimming skills not necessary. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 029A BODY BUILDING****1 unit**

Improvement of muscular development and physical fitness through use of resistive exercises; training with barbells and dumbbells. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 029B INTERMEDIATE BODY BUILDING****1 unit****Recommended preparation:** *Kina 029A.*

Improvement of muscular development and physical fitness through the use of weight lifting and physical conditioning exercises. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 029C ADVANCED BODY BUILDING****1 unit****Recommended preparation:** *Kina 029B.*

Improvement of muscular development and physical fitness through use of resistive and isometric exercises and through circuit training. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 030 FITNESS TESTING AND INDEPENDENT EXERCISE****1 unit**

Testing to determine individual fitness level. Goals established and fitness program designed for each individual. Periodic retesting after independent exercise to determine if goals are being met. Total of 54 hours laboratory.

*Transfer Credit: CSU*

**KINA 032A BEGINNING FITNESS ACTIVITIES****1 unit**

Emphasis on achieving an improved level of physical performance through basic training with weights, circuits, aerobics and stretching programs. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 032B INTERMEDIATE FITNESS ACTIVITIES****1 unit**

Emphasis on improving individual performance in the areas of strength and muscle tone, cardiovascular endurance, flexibility, relaxation and body composition. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 032C ADVANCED FITNESS ACTIVITIES****1 unit**

Improvement in individual fitness levels through advanced activities. Emphasis on a well balanced program of physical activities designed to enhance endurance, flexibility, strength, cardiovascular efficiency, and weight distribution based on a selected exercise program, aerobic work, nutritional information, circuit training, stretching and relaxation. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 033 STRETCHING FITNESS ACTIVITY****1 unit**

Emphasis on achieving and improving level of flexibility through basic stretching exercises. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 034A SELF DEFENSE****1 unit**

Techniques to develop the basic knowledge, attitudes and skills of self defense. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 034B INTERMEDIATE SELF-DEFENSE****1 unit**

Intermediate techniques to increase the knowledge, attitudes, body movements and skills used in self-defense. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 036 AEROBIC FITNESS****1 unit**

An introduction to the basic principles and techniques of cardiovascular fitness by using a combination of rhythmic movement and low impact aerobics. Students will also work to improve their muscular strength and tone through the use of calisthenics and/or hand weight circuits. Proper nutrition and a healthy diet for peak performance are emphasized. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 037 POLICE-FIRE AGILITY TRAINING****1 unit**

Instruction and practice in the skills required to complete police and fire departments' physical agility tests. Techniques on how to scale a six foot smooth wall, an eight foot chain link fence, drag a 165 pound dummy from behind the steering wheel of a vehicle; unwind, drag and coil 150 pounds of fire hose. Weight lifting for upper body strength and general physical conditioning. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 038 CARDIOVASCULAR CONDITIONING****1 unit**

Achievement of physical fitness and efficiency of the cardiovascular system by utilizing aerobic point system, fartlek training, interval training, parcourse, obstacle course and various exercise techniques. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 039A CYCLING FOR FITNESS - OUTDOOR****1 unit**

Basic cardiovascular fitness through cycling: general cycling, fast cycling, sprints, intervals and hill climbing. Cycling safety, bike fit, minor repair instruction and cycling etiquette. Student must provide own bicycle. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 039B BEGINNING CYCLING FOR FITNESS - STATIONARY, INDOOR****1 unit**

Basic cardiovascular fitness is achieved through: general cycling, fast cycling, sprints, intervals and hill climbing. Cycling safety, bike fit, heart rate training. Incorporates a choreographed workout on a specially designed stationary bicycle, using music and fundamental cycling techniques for a beginning rider. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 039C INTERMEDIATE CYCLING FOR FITNESS****1 unit**

Intermediate cardiovascular fitness achieved through: general cycling, fast cycling, sprints, intervals and hill climbing. Cycling safety, bike fit, heart rate training. Incorporates a choreographed workout on a specially designed stationary bicycle, using music and fundamental cycling techniques for an intermediate rider. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit under review.*

**KINA 039D ADVANCED CYCLING FOR FITNESS - STATIONARY, INDOOR****1 unit**

Advanced cardiovascular fitness is achieved through: general cycling, fast cycling, sprints, intervals and hill climbing. Cycling safety, bike fit, heart rate training. Incorporates a choreographed workout on a specially designed stationary bicycle, using music and fundamental cycling techniques at an advanced level. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit under review.*

**KINA 046A BEGINNING BADMINTON****1 unit**

Instruction in the basic strokes of badminton: clears, drops, smash, around the head clear shot, short and long serves. Rules, strategy, playing terms and etiquette for singles and doubles play. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 046B INTERMEDIATE BADMINTON****1 unit**

Review of the basic skills presented in the beginning class: the overhead and underhand clears, the drop, the smash, and short and long serves. Introducing the flick serve, drive serve, the backhand serve, cross court net drops, half smash, the forehand and backhand drives and the round head smash and drop. Emphasis will be placed on conditioning and skill development. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 046C ADVANCED BADMINTON****1 unit**

Review previous strokes from beginning and intermediate levels of badminton. The backhand cross court drop, the fast drop, net brush shots and advanced service returns. Emphasis will be on deception in holding shots, execution and placement. Conditioning and on-court drills will be stressed. Court strategy for the game of mixed doubles and advanced strategy for singles and doubles play. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 048A BEGINNING FENCING****1 unit**

Basic foil fencing fundamentals and techniques. Conditioning for fencing. Emphasis on beginning bouting, strategy, etiquette, tournament fencing, directing, judging and scoring. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 048B INTERMEDIATE FENCING****1 unit**

Introduction to electric foil. Principles of strength and endurance. Intermediate foil skills: footwork, bladework and body mechanics. Emphasis on intermediate bouting strategy, etiquette, tournament fencing, directing, judging and scoring. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 048C ADVANCED FENCING****1 unit**

Advanced foil skills, techniques and conditioning. Introduction to electric epee and sabre. Emphasis on advanced electric and beginning epee bouting strategy, etiquette, tournament fencing, directing, judging and scoring. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 054A BEGINNING TENNIS****1 unit**

Development of basic ground strokes: forehand and backhand drives; basic volley and serve; rules and scoring; court etiquette. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 054B INTERMEDIATE TENNIS****1 unit**

**Recommended preparation:** *Kina 054A.*

Development of strokes: forehand and backhand drives, spin serves, overhead strokes; ball, top and back spins; rules; strategy at the intermediate level. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 054C ADVANCED TENNIS****1 unit**

**Recommended preparation:** *Kina 054B.*

Development of strokes; lob, smash, spin; approach to net; advanced game strategy. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 065A BEGINNING BASKETBALL****1 unit**

Rules; techniques; passing, dribbling, pivoting, footwork and various types of shots; team play and strategy of game. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 065B INTERMEDIATE BASKETBALL****1 unit**

**Recommended preparation:** *Kina 065A.*

Rules; skills and techniques; passing, dribbling and shooting; strategy of team play. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 065C ADVANCED BASKETBALL****1 unit**

**Recommended preparation:** *Kina 065B.*

Rules; skills and techniques; passing, dribbling and shooting; zone, man to man, and pressing defense; high and low post and motion offense. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 069 SOCCER****1 unit**

Rules; techniques; passing, dribbling, footwork and various types of shots; team play and strategy of game. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 081A BEGINNING VOLLEYBALL****1 unit**

Basic techniques, rules and simple strategies. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 081B INTERMEDIATE VOLLEYBALL****1 unit**

**Recommended preparation:** *Kina 081A.*

Review of fundamental skills; strategies and techniques. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **KINA 081C ADVANCED VOLLEYBALL**

**1 unit**

**Recommended preparation:** *Kina 081B.*

Advanced skills: techniques, positions and strategies. High level of competition through tournament play. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **KINESIOLOGY – INTERCOLLEGIATE ATHLETICS**

**(Kinesiology, Health and Athletics Division)**

### **Scope**

The program consists of intercollegiate activities courses.

### **Requirements for registration in Intercollegiate Sports**

Any student desiring to compete in any intercollegiate sport should enroll in one of the sections of the intercollegiate sport in which he or she intends to participate.

### **Athletic Eligibility — Men and Women**

A student participating in intercollegiate athletic competition must present a certificate from the College physician stating that he or she is physically fit to participate in the activity for which he or she is a candidate. To be eligible for competition, a student must meet the rules and regulations of the Mission and South Coast Conferences and the Athletic Code of the California Association of Community Colleges. The Athletic Director and the Assistant Dean of Student Affairs maintain copies of the code in their respective offices.

### **Scope**

The program consists of movement-based physical activity courses.

### **Credit Toward Associate Degrees**

In addition to the two units of physical education activity required for the Associate in Arts or Associate in Science degree, a student may elect to take additional courses.

### **Lockers and Towels**

Locker room and shower facilities are available. Students must bring their own towels.

### **Attire**

Students will be expected to attend class in clothes that allow for freedom of movement and are appropriate to the activity. Athletic shoes are required for most classes.

## **KATH 070 OFF-SEASON CONDITIONING INTERCOLLEGIATE - BADMINTON**

**1 unit**

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of badminton. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **KATH 071 OFF-SEASON CONDITIONING INTERCOLLEGIATE - BASEBALL**

**1 unit**

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of baseball. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **KATH 072 OFF-SEASON CONDITIONING INTERCOLLEGIATE - BASKETBALL**

**1 unit**

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate basketball program. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **KATH 073 OFF-SEASON CONDITIONING INTERCOLLEGIATE - CROSS COUNTRY**

**1 unit**

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of cross country. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **KATH 074 OFF-SEASON CONDITIONING INTERCOLLEGIATE - FOOTBALL**

**1 unit**

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of football. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 075 OFF-SEASON CONDITIONING  
INTERCOLLEGIATE - SOCCER****1 unit**

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of soccer. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 076 OFF-SEASON CONDITIONING  
INTERCOLLEGIATE - SOFTBALL****1 unit**

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of softball. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 077 OFF-SEASON CONDITIONING  
INTERCOLLEGIATE - SWIMMING AND  
DIVING****1 unit**

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of swimming. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 078 OFF-SEASON CONDITIONING  
INTERCOLLEGIATE - TRACK AND FIELD****1 unit**

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of track and field. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 079 OFF-SEASON CONDITIONING  
INTERCOLLEGIATE - VOLLEYBALL****1 unit**

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of volleyball. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 080 OFF-SEASON CONDITIONING  
INTERCOLLEGIATE - WATER POLO****1 unit**

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of water polo. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 083 INTERCOLLEGIATE SPORTS - BASEBALL  
3 units**

Intercollegiate competition for baseball. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 084 INTERCOLLEGIATE SPORTS - BASKETBALL  
1½ units**

Intercollegiate competition for men's and women's Basketball. **Required** instructional trips. **Maximum credit** 6 units, 1.5 units each semester. Total of 81 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 085 INTERCOLLEGIATE SPORTS - CROSS  
COUNTRY****3 units**

Intercollegiate competition for men's and women's cross country. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 086 INTERCOLLEGIATE SPORTS - FOOTBALL  
3 units**

Intercollegiate competition for Football. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 089 INTERCOLLEGIATE SPORTS - SOCCER  
3 units**

Intercollegiate competition for men's and women's soccer. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 090 INTERCOLLEGIATE SPORTS - SOFTBALL  
3 units**

Intercollegiate competition for softball. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*



**KATH 091 INTERCOLLEGIATE SPORTS - SWIMMING**  
**3 units**

Intercollegiate competition for men's and women's swimming and diving. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 093 INTERCOLLEGIATE SPORTS - TRACK AND FIELD**

**3 units**

Intercollegiate competition for men's and women's track and field. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 094 INTERCOLLEGIATE SPORTS - VOLLEYBALL**  
**3 units**

Intercollegiate competition for volleyball. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 095 INTERCOLLEGIATE SPORTS - WATER POLO**  
**3 units**

Intercollegiate competition for water polo. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 096 INTERCOLLEGIATE SPORTS - BADMINTON**  
**3 units**

Intercollegiate competition for badminton. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **KINESIOLOGY - THEORY**

(Kinesiology, Health and Athletics Division)

**KINT 002 INTRODUCTION TO ATHLETIC TRAINING**

**3 units**

The history of the athletic training profession, the role of the athletic trainer as part of the sports medicine team, nutrition, emergency management, risk management and injury assessment domains will be introduced. Lab: injury prevention principles and techniques for the application of protective taping/bracing, stretching, therapeutic exercise and testing, and environmental

conditions/illnesses. Total 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINT 003 INTRODUCTION TO KINESIOLOGY**  
**3 units**

Introduction to interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

*\*C-ID: KIN 100*

**KINT 005 FIRST AID - RESPONDING TO EMERGENCIES**  
**3 units**

Theory and detailed demonstration of the first aid care of the injured. The student will learn to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

*\*C-ID: KIN 101*

**KINT 006 AQUATIC CERTIFICATION**  
**4 units**

**Prerequisites:** *Swimming skills equivalent to the ARC Swimmers Certificate, ability to swim 500 yards continuously, and ARC Basic or Emergency Water Safety Certificate or ARC Safety training for swim coaches.*

Theory and practice of swimming strokes, diving, life-saving, teaching methods and emergency procedures. Preparation for and completion of tests for American Red Cross Lifeguarding, Water Safety Instructor, First Aid, Community CPR, CPR/BLS and Instructor Candidate Training Certificates. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINT 014 WELLNESS FOR LIFE**  
**3 units**

Emphasis on wellness through the lens of reduced obesity and body fat percentage, nutrition, personal responsibility, healthy lifestyle choices and positive behavioral change. Physical, emotional, psychological, spiritual, social, occupational and environmental influences. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

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\*Course Identification Numbering System (C-ID)

**KINT 020 INDEPENDENT STUDY****1 unit****Prerequisite:** *Completion of any Kint course and approval of student project on topics in physical education.*

Student project on topics in physical education; emphasis on research techniques; written reports. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***KINT 027C EARLY CHILDHOOD PHYSICAL EDUCATION**  
**2 units**

Creative movement, perceptual motor and rhythmic experiences suitable for preschool children; ideas for equipment; evaluating and individualizing activities, assessing and selecting equipment and creating a safe and active learning environment. Total of 36 hours lecture.

*Transfer Credit: CSU***KINT 031A PROFESSIONAL ACTIVITIES – OFFICIATING****2 units**Rules and advanced techniques of games in season: basketball, football, minor sports. **Fall** semester. Total of 36 hours lecture and 18 hours laboratory.*Transfer Credit: CSU; UC credit limitations. See counselor.***KINT 031B PROFESSIONAL ACTIVITIES – OFFICIATING****2 units**Rules and advanced techniques of games in season: baseball, track, minor sports. **Spring** semester. Total of 36 hours lecture and 18 hours laboratory.*Transfer Credit: CSU; UC credit limitations. See counselor.***KINT 046A PROFESSIONAL ACTIVITIES – BASEBALL**  
**2 units**

Analysis of advanced and basic fundamentals; theory and philosophy of offensive and defensive strategy. Principles of practice and score keeping in baseball. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***KINT 046B PROFESSIONAL ACTIVITIES – BASEBALL**  
**2 units****Prerequisite:** *Kint 046A.*

Analysis of advanced theory and teaching of offensive and defensive strategy. Principles of practice and score keeping in baseball. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***KINT 048 PROFESSIONAL ACTIVITIES – PHYSICAL FITNESS****2 units**

Implementation of basic concepts of physical fitness. A wide variety of conditioning programs and techniques utilized in designing individual fitness programs. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***KINT 051 PROFESSIONAL ACTIVITIES – TRACK AND FIELD****2 units**

Basic and advanced skills, rules and strategy in track and field events. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***KINT 052A PROFESSIONAL ACTIVITIES – BASKETBALL****2 units**

Analysis of the fundamental skills of men's and women's basketball. Offensive and defensive strategy. Principles of scoring. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***KINT 052B PROFESSIONAL ACTIVITIES – BASKETBALL****2 units****Prerequisite:** *Kint 052A.*

Analysis of advanced skills of men's and women's basketball. Offensive and defensive strategy. Principles of scoring. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***KINT 053A PROFESSIONAL ACTIVITIES – FOOTBALL**  
**2 units**

Analysis of basic football fundamentals, theory and philosophy of offensive and defensive strategy, principles of the kicking game. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***KINT 053B PROFESSIONAL ACTIVITIES – FOOTBALL**  
**2 units****Prerequisite:** *Kint 053A.*

Analysis of advanced football fundamentals, theory and philosophy of offensive and defensive strategy, principles of the kicking game. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINT 054 PROFESSIONAL ACTIVITIES – VOLLEYBALL**

**2 units**

Analysis of basic and advanced volleyball fundamentals, theory and philosophy of offensive and defensive strategy. Total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU*

**KINT 055A PROFESSIONAL ACTIVITIES – SOCCER**

**2 units**

Analysis of soccer fundamentals; theory and teaching of offensive and defensive strategy. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINT 055B PROFESSIONAL ACTIVITIES – SOCCER**

**2 units**

**Prerequisite:** *Kint 055A.*

Analysis of advanced soccer fundamentals; theory and teaching of offensive and defensive strategies. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINT 056A PROFESSIONAL ACTIVITIES – SOFTBALL**

**2 units**

Analysis of softball fundamentals, theory, philosophy, and teaching these activities. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINT 056B PROFESSIONAL ACTIVITIES – SOFTBALL**

**2 units**

**Prerequisite:** *Kint 056A.*

Analysis of advanced softball, theory, philosophy, and teaching these activities. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINT 061 THEORY OF COACHING**

**3 units**

Designed for coaches at varying levels from youth league to high school varsity. Focuses on coaching issues and problems and includes the philosophy, theory, and principles of developing and maintaining an athletic program. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINT 097 THEORY AND DEVELOPMENT OF FITNESS AND WELLNESS**

**3 units**

Mastering core skills in health and wellness, fitness, kinesiology of physical activity, goal setting, decision making, leadership, time management, achievement skills, education, attitudes and habits, and cognitive style preferences. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU*

## LATIN

(Languages Division)

**LATN 001 ELEMENTARY LATIN**

**5 units**

Basic vocabulary and grammatical forms for reading simple Latin prose. Introduction of linguistic foundation for further study of European languages; brief survey of philosophy and life of ancient Rome. Corresponds to first year of high school Latin. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**LATN 002 ELEMENTARY LATIN**

**5 units**

**Prerequisite:** *Latn 001 or the first year of high school Latin or satisfactory score on placement test.*

Intensive study of vocabulary, grammar and syntax. Translation from English into Latin; reading from Roman authors. Customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

## LIBRARY

**LIB 001 COLLEGE RESEARCH SKILLS**

**1 unit**

Development of effective research skills using library resources and other research tools. Focus on research planning, search strategies, critical evaluation of information, and documentation of sources following standard citation styles. Total of 18 hours lecture.

*Transfer Credit: CSU; UC*

**LIB 010A INTERNET AND WEB-BASED INFORMATION RESOURCES**

**1 unit**

Use of the Internet and online resources for academic research. Focus on effective search strategies, resource selection and critical analysis. Includes basic e-mail techniques and creation of a basic web page. Overview of the organization the Internet, web browsers and discussion of the ethical, social, and legal issues of the Internet. **Recommended** Basic computer skills including familiarity with Windows, a keyboard and mouse. Total of 18 hours lecture.

*Transfer Credit: CSU*

**LIB 020 INDEPENDENT STUDY**

**1 unit**

**Prerequisites:** *Completion of Lib 001 and approval of student project.*

Individual research projects on library-related topics. Regular periodic faculty conferences and written report are required. Total of 54 hours laboratory.

*Transfer Credit: CSU*

**LIB 101 INTRODUCTION TO LIBRARY SERVICES FOR PARAPROFESSIONALS****3 units**

Introduction and overview of library missions, services, operations and personnel. Emphasis on the tools and terminology of library services, the library technicians' role in the delivery of services, and strategies for successful job placement. Exploration of library issues, trends and the relationship of libraries to the communities they serve. Total of 54 hours lecture.

**LIB 102 INTRODUCTION TO REFERENCE SERVICES****3 units****Prerequisite:** *Enrollment in or completion of Lib 001.***Recommended Preparation:** *Lib 101.*

Introduction to library reference services and basic reference tools and information resources to support basic research/reference inquiries. Focus on philosophy of reference service; reference interview techniques; print and online reference tools; search techniques; service to diverse populations and criteria for the evaluation of quality services and resources. Total of 54 hours lecture.

**LIB 103 INTRODUCTION TO CIRCULATION SERVICES****3 units**

Principles and practices of library access services, including customer service, online circulation systems, policies, collection maintenance, training and supervision of staff, interlibrary loan, reserve collections, legal and ethical issues relating to library access services and patron privacy. Total of 54 hours lecture.

**LIB 104 LIBRARY TECHNICAL SERVICES: ACQUISITIONS AND COLLECTION DEVELOPMENT****3 units****Recommended Preparation:** *Lib 101.*

Principles, terminology and practices of library acquisitions and technical services, including: selection, locating bibliographic data, choosing vendors, ordering, receiving, processing, subscriptions, budget accounting and preserving library materials. Total of 54 hours lecture.

**LIB 105A DESCRIPTIVE CATALOGING PROCEDURES IN ONLINE ENVIRONMENTS****3 units****Prerequisite:** *Lib 104.*

Study of the basic principles of descriptive cataloging, Machine Readable Cataloging (MARC) formats, introduction to bibliographic control, and authority control. Emphasis on online copy cataloging using national standards for cataloging. Focus on the OCLC system and local

cataloging modules. Introduction to basic principles of classification and subject headings. Total of 54 hours lecture.

**LIB 106 LIBRARY TECHNOLOGY INTERNSHIP****1 unit****Prerequisites:** *Lib 101 and 104.***Enrollment Limitation:** *Instructor approval.*

Supervised on-the-job experience in an approved library setting information. **Pass/no pass** grading. Total of 60 hours work experience.

**LIB 121 INTRODUCTION TO TECHNOLOGIES FOR DIGITAL COLLECTIONS****3 units****Prerequisite:** *BIT 025.*

Introduction to the basic processes of digital repositories including assessing collection materials, scanning, managing files for preservation, quality control and the use of digital asset management systems. Total of 54 hours lecture.

**LIB 122 INTRODUCTION TO METADATA FOR DIGITAL OBJECTS****3 units****Prerequisites:** *Lib 121.***Recommended Preparation:** *Lib 105A.*

Study of the basic principles of metadata development for digital repositories. Includes a survey of the most commonly adopted metadata schemas and controlled vocabularies with an emphasis on using the Dublin Core schema to create shareable metadata records. Students will gain practical experience in applying a selected metadata standard to a collection of digital objects. Total of 54 hours lecture.

**LIB 123 INTRODUCTION TO COPYRIGHT ISSUES FOR DIGITAL COLLECTIONS****1 unit****Prerequisites:** *Lib 121.*

Introduction to copyright and privacy issues relating to digital projects. Includes an overview of public domain, fair-use, licensing, copyright status as selection criteria, and rights metadata. Total of 18 hours lecture.

**LIB 126 DIGITIZATION INTERNSHIP****1 unit****Prerequisite:** *Lib 121 and 122.*

Supervised practical experience working on an approved digital project in a library or cultural heritage institution or other type of digitization project. Occupational Work Experience Education—This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 8 units per semester for

a total of 16 units. Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. Total of 60 hours work experience..

## LINGUISTICS

(Languages Division)

### LING 010 INTRODUCTION TO LINGUISTICS

3 units

**Interdisciplinary course:** English, Languages

**Recommended Preparation:** *Eligibility for Engl 001A.*

Survey of sounds, structure and development of language in connection with its social and cultural function. Differences and relationships among languages. Recommended for English and foreign language majors, but open to all qualified students. **No credit** if taken after Engl 010. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### LING 011 HISTORY OF ENGLISH LANGUAGE

3 units

**Interdisciplinary course:** English, Languages

**Recommended Preparation:** *Eligibility for Engl 001A.*

Origins and development of the English language, from its Germanic ancestors to present-day American English. **No credit** if taken after Engl 011. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### LING 012 INTERCULTURAL COMMUNICATION

3 units

**Interdisciplinary course:** English, Languages

**Recommended Preparation:** *Eligibility for Engl 001A.*

Linguistic and cultural patterns; how and what people communicate. Designed to aid both Americans and foreign students in the development of intercultural understanding and communication skills. **No credit** if taken after Engl 012. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: COMM 150*

### LING 014 LANGUAGE IN SOCIETY

3 units

**Recommended preparation:** *Eligibility for Engl 001A.*

Language in culture and society. Focus on the role of language in power, ethnic, gender, generational, and ideological relationships. Analyses of regional differences, language change and loss, and multilingualism. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### LING 016 PSYCHOLINGUISTICS: LANGUAGE AND THE MIND

3 units

**Recommended Preparation:** *Eligibility for Engl 001A.*

Mental processes in production and comprehension of language. First and second language acquisition. Language breakdown due to neurological disease. **Recommended** for Psychology, English, Linguistics, and Foreign Language majors but open to all qualified students. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### LING 017 LANGUAGE ACQUISITION

3 units

**Recommended Preparation:** *Eligibility for Engl 001A.*

Introduces students to first language acquisition, including the early perception and production of speech sounds, early word acquisition, the development of rules for sentence production and comprehension, and the acquisition of communicative skills. Topics include children with bilingual children and atypical language development. Total of 54 hours of lecture.

*Transfer Credit: CSU; UC*

### LING 020 INDEPENDENT STUDY

1 unit

Individual linguistics projects, such as portfolios, written reports, and research papers. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## MACHINE SHOP

(Engineering and Technology Division)

### MACH 101 BEGINNING METALWORKING SKILLS

3 units

Beginning machine shop course focusing on operation, inspection, safety, and developing process plans for optimal metal removal. Introductory mill and lathe operations with layout work. Student lab fee may be applicable towards necessary materials. Total 36 hours lecture and 72 hours laboratory.

### MACH 102 INTERMEDIATE METALWORKING

3 units

**Prerequisite:** *Mach 101.*

Intermediate machine shop course focusing on operation, inspection, safety, and developing process plans for optimal metal removal. Intermediate mill and lathe operations with basic Computer Numerical Control and Computer-Aided Manufacturing. Total 36 hours lecture and 72 hours laboratory.



**MACH 220 MACHINE SHOP TECHNOLOGY****9 units**

Theory and operations on equipment such as drill presses, lathes, mills, grinders, numerical control mills and electrical discharge machines. **No credit** if taken after Mach 220A, B or C. Total of 81 hours lecture and 243 hours laboratory.

**MACH 220A INTRODUCTION TO MANUFACTURING TECHNOLOGY****3 units**

Use of basic shop hand tools, theory of tool sharpening, tool grinding on the pedestal grinder. Introduction to lathe and mill operations. Lathe operations to include: facing, grooving, tapers using the compound, deep drilling, single point threading, chucking of rectangular material and use of the boring bar. Use of the slitting saw on the mill. Precision layout. Shop safety. Total of 27 hours lecture and 81 hours laboratory.

**MACH 220B INTERMEDIATE MACHINE TECHNOLOGY I****3 units**

**Prerequisite:** *Enrollment in or completion of Mach 220A.* Operation of the power hacksaw and band saw. Pocket milling on the vertical milling machine. Study of threaded fasteners: thread form, nomenclature and classification of thread fit. Produce threads with dies and inspect with thread measuring tools. Review of math skills. Use of shop measurement tools. Total of 27 hours lecture and 81 hours laboratory.

**MACH 220C INTERMEDIATE MACHINE TECHNOLOGY II****3 units**

**Prerequisite:** *Enrollment in or completion of Mach 220B.* Lathe operation including roughing and the use of a form tool to cut an internal and external radius. Pattern millwork using a 60-degree form cutter. Theory and practice of non-ferrous metal machining. Performance of multiple operations on the band saw, mill and lathe to produce and assemble a complete part. Application of Digital Read Outs (DRO) on the lathe and mill. Total of 27 hours lecture and 81 hours laboratory.

**MACH 220D ADVANCED MILLING OPERATIONS I****3 units**

**Prerequisite:** *Enrollment in or completion of Mach 220C.* Milling machine operation using ball end mills and corner rounding cutters. Combined drilling, slotting and threading to complete a part. Perform knurling, threading and cross drilling of small components on the lathe. Bending and heat treatment of tool steel from round stock. Total of 27 hours lecture and 81 hours laboratory.

**MACH 220E ADVANCED MILLING OPERATIONS II****3 units**

**Prerequisite:** *Enrollment in or completion of Mach 220D.* Theory and technique on the use of slotting and single angle cutters on the horizontal milling machine. Use of T-slot cutters and the rotary table on the vertical mill. Production drilling: working with multiple parts. Surface grinding theory and wheel selection. Total of 27 hours lecture and 81 hours laboratory.

**MACH 220F ADVANCED LATHE OPERATIONS****3 units**

**Prerequisite:** *Enrollment in or completion of Mach 220E.* Production of long tapers on the lathe with an offset tailstock. Knurling a thin wall part. Use of a lathe radius attachment to cut inside and outside radii. Lathe deep drilling, cross drilling and threading of a round part. Total of 27 hours lecture and 81 hours laboratory.

**MACH 220G PRODUCTION TECHNOLOGY I****3 units**

**Prerequisite:** *Enrollment in or completion of Mach 220F.* Lathe techniques for multiple parts. Production line lathe roughing, tapering; threading; counter boring; stepping in diameter; and knurling. Production milling of angles, cross drilling and swedging. Total of 27 hours lecture and 81 hours laboratory.

**MACH 220H PRODUCTION TECHNOLOGY II****3 units**

**Prerequisite:** *Enrollment in or completion of Mach 220G.* Use of the milling machine in the preparation of stock for surface grinding. Production drilling techniques. Advanced milling to produce parallel and square parts. Develop surface grinder skills to produce multiple parts to parallel and a specific size. Verification of square with a high precision dial indicator. Total of 27 hours lecture and 81 hours laboratory.

**MACH 220I PRODUCTION TECHNOLOGY III****3 units**

**Prerequisite:** *Enrollment in or completion of Mach 220H.* Use of fixtures and the rotary table on the milling machine to produce multiple parts. Milling grooves, counter bores and swedging. Theory of production threading. Practical threading with a die. Use of gauges to inspect threads. Sine bar inspection methods. Total of 27 hours lecture and 81 hours laboratory.

**MACH 220J TOOL MAKING I****3 units**

**Prerequisite:** *Enrollment in or completion of Mach 220I.* Advanced lathe turning: radius, single point, internal and external threading. Milling a dovetail to size and

the use of reamers. Milling machine engraving. Theory and operation of the electro discharge machine. Total of 27 hours lecture and 81 hours laboratory.

### **MACH 220K TOOL MAKING II**

**3 units**

**Prerequisite:** *Enrollment in or completion of Mach 220J.* Advanced milling machine roughing and fly cutting. Milling parallel and square to close tolerances. Surface grinding: parallel, square and to size. Advanced part inspection. Total of 27 hours lecture and 81 hours laboratory.

### **MACH 220L ADVANCED PROTOTYPE MACHINING**

**3 units**

**Prerequisite:** *Enrollment in or completion of Mach 220K.* Special projects to be selected by the student and presented to the instructor for approval. Student must provide a sketch of the project and a complete order of operations sheet. Total of 27 hours lecture and 81 hours laboratory.

### **MACH 230 COMPUTER NUMERICAL CONTROL**

**3 units**

**Recommended preparation:** *Experience on lathe and vertical mill.*

Lathe programming and operation of a CNC bandit control; program editing, tool offsets and cutter radius compensation, subroutines and nesting. CNC mill programming using standard G, M, F and T codes. Basic programming, tape preparation, practice setup and part making. Total of 27 hours lecture and 81 hours laboratory.

## **MANUFACTURING AND INDUSTRIAL TECHNOLOGY**

**(Engineering and Technology Division)**

### **MIT 101 INTRODUCTION TO ROBOTICS**

**4 units**

Production of a complete electro-mechanical solution using industrial fabrication, Computer-Aided Design, electronics and programming to achieve an autonomous solution. Introduction to the field of manufacturing and industrial technologies for career exploration to entry level Industrial Technology Certificates of Achievement or Occupational Skills Certificates in the School of Career Technical Education. Total 27 hours lecture 144 hours laboratory.

### **MIT 131 PROFESSIONAL SKILLS FOR CAREER SUCCESS**

**3 units**

Navigating technology at work; creativity and innovation; interpersonal communications; time management; organization skills; effective listening; valuing diversity; and value-added service. Includes role playing and critical thinking activities to teach these valuable skills in an integrated manner. Total of 54 hours lecture.

## **MARKETING**

**(Business Division)**

### **MRKT 020 PRINCIPLES OF MARKETING**

**3 units**

An introductory course on the business practices involved in the activities of moving goods and services from the producer to the consumer. Additional topics include retailing, wholesaling, new product decisions, pricing, and marketing research. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **MRKT 123 ADVERTISING**

**3 units**

Survey of advertising; major media and relationship of advertising to economy. Market research, copy layout, graphics, and art production. Coordinating and planning advertising campaigns. Total of 54 hours lecture.

### **MRKT 125 MERCHANDISING**

**3 units**

Types of retail outlets, store organizations, store location, selling and retail advertising. Basic principles of retailing introduced in student projects. Total of 54 hours lecture.

### **MRKT 128 MARKETING FIELD PRACTICE**

**3 units**

**Prerequisites:** *Maintain enrollment in 7 units or more including field practice and one or more course in a Business Management curriculum.*

Supervised work experience in any firm engaged in the distribution of goods and/or services. Minimum of 15 hours of related work. Total of 270 hours field practice.

### **MRKT 132 RETAIL MANAGEMENT**

**3 units**

Principles and practices in the management and merchandising of retail stores. Includes critical buying function, merchandising, promotional techniques, site selection, layout, staffing, market positioning and customer service. Total of 54 hours of lecture.

## MATHEMATICS

### (Mathematics Division)

A student taking his/her first mathematics course at Pasadena City College must meet the course prerequisites. Once placed in the proper mathematics course, students advance in the sequence according to PCC class prerequisites. Initial math course placement is based on multiple measures of students' readiness, including a placement exam, and the level, age and quality of their prior mathematics academic experience. If more than one year has elapsed since a student qualified for a course, it is recommended that the student see a counselor before enrolling into a math course.

### MATH 003 COLLEGE ALGEBRA

#### 4 units

**Prerequisite:** *Math 131 or 132C or 133B or 134B or placement based on the Math assessment process.*

**Recommended preparation:** *Math 139.*

Functions, relations and graphs; inverse functions; inequalities; theory of equations; introduction to matrices; determinants; binomial theorem; sequences and series; permutations and combinations; probability. **For** mathematics and science majors, but open to all qualified students. Total of 90 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### MATH 005A SINGLE VARIABLE CALCULUS I

#### 5 units

**Prerequisites:** *Math 007B, Math 009 or placement based on the Math assessment process.*

Limits and continuity; differentiation and integration of algebraic functions; applications. Total of 90 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

*\*C-ID: MATH 211*

### MATH 005B SINGLE VARIABLE CALCULUS II

#### 5 units

**Prerequisite:** *Math 005A or placement based on the Math assessment process.*

Differentiation and integration of trigonometric, exponential, logarithmic, hyperbolic functions, polar, and parametric equations; applications and techniques of integration; indeterminate forms and infinite sequences and series. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### MATH 005C MULTIVARIABLE CALCULUS

#### 5 units

**Prerequisite:** *Math 005B or placement based on the Math assessment process.*

Parametric equations, polar coordinates, vectors and vector calculus, partial differentiation, multiple integration, Green's theorem, divergence theorem of Gauss, Stokes' theorem. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: MATH 230*

### MATH 007A MATHEMATICAL ANALYSIS 1

#### 4 units

**Prerequisite:** *Math 131 or Math 133B or Math 134B, and Math 139; or placement based on the assessment process.*

Algebraic, exponential, logarithmic and trigonometric functions; inverses of functions; equations and inequalities involving transcendental functions; zeros of polynomials; graphing techniques; angle measure; mathematical modeling. **For** mathematics and science majors, but open to all qualified students. **No credit** if taken after Math 009. Total of 90 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### MATH 007B MATHEMATICAL ANALYSIS 2

#### 4 units

**Prerequisite:** *Math 007A.*

Trigonometric Identities and Equations, Solutions of Triangles, Polar Coordinates, Conic Sections, Parametric Equations, Sequences and Series, Mathematical induction, solutions to linear and non-linear systems, vectors and their applications. **For** mathematics and science majors, but open to all qualified students. Total of 90 hours lecture. **No credit** if taken after Math 009.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### MATH 009 PRECALCULUS MATHEMATICS

#### 5 units

**Prerequisite:** *Math 008 or placement based on Math assessment process.*

Algebraic, exponential, logarithmic and trigonometric functions; inverse functions; zeros and graphs of functions; inequalities; matrices; determinants; sequences and series; binomial theorem; mathematical induction; permutations, combinations and probability; topics in analytic geometry including curve sketching and conic sections. **No credit** if taken after Math 007A or 007B. Total of 90 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### MATH 010 LINEAR ALGEBRA AND APPLICATIONS

#### 5 units

**Prerequisite:** *Math 005B.*

Vector spaces, linear transformations, determinants, solutions of systems of equations, algebra of matrices. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: MATH 250*

*\*Course Identification Numbering System (C-ID)*

## **MATH 015 MATHEMATICS FOR LIBERAL ARTS MAJORS**

**4 units**

**Prerequisite:** *Math 131 or 133B or 134B or 150 or placement based on the Math assessment process.*

Skills and techniques for problem solving using mathematical methods and reasoning, including: geometry; logic; combinatorics and probability; statistics; set theory; finance math; and Algebra. **For** students with non-STEM majors. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

## **MATH 020 INDEPENDENT STUDY**

**2 units**

**Prerequisite:** *Enrollment in or completion of any college level math course; and permission of division dean.*

Faculty-guided survey of contemporary mathematical topics and student research. Total of 108 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **MATH 022 DISCRETE MATHEMATICS**

**4 units**

**Prerequisite:** *Math 003 or Math 007A or CS 002 or placement based on the Math assessment process.*

Study of finite mathematical systems. Includes set theory logic, combinatorics, relations and functions, matrix algebra, Boolean algebra, recursion, graph theory. **For** mathematics and computer science majors, but open to all qualified students. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

## **MATH 055 DIFFERENTIAL EQUATIONS**

**5 units**

**Prerequisites:** *Math 005C and Math 010.*

Ordinary differential equations with emphasis on the linear equation and its applications in engineering and physics, series solutions, Laplace transforms, Fourier series and their application in partial differential equations. **No credit** if taken after Math 055H. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: MATH 240*

## **MATH 055H HONORS DIFFERENTIAL EQUATIONS**

**5 units**

**Prerequisites:** *Math 005C and Math 010.*

Ordinary and partial differential equations, nonlinear differential equations, systems of differential equations, series solutions, Laplace transforms, numerical solutions, Fourier series, functional and harmonic analysis, Sturm-Liouville theory, chaotic dynamical systems, and an introduction to Hilbert spaces; taught with the rigor, breadth and depth expected of an honors course. **For** students going into research in mathematics, physics,

astronomy, chemistry, geology and other pure and applied sciences, but open to all qualified students. **No credit** if taken after Math 055. Total of 90 hours lecture. *Transfer Credit: CSU; UC credit limitations. See counselor.*

## **MATH 125 BEGINNING ALGEBRA**

**4 units**

**Prerequisite:** *Math 402 or 400B or 250, or placement based on the Math assessment process.*

Simplifying linear, polynomial, rational, and radical expressions. Using properties of exponents. Factoring polynomials. Applications and solving of linear, rational, radical, and quadratic equations. Graphing linear equations and solving systems of linear equations. **Maximum credit** for Math 125, 127AB, and 128AB is 4 units. **No credit** if taken after Math 127B or Math 128B. Total of 90 hours lecture.

## **MATH 131 INTERMEDIATE ALGEBRA**

**4 units**

**Prerequisite:** *Math 125 or Math 127B or Math 128B or placement based on the Math assessment process.*

Solving nonlinear equations such as rational, radical, exponential and logarithmic equations. Applications of nonlinear equations. Operations on and graphs of functions. **Maximum credit** for Math 131, 133AB, and 134AB is 4 units. **No credit** if taken after Math 133B or 134B. Total of 90 hours lecture.

## **MATH 139 PLANE GEOMETRY**

**3 units**

**Prerequisite:** *Math 125 or Math 126C or Math 127B or Math 128B.*

Geometric facts necessary for advanced work in mathematics. Deductive process emphasized. Total of 90 hours lecture.

## **MATH 141 SURVEY OF MATHEMATICAL IDEAS**

**4 units**

**Prerequisite:** *Math 125 or Math 127B or Math 128B or placement based on the Math assessment process.*

Study of practical applications of mathematics, including topics in finance, probability and statistics, and geometry. Additional topics may include graph theory, health and nutrition, voting, history of mathematics, and logic. Total of 90 hours lecture.

## **MATH 150 QUANTITATIVE LITERACY II**

**5.5 units**

**Prerequisite:** *Math 250 or Math 402 or Math 400B or Math 127B or placement based on the Math assessment process.*



Study of practical applications of mathematics including finance, probability, statistics, geometry, measurement & dimensional analysis, and functions: linear, exponential & logarithmic. **For** non-STEM majors, but open to all qualified students. Total of 90 hours lecture and 45 hours of laboratory.

### **MATH 171A EXPLORING TOPICS IN MATHEMATICS**

**3 units**

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. **Pass/no pass** grading. Total of 90 hours lecture.

### **MATH 171B EXPLORING TOPICS IN MATHEMATICS**

**2 units**

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. **Pass/no pass** grading. Total of 45 hours of lecture.

### **MATH 171C EXPLORING TOPICS IN MATHEMATICS**

**1 unit**

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. **Pass/no pass** grading. Total of 18 hours lecture and 18 hours laboratory.

### **MATH 250 QUANTITATIVE LITERACY I**

**5.5 units**

**Prerequisite:** *Math 450 or placement based on the Math assessment process.*

Number sense and basic algebraic skills involving integers, fractions, decimals, and percents. Simplifying algebraic expressions, solving linear equations and graphing. With an emphasis on how and where mathematics is used. **No credit** if taken after Math 402, 400B, 125, 127B, or 128B. Total of 90 hours lecture and 45 hours laboratory.

### **MATH 330 SKILLS FOR COLLEGE SUCCESS IN ELEMENTARY ALGEBRA**

**2 units**

**Corequisite:** *Math 125.*

Development and rigorous practice of essential study techniques and course material for success in Elementary Algebra. Integration of web-based supplemental instruction, life management skills, strategies for successful classroom experience, and critical thinking/problem solving strategies. **No credit** if taken after Math 110. **For** students admitted to the Math Path program but open to all qualified students. **Pass/no pass** grading. Total of 45 hours of lecture.

### **MATH 331 SKILLS FOR COLLEGE SUCCESS IN INTERMEDIATE ALGEBRA**

**2 units**

**Corequisite:** *Math 131.*

Development and rigorous practice of essential study techniques and course material for success in Intermediate Algebra. Integration of web-based supplemental instruction, life management skills, strategies for successful classroom experience, and critical thinking/problem solving strategies. **No credit** if taken after Math 110. **For** students admitted to the Math Path program but open to all qualified students. **Pass/no pass** grading. Total of 45 hours of lecture.

### **MATH 402 PREALGEBRA**

**4 units**

**Prerequisite:** *Math 450, or placement based on the Math assessment process.*

Basic algebraic skills involving fundamental mathematical operations with integers, fractions, decimals, and percents. Simplifying algebraic expressions and solving equations. **Maximum credit** for Math 402 and 400AB is 4 units. **No credit** if taken after Math 400B or 250. Total of 90 hours lecture.

### **MATH 429 SKILLS FOR SUCCESS IN PREALGEBRA**

**2 units**

**Corequisite:** *Math 402.*

Development and rigorous practice of essential study techniques and course material for success in Prealgebra; web-based supplemental instruction; life management skills; strategies for successful classroom experience, and critical thinking/problem solving strategies. **No credit** if taken after Math 110. **Pass/no pass** grading. Total of 45 hours lecture.

### **MATH 450 NUMERICAL FOUNDATIONS**

**4 units**

Building whole number arithmetic skills. Includes a brief introduction to fractions, decimals and percents and incorporates study skills for success in mathematics courses. Total of 90 hours lecture.

## **MEDICAL ASSISTING**

**(Health Sciences Division)**

### **MA 109 HEALTH INFORMATION TECHNOLOGY**

**1 unit**

Introduction to computer literacy and information technology in health care delivery. Hardware and software, communications and networking, ethical issues, and HIPAA privacy concerns. Topics covered include



administrative applications (such as electronic medical recordkeeping), clinical systems involved in direct patient care, and special-purpose applications (such as simulation software used in the education of health care professionals). **Recommended** working knowledge of a computer. **Short term class.** Total of 9 hours lecture and 27 hours laboratory.

#### **MA 110 MEDICAL OFFICE MICROCOMPUTER MANAGEMENT APPLICATION**

##### **1 unit**

Spreadsheets, accounts receivable, insurance entry, patient demographic entry, and scheduling systems as they apply to the medical office. **Recommended** keyboarding speed of 30 WPM. Total of 9 hours lecture and 27 hours laboratory.

#### **MA 111A MEDICAL OFFICE PROCEDURES I**

##### **4 units**

Career opportunities; basic office procedures including patient reception, appointment scheduling, telephone techniques, interpersonal relations; computer data entry; initial processing of managed care patients; oral communication; medico-legal doctrines. **Recommended** minimum keyboarding speed of 30 words per minute. Total of 72 hours lecture and 36 hours laboratory.

#### **MA 111B MEDICAL OFFICE PROCEDURES II**

##### **4 units**

**Prerequisite:** MA 111A.

Patient processing. Medical records maintenance. Written and oral communication. Patient instruction. Processing mail. Banking. Financial procedures including professional fees, billing, and collections. Meeting arrangements and travel itinerary. Marketing. Legal implications of medical practice. Total of 54 hours lecture and 54 hours laboratory.

#### **MA 113 HUMAN DISEASE**

##### **3 units**

**Prerequisite:** MA 115.

Pathophysiology of body systems; integration of disease processes of organ systems with medical and nursing assessment and procedures; diagnostic tests; invasive procedures; medications; nutritional intervention and expected outcomes. Use of drug reference books. Total of 54 hours lecture.

#### **MA 115 MEDICAL TERMINOLOGY**

##### **3 units**

Physiological and anatomical terms referring to human tissues and organic systems; medical abbreviations; introduction to medical records and prescription writing; use of medical dictionaries. **Recommended** Pyso 100. Total of 54 hours lecture.

#### **MA 120 INDEPENDENT STUDY**

##### **1 unit**

**Prerequisite:** MA 122A.

Research or clinical project including experience in clinical practice settings, practical laboratory assignment, lecture attendance, literature review and community projects. Total of 54 hours laboratory.

#### **MA 122A CLINICAL ASSISTING TECHNIQUES I**

##### **2 units**

**Prerequisites:** Enrollment in or completion of all of the following: MA 111A, MA 115, Pyso 100.

Occupational Safety and Health Act regulations; medical asepsis and infection control; vital signs and height/weight measurements; initial medical record documentation; maintenance of the clinical facility; specimen processing. Total of 27 hours lecture and 36 hours laboratory.

#### **MA 122B CLINICAL ASSISTING TECHNIQUES II**

##### **2 units**

**Prerequisite:** MA 122A.

Patient history and interviewing; techniques of assisting the physician with patients; sterilization techniques; minor surgeries and sterile dressing change; staple and suture removal; theory of x-ray examination and treatment. Total of 27 hours lecture and 36 hours laboratory.

#### **MA 122C CLINICAL ASSISTING TECHNIQUES III**

##### **4 units**

**Prerequisite:** MA 122B and enrollment in or completion of MA 124.

Administration of medication and pharmacology. Patient education. Techniques of assisting in a medical specialist's office. Electrocardiographic methods. Bandaging and first aid. Nutrition and diet modification. Theory of physical therapy. Total of 54 hours lecture and 72 hours laboratory.

#### **MA 124 MEDICAL OFFICE LABORATORY PROCEDURES**

##### **3 units**

**Prerequisites:** MA 122B and Pyso 100.

**Corequisite:** MA 122C.

Methods of specimen collection. Principles of assisting the physician with routine office laboratory tests. Techniques for blood tests and urinalysis. Microbiology pertaining to medical office procedures. Total of 36 hours lecture and 54 hours laboratory.

#### **MA 126 PHARMACOLOGY FOR MEDICAL ASSISTANTS**

##### **2 units**

**Prerequisites:** MA 115 and enrollment in medical assisting program.

Introduction to the principles of pharmacology and medication administration in the ambulatory setting. Reading, interpreting and documenting medication orders. Calculating dosages for nonparenteral and parenteral medications used in the ambulatory setting. Common medications used in each body system. Total of 27 hours lecture and 27 hours laboratory.

### MA 127 MEDICAL INSURANCE

3 units

**Prerequisites:** MA 110 and 115.

Types of health insurance and billing procedures. Procedure codings. International Classification of Diseases — Clinical Modifications. Total of 54 hours lecture.

### MA 128 CLINICAL EXPERIENCE

4 units

**Prerequisites:** All the following: MA 122, 124, 127.

Supervised clinical experience in a medical office or clinic. Analysis of medical assisting clinical experience. Applied psychology in the medical office or clinic. Total of 18 hours lecture and 162 hours laboratory.

### MA 171A EXPLORING TOPICS IN MEDICAL ASSISTING

1 units

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture.

### MA 171B EXPLORING TOPICS IN MEDICAL ASSISTING

3 units

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Course focusing on topics of current and general interest. Total of 54 hours lecture.

### MA 171C EXPLORING TOPICS IN MEDICAL ASSISTING

1 units

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Course focusing on topics of current and general interest. Total of 18 hours lecture and 18 hours laboratory.

## MICROBIOLOGY

(Natural Sciences Division)

### MICR 002 MICROBIOLOGY

4 units

**Prerequisite:** Biol 105 or Chem 002A or Chem 022 or Chem 001A, or placement based on the biochemistry placement process.

**Recommended preparation:** Biol 003 or 011.

Structure and function of bacteria, viruses, fungi, protozoa and algae. Elements of microbial physiology, genetics, control and nutrition; immunology and allergy. Survey of microbial infections. Aseptic techniques. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit:* CSU; UC

## MUSIC

(Performing and Communication Arts Division)

To learn more about the Music Department, please visit <http://www.pasadena.edu/academics/divisions/performing-arts/music/index.php>

### MUSC 001A MUSIC THEORY I

3 units

**Corequisite:** Musc 002A.

**Recommended Preparation:** *The ability to read music in at least one clef. Musc 041A and/or Musc 040.*

This course, through guided composition and analysis, incorporates the following concepts: rhythm and meter; basic properties of sound; musical terminology; intervals; major and minor scales; diatonic triads in major and minor keys; dominant seventh; basic musical structure; figured bass symbols. Development of skills in handwritten notation is expected. **Recommended** enrollment in Musc 004A. Total of 54 hours lecture.

*Transfer Credit:* CSU; UC. \*C-ID: MUS 120

### MUSC 001B MUSIC THEORY II

3 units

**Prerequisite:** Musc 001A or placement based on the music assessment process.

**Corequisite:** Musc 002B.

A study of common-practice diatonic harmony and part writing. Principles of harmonic progression involving diatonic triads and dominant seventh chords, an introduction to species (2-part) counterpoint, four part (SATB—Soprano/Alto/Tenor/Bass) writing and arranging, harmonization of given and original melodies, bass line construction, non-chord tones, phrase structure, and a brief historical survey of the development of harmony and texture in Western music. **Recommended** enrollment in Musc 004B. Total of 54 hours lecture.

*Transfer Credit:* CSU; UC. \*C-ID: MUS 130

\*Course Identification Numbering System (C-ID)

**MUSC 001C MUSIC THEORY III****3 units****Prerequisite:** *Musc 001B.***Corequisite:** *Musc 002C.*

Incorporating the concepts from Musc 001B, the course will include: introduction to chromatic harmony, non-dominant 7th chords, secondary/applied chords, modulation, and a study of binary and ternary form. **Recommended** enrollment in Musc 004C. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: MUS 140***MUSC 001D MUSIC THEORY IV****3 units****Prerequisite:** *Musc 001C.***Corequisite:** *Musc 002D.*

This course completes a sequential study of tonal harmony and includes an introduction to 20th century techniques. Topics will include: borrowed chords and modal mixture; the Neapolitan and augmented sixth chords; enharmonic reinterpretation and modulation; altered dominant and 9th chords, contrapuntal techniques of late-Romanticism, and 20th century techniques such as: pandiatonicism; use of synthetic scales; set theory; and rhythm and meter. **Recommended** enrollment in Musc 004D. Total of 54 hours lecture.

*Transfer Credit: CSU, UC. \*C-ID: MUS 150***MUSC 002A MUSICIANSHIP I****1 unit****Corequisites:** *Musc 001A.*

Application and development of the materials of Musc 001A through sight-singing, ear training, and dictation. Topics include rhythm, major and minor scales, intervals, triads, and simple diatonic melodies. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: MUS 125***MUSC 002B MUSICIANSHIP II****1 unit****Prerequisite:** *Musc 002A.***Corequisites:** *Musc 001B.*

Application and development of the materials of Musc 001B through sight-singing, ear training, and dictation. Topics include rhythm, melodies in major and minor keys (simple and compound meter), fluency in alto clef, 2- and 4-part dictation of diatonic chord progressions. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: MUS 135***MUSC 002C MUSICIANSHIP III****1 unit****Prerequisite:** *Musc 002B.***Corequisites:** *Musc 001C.*

Application and development of the materials of Musc 001C through sight-singing, ear training, and dictation. Topics include syncopation, non-dominant 7th chords, secondary dominant chords, and an introduction to modulation. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: MUS 145***MUSC 002D MUSICIANSHIP IV****1 unit****Prerequisite:** *Musc 002C.***Corequisite:** *Musc 001D.*

Application and development of the materials of Musc 001D through sight-singing, ear training, and dictation. Topics include complex rhythm and meter, advanced chromatic techniques of the Classical and Romantic eras, and an introduction to techniques of the twentieth century. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: MUS 155***MUSC 004A KEYBOARD SKILLS I****1 unit****Corequisites:** *Musc 001A, 002A.*

Primarily for music majors. Keyboard realization of theoretical and harmonic materials from Musc 001A and Musc 002A including melodic harmonization with basic chord patterns and transposition. Fundamentals of body, hand and finger control oriented to the keyboard using a first study book for piano. Development of sight-reading skills and elementary repertoire. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC***MUSC 004B KEYBOARD SKILLS II****1 unit****Prerequisite:** *Musc 004A.***Corequisites:** *Musc 001B, Musc 002B.*

Primarily for music majors. Standard upper elementary repertoire. Keyboard realization of theoretical and harmonic materials from Musc 001B with emphasis on basic diatonic progressions. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

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\*Course Identification Numbering System (C-ID)

**MUSC 004C KEYBOARD SKILLS III****1 unit****Prerequisite:** *Musc 004B.***Corequisites:** *Musc 001C, Musc 002C.*

Primarily for music majors. Standard repertoire representative of music from the Baroque through the contemporary periods. Development of functional keyboard skills correlated with Musc 001C. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC***MUSC 004D KEYBOARD SKILLS IV****1 unit****Prerequisite:** *Musc 004C.***Corequisites:** *Musc 001D, Musc 002D.*

Primarily for music majors. Standard repertoire and functional keyboard skills, correlated with Musc 001D in preparation for the keyboard proficiency examination. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC***MUSC 007A MUSIC HISTORY AND LITERATURE****3 units****Prerequisite:** *Musc 001B.*

An intensive chronological study of musical techniques including instrumentation, styles and forms, through listening, performance and score analysis. Early Christian era through the Baroque era. **For** music majors, but open to all qualified students. **Fall** semester. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***MUSC 007B MUSIC HISTORY AND LITERATURE****3 units****Prerequisite:** *Musc 001B.*

An intensive chronological study of musical techniques, including instrumentation, styles and forms, through listening, performance and score analysis. Enlightenment, romantic and contemporary periods. **Recommended** completion of Musc 007A. **For** music majors, but open to all qualified students. **Spring** semester. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***MUSC 008 APPLIED MUSIC****1 unit****Corequisites:** *Musc 010; enrollment in one of the following: Musc 043, 044, 056, 057A-G, 059, 060, 061, 062, 063, 064, 065, 066, 070A-E, 074, 075, 082.***Enrollment Limitation:** *Audition.*

In-class instrumental or vocal performance that reflects individual study with a private teacher (at student ex-

pense). Development of interpretational, technical, and presentational skills. **Required** end of semester jury performance. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Applied Music Family:** Musc 008, 009C, 009E. Total of 18 hours lecture and 90 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC***MUSC 009A INDIVIDUAL INSTRUCTION I****1 unit****Corequisites:** *Musc 010 and one of the following: Musc 043, 056, 057A-G, 059, 060, 061, 062, 063, 064, 065, 066, 082.***Enrollment Limitation:** *Audition.*

This course is designed for the entering classical, jazz and commercial music major. It consists of twelve 45-minute private lessons with an instructor on the Applied Music staff, participation in a weekly music recital class, and an end-of-semester jury performance. Topics include intermediate technical etudes and exercises, tone production, scales, and short performance pieces. **Recommended** enrollment in smaller ensemble and/or jazz groups. Total of 18 hours lecture and 99 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 160***MUSC 009B INDIVIDUAL INSTRUCTION II (CLASSICAL)****1 unit****Prerequisite:** *Musc 009A.***Corequisites:** *Musc 010 and one of the following, appropriate for the student's study path: Musc 043, 059, 060, 061, 062, 063, 064, 065, 066, 082.*

Designed for the intermediate level classical music major, this course consists of twelve 45-minute private lessons with an instructor on the Applied Music staff, participation in a weekly music recital class, and an end-of-semester jury performance. Building on the foundations already established, emphasis is on representative intermediate repertoire, continued technique development, and introduction to appropriate style and interpretation. **Recommended** enrollment in a chamber ensemble class. Total of 18 hours lecture and 99 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 160***MUSC 009C INDIVIDUAL INSTRUCTION III (CLASSICAL)****1 unit****Prerequisite:** *Musc 009B.**\*Course Identification Numbering System (C-ID)*



**Corequisites:** *Musc 010 and one of the following, appropriate for the student's study path: Musc 043, 044, 059, 060, 061, 062, 063, 064, 065, 066, 074, 075, 082.*

This course is for the advanced classical music major, and consists of twelve 45-minute private lessons with an instructor on the Applied Music staff, participation in a weekly music recital class, and an end-of-semester jury performance. Emphasis is placed on appropriate interpretation of advanced repertoire, as well as addressing possible new technical demands. **Recommended** enrollment in a chamber ensemble class. **Maximum credit** 2 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Applied Music Family:** Musc 008, 009C, 009E. Total of 18 hours lecture and 99 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 160*

### **MUSC 009D INDIVIDUAL INSTRUCTION II (JAZZ/COMMERCIAL)**

**1 unit**

**Prerequisite:** *Musc 009A.*

**Corequisites:** *Musc 010 and one of the following, appropriate for the student's study path: Musc 056, 057A-G.*

Designed for the intermediate jazz and commercial music major, this course consists of twelve 45-minute private lessons with an instructor on the Applied Music staff, participation in a weekly music recital class, and an end-of-semester jury performance. Building on the foundations already established, emphasis is on representative intermediate repertoire and improvisation, continued technique development, and introduction to appropriate style and interpretation. **Recommended** enrollment in smaller ensemble and/or jazz groups. Total of 18 hours lecture and 99 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 160*

### **MUSC 009E INDIVIDUAL INSTRUCTION III (JAZZ/COMMERCIAL)**

**1 unit**

**Prerequisite:** *Musc 009D.*

**Corequisites:** *Musc 010 and one of the following, appropriate for the student's study path: Musc 056, 057A-G.*

This course is appropriate for the advanced jazz and commercial music major, and consists of twelve 45-minute private lessons with an instructor on the Applied Music staff, participation in a weekly music recital class, and an end-of-semester jury performance. Emphasis is placed on appropriate interpretation of advanced repertoire, as well as addressing possible new technical and

improvisation demands. **Recommended** enrollment in smaller ensemble and/or jazz groups. **Maximum credit** 2 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Applied Music Family:** Musc 008, 009C, 009E. Total of 18 hours lecture and 99 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 160*

### **MUSC 010 CONCERT MUSIC**

**1/2 unit**

Development of techniques of critical listening through lectures and demonstration. Required attendance at concerts and recitals. **Maximum credit** 2 units, 1/2 unit each semester. **For** music majors and minors primarily, but open to all qualified students. Total of 18 hours lecture.

*Transfer Credit: CSU*

### **MUSC 012 INTRODUCTION TO MUSIC COMPOSITION 3 units**

**Prerequisite:** *Musc 001B.*

Survey of contemporary techniques in composition, contemporary literature, and notation. Writing of short pieces for various instruments and voices. Development of a personal approach to composition and an awareness of new compositional ideas and aesthetics. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **MUSC 015 SEMINAR IN CONDUCTING**

**1 unit**

**Prerequisite:** *Musc 001B or placement based on the music assessment process.*

A seminar in the art of gestural communication for the instrumental and choral conductor. Theory and history of conducting techniques. Conducting patterns, cueing, dynamics, and music analysis. Study and preparation of basic procedures in rehearsal pedagogy. **Required** end of semester jury performance. **For** students performing at college level. Total of 18 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 017 RECITAL AND AUDITION PREPARATION**

**1 unit**

**Prerequisite:** *Musc 009C or 009E.*

**Corequisite:** *One of the following: Musc 043, 044, 056, 057A-G, 060, 062, 063, 064, 065, 066, 070A-E, 074, 075, 082.*

Individual or small-group instruction in the standard literature for the students' performing medium – instrument or voice. Historical context, form and harmonic aspects, technical demands, stylistic nuances, and expres-

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\*Course Identification Numbering System (C-ID)



sive considerations of the pieces studied. One half-hour weekly with an applied music instructor and participation in an Applied Music recital class. **Required** end of semester jury performance. Preparation for transferring to a four-year school or entering the music industry. **For** students playing at the sophomore level. Total of 18 hours lecture and 99 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU*

### **MUSC 018 INDIVIDUAL PERFORMANCE SKILLS**

#### **1 unit**

**Prerequisite:** *Retention based on successful audition.*

**Corequisite:** *Musc 010.*

In-class instrumental or vocal performances that reflects the individual practice on selected materials under the guidance of a faculty adviser. Development of interpretational, technical, and presentational skills. **Required** end of semester jury performance. **For** students performing at college level. Total of 18 hours lecture and 36 hours practice laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 020 INDEPENDENT STUDY**

#### **1 unit**

**Prerequisites:** *Completion of two semesters of a music sequence in the subject area, and approval of the student project.*

Primarily for music majors. Individual projects such as a concert recital, original composition, music arrangement, musicological research paper. Total of 54 hours by arrangement.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **MUSC 021 MUSIC APPRECIATION**

#### **3 units**

Introduction to western art music-its understanding and enjoyment, music elements, performance media, style, and literature. Emphasis on critical listening skills.

**Required** concert attendance. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: MUS 100*

### **MUSC 022 MUSIC IN THE CONTEMPORARY WORLD**

#### **3 units**

Introduction to the music of current Western culture. Emphasis on contemporary classical, jazz, pop, music theater, film and TV media, electronic computer synthesizer. Study of prominent musicians, composers and performers. **Required** concert attendance. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **MUSC 023 MUSIC CULTURES OF THE WORLD**

#### **3 units**

Introduction to music as a worldwide phenomenon covering folk, popular, and art musics of major geographical areas. Emphasis on music as a component of culture and on the unique ways diverse cultures organize sound into music. Special attention on the musics of ethnic groups represented in Southern California. **Required** concert attendance. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **MUSC 024A THE JAZZ EXPERIENCE: EVOLUTION AND ESSENCE**

#### **3 units**

Introduction to jazz: its development, major styles, and innovators. Non-technical analysis of jazz's musical and multicultural elements through lecture, demonstration, reading, film, and required listening. **Required** concert attendance. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **MUSC 024B HISTORY OF ROCK MUSIC**

#### **3 units**

Survey of rock music from the late 1940s to the present – its socio-cultural and historical development. Emphasis on the roots and early development of rock; its stylistic trends and influential artists throughout the years. The politics of rock and the impact of technology. **Required** concert attendance. **No credit** if taken after Musc 127. Total of 54 hours lecture. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

### **MUSC 025 AFRICAN-AMERICAN MUSIC**

#### **3 units**

Survey of the evolution and development of African-American music. Emphasis on African roots and influence of socio-economic factors. Slave songs and Negro spirituals, ragtime, blues, R & B, jazz from New Orleans through avant-garde, contemporary Black popular music.

**Required** concert attendance. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **MUSC 027 ASIAN MUSIC**

#### **3 units**

Survey of the music of the East Asia, South Asia, Southeast Asia, Central Asia and West Asia (Middle East): historical and cultural influences, social and religious implications, instrumental and vocal styles. **Required** concert attendance. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

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\*Course Identification Numbering System (C-ID)

## **MUSC 028 HISTORY OF OPERA**

**3 units**

Analysis of representative operas by the major composers of each period from the 17th through 20th centuries in Europe and the United States. Origin and development of related musical genres, forms, and styles. Emphasis on critical listening skills. **Required** concert attendance. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

## **MUSC 030 MUSIC FOR EARLY CHILDHOOD EDUCATION**

**3 units**

Survey of music teaching techniques and materials suitable for children ages infancy through 8. Functional skills in reading and performing children's music literature: development of principles for organizing a child development music curriculum. Total of 54 hours lecture.

*Transfer Credit: CSU*

## **MUSC 032 INTRODUCTION TO MUSIC EDUCATION**

**2 units**

**Recommended Preparation:** *Musc 001A and Music 009A.* Survey of the philosophical, historical, cultural, psychological, and curricular foundations of music education in the United States. Guided field observation and analysis of K-12 classes, and in-class teaching demonstrations. **For** music majors entering or considering music teaching as a career. Total of 36 hours lecture.

*Transfer Credit: CSU*

## **MUSC 034A JAZZ KEYBOARD SKILLS**

**2 units**

**Prerequisite:** *Musc 004A or 041A.*

**Recommended Preparation:** *Musc 036A.*

Study on the keyboard the harmonic and melodic materials of jazz including blues, bossa nova and standard tunes. Introductory skills to play with a jazz feel, create bass lines, accompany singers and instrumentalists, and effectively sight read lead sheets. Technical exercises to improve piano efficiency for jazz and other related styles. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

## **MUSC 034B ADVANCED JAZZ KEYBOARD SKILLS**

**2 units**

**Prerequisite:** *Musc 034A or retention based on successful audition.*

Study on the keyboard of advanced techniques and materials of jazz such as: blues, ballads, standard tunes, and modal jazz. Emphasis on the advanced ability to play with a jazz feel, create bass lines, accompany sing-

ers and instrumentalists and effectively sight read lead sheets. Advanced technical exercises to improve piano efficiency for jazz and related styles. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer credit: CSU; UC*

## **MUSC 035 MUSIC PREPARATION AND MUSIC COPYING**

**2 units**

**Prerequisite:** *Musc 001A or placement based on the Music assessment process.*

Notating music with pen, pencil and computer software. Preparing lead sheets. Extracting parts and producing reduced scores. Reproduction techniques. Pertinent music business aspects. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU*

## **MUSC 036A POP-JAZZ THEORY**

**3 units**

**Prerequisite:** *Musc 001A or Musc 040 placement based on the Music assessment process.*

Major, minor, modal jazz scales. Chord construction: triads through 13ths with alterations, poly chords. Chord families and functions. Common jazz/pop forms. The II-V-I progression with variations and voice leading. Ear training. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

## **MUSC 036B JAZZ - COMMERCIAL THEORY**

**3 units**

**Prerequisite:** *Musc 036A or placement based on the Music assessment process.*

Jazz-oriented scales and their applications, contemporary chord voicings, polychords, substitutions. Moving line patterns and harmonic counterlines. Basic chord progressions. Song forms. Four-part writing and arranging. Ear training. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

## **MUSC 038C CHINESE MUSIC ENSEMBLE**

**1 unit**

Performance techniques and cultural context of Chinese music. Playing techniques in the zheng (Chinese long zither) and other Chinese musical instruments. Music for duo and small ensemble performance. For students interested in understanding, appreciating, and performing Chinese music. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038C, 044, 057AEI, 070ABCDE, 082, 133E. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC*

**MUSC 040 PREPARATORY MUSIC THEORY****3 units**

A visual, aural, and kinesthetic introduction to music literacy. Reading and writing rhythmic, melodic, and harmonic notation in treble and bass clefs. Elementary theory, including major scales, the circle of fifths, intervals, and common triads. Fundamental aural skill development through rhythm drills, melodic dictation, singing, and creative exercises. **Recommended** enrollment in Musc 041A. **For** pre-music majors, but open to all qualified students. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**MUSC 041A FIRST YEAR PIANO****2 units**

Primarily for non-music majors. Orientation to the keyboard with emphasis upon finger, hand and body control. Stress on music reading. Study of a first year piano book. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

**MUSC 041B FIRST YEAR PIANO****2 units**

**Prerequisite:** *Musc 041A or retention based on successful audition.*

Primarily for non-music majors. Standard first book for piano including repertoire representative of various styles and periods. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

**MUSC 042A SECOND YEAR PIANO****2 units**

**Prerequisite:** *Musc 041B or retention based on successful audition.*

Primarily for non-music majors. Study and performances of varied Grade II materials and standard repertoire. Stress on required instrumental skills. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

**MUSC 042B SECOND YEAR PIANO****2 units**

**Prerequisite:** *Musc 042A or retention based on successful audition.*

Primarily for non-music majors. Continued study of Grade II materials and representative repertoire. Emphasis upon technical facility and musical interpretation. Total of 36 hours lecture and 18 hours music laboratory.

This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

**MUSC 043 PIANO ENSEMBLE****1 unit**

**Prerequisite:** *Retention based on successful audition.*

Ensemble experience for the pianist. Varied levels of both duet, duo and multi-piano literature. A variety of musical styles and their interpretations. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 72 hours laboratory.

*Transfer Credit: CSU; UC*

**MUSC 044 PIANO ACCOMPANYING****1 unit**

**Prerequisite:** *Retention based on successful audition.*

Introduction to the techniques of accompanying vocalists and instrumentalists. Study and performance of accompaniment repertoire: art songs and instrumental literature. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038C, 044, 057AEI, 070ABCDE, 082, 133E. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

**MUSC 045A INSTRUMENTAL IMPROVISATION****1 unit**

**Prerequisite:** *Musc 144 or retention based on successful audition.*

Techniques of jazz improvisation including a background of theory and skills. Experience in combo performance. Total of 54 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

**MUSC 045B INSTRUMENTAL IMPROVISATION****1 unit**

**Prerequisite:** *Musc 045A.*

Advanced techniques of jazz improvisation for small ensembles. Total of 54 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

**MUSC 053 INSTRUMENTAL/VOCAL WORKSHOPS****1 unit**

**Prerequisite:** *Retention based on successful audition.*

Rehearsal and public performance of representative literature for varied types of large and small ensembles. **Re-**

**quired** instructional trips. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **Recommended** previous instrumental or vocal ensemble experience. Total of 54 hours laboratory. *Transfer Credit: CSU; UC*

#### **MUSC 054 LANCER VARSITY BAND**

##### **1 unit**

Rehearsal and performance of selected band literature appropriate for sporting and community special events. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Marching Ensemble Family:** Musc 043, 053, 054, 055, 061. **For** students playing marching band instruments, drum set, and electric bass. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC*

#### **MUSC 055 TOURNAMENT OF ROSES BAND**

##### **2 units**

**Enrollment Limitation:** *Audition.*

Rehearsal and performance of music and marching drill techniques appropriate to parade functions. Schedule of required rehearsals and performances published at first meeting. **Required** instructional trips. **Students** currently enrolled in a high school band program are eligible to audition. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Marching Ensemble Family:** Musc 043, 053, 054, 055, 061. Total of 54 hours to be arranged lecture and 54 hours to be arranged laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

#### **MUSC 056 VOCAL JAZZ ENSEMBLE**

##### **1 unit**

**Prerequisite:** *Retention based on successful audition.*

**Enrollment Limitation:** *Audition.*

Rehearsal and performance of literature suitable to the vocal jazz ensemble. Vocal and choral techniques and improvisation. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** in the **Jazz Ensemble Family:** Musc 056, 057BCDFG, 133D. Total of 72 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

#### **MUSC 057A JAZZ COMBO**

##### **1 unit**

**Prerequisite:** *Retention based on successful audition.*

Theory, history, rehearsal and performance of all jazz styles from New Orleans to avante-garde using written

arrangements and lead sheets. Multiple jazz combos will be selected to rehearse, prepare and perform jazz musical repertoire. Opportunities for extended improvised soloing as part of a small jazz group, typically trios to septets including horns and rhythm section. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038C, 044, 057AEI, 070ABCDE, 082, 133E. Total of 54 hours laboratory and 18 hours TBA laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

#### **MUSC 057B LANCER JAZZ BIG BAND**

##### **1 unit**

**Prerequisite:** *Retention based on successful audition.*

Theory, history, rehearsal and performance of traditional and contemporary literature for standard 17-piece big band. Development of reading, stylistic and ensemble skills. Instrumentation includes five saxophones, four trumpets, four trombones, piano, guitar, bass, drums. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Jazz Ensemble Family:** Musc 056, 057BCDFG, 133D. **For** students playing at college level. Total of 54 hours lecture and 18 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

#### **MUSC 057C STUDIO JAZZ ENSEMBLE**

##### **1 unit**

**Prerequisite:** *Retention based on successful audition.*

Theory, history, rehearsal and performance of compositions and arrangements by the important jazz writers. A 17- to 20-piece big band for the more advanced players. Development of aural, technical and interpretive skills. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Jazz Ensemble Family:** Musc 056, 057BCDFG, 133D. **For** students playing at college level. Total of 54 hours lecture and 18 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

#### **MUSC 057D SWING BAND**

##### **1 unit**

**Prerequisite:** *Retention based on successful audition.*

Theory, history, rehearsal and performance of music from and in the style of the Swing Era. A standard 17-piece big band with vocalist. Development of jazz and dance band interpretations. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Jazz Ensemble Fam-**

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\*Course Identification Numbering System (C-ID)



**ily:** Musc 056, 057BCDFG, 133D. **For** students playing at college level. Total of 54 hours lecture and 18 hours laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.  
*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

**MUSC 057E JAZZ GUITAR ENSEMBLE**  
**1 unit**

**Prerequisite:** *Retention based on successful audition.* Theory, history, rehearsal and performance of compositions and arrangements for jazz guitar ensemble. Development of reading, technical and interpretive skills. **Required** instructional trips. **Recommended** completion of Musc 111A-B. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038C, 044, 057AEI, 070ABCDE, 082, 133E. **For** guitarists, bassists and drummers playing at college level. Total of 54 hours lecture and 18 hours laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.  
*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

**MUSC 057F LATIN JAZZ ENSEMBLE**  
**1 unit**

**Prerequisite:** *Retention based on successful audition.* Theory, history, rehearsal and performance of music in the Latin jazz idiom. A conjunto (smaller band) typically consisting of 3-4 horns, rhythm section, timbales, congas, bongos, hand percussionists, and optional vocalist. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Jazz Ensemble Family:** Musc 056, 057BCDFG, 133D. Total of 54 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

**MUSC 057I VOCAL JAZZ COMBO**  
**1 unit**

**Enrollment Limitation:** *Retention based on successful audition.* Theory, history, rehearsal and performance of all jazz styles from New Orleans to avante-garde using lead sheets. Opportunities for extended improvised soloing as part of a combo band and jazz vocalists, typically a rhythm section and 2 horns. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038C, 044, 057AEH, 070ABCDE, 082, 133E. Total of 72 hours laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.  
*Transfer Credit: CSU; UC*

**MUSC 060 COLLEGE/COMMUNITY ORCHESTRA**  
**1 unit**

**Prerequisite:** *Retention based on successful audition.* Study and performance of standard and contemporary literature of the symphony orchestra. **For** students playing at college level. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 54 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

**MUSC 061 LANCER MARCHING BAND**  
**2 units**

**Prerequisite:** *Retention based on successful audition.* **Recommended Preparation:** *Previous band experience.* Rehearsal and performance of representative band literature. Emphasis on development of music reading, instrumental skills and marching techniques. **Required** instructional trips. **Recommended** previous band experience. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Marching Ensemble Family:** Musc 043, 053, 054, 055, 061. **Fall** semester. **Satisfies** one unit of Physical Education Activity credit each semester. Total of 81 hours lecture and 63 hours laboratory. This course may be scheduled using the “To Be Assigned” (TBA) scheduling format.  
*Transfer Credit: CSU; UC credit limitations.*  
*See counselor. \*C-ID: MUS 180*

**MUSC 062 LANCER CONCERT BAND**  
**2 units**

**Prerequisite:** *Retention based on successful audition.* Rehearsal and performance of representative band literature. Emphasis on development of music reading, instrumental skills. **Required** instructional trips. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **Spring** semester. Total of 108 hours laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.  
*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

**MUSC 063 CONCERT CHOIR**  
**1 unit**

Rehearsal and performance of literature suitable to the large ensemble (80-100). Extensive training in vocal and choral techniques. **Required** instructional trips. **For** students singing at college level. **Maximum credit** 4 units, 1 unit each semester. **For** students singing at college level. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 72

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hours laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

### **MUSC 064 CHAMBER SINGERS**

**1 unit**

**Prerequisite:** *Retention based on successful audition.*

Rehearsal and performance of representative major works suitable to the small ensemble (30-40). Advanced choral and vocal techniques. **Required** instructional trips. **For** students singing at college level. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 90 hours laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

### **MUSC 066 MADRIGALS**

**1 unit**

**Prerequisite:** *Retention based on successful audition.*

**Enrollment Limitation:** *Audition.*

Rehearsal and performance of representative vocal literature, for 4 and 5 part small ensemble (20), of the major historical periods, i.e., Renaissance, Baroque, 20th Century. Advanced choral and vocal techniques. **For** students performing at college level. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 72 hours laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

### **MUSC 067 MUSIC THEATER PRODUCTION**

**1 unit**

**Prerequisite:** *Audition.*

Rehearsal and performance of literature from the musical theater. **Required** instructional trips. **For** students performing at college level. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Family:** Danc 007AB, Musc 067, 075, 076, Thrt 075, 027. Total of 54 hours laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

### **MUSC 070A WOODWIND ENSEMBLES**

**1 unit**

**Prerequisite:** *Enrollment in or completion of one of the following: Musc 055, 057A-G, 059, 060, 061, 062, 065 or retention based on successful audition.*

Rehearsal and performance of standard and contemporary woodwind ensemble literature. Concert(s) each semester. **For** students playing at college level. **Recommended** Musc 008 or 009. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038C, 044, 057AEI, 070ABCDE, 082, 133E. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 070B BRASS ENSEMBLES**

**1 unit**

**Prerequisite:** *Enrollment in or completion of one of the following: Musc 055, 057A-G, 059, 060, 061, 062, 065 or retention based on successful audition.*

Rehearsal and performance of standard and contemporary brass ensemble literature. Concert(s) each semester. **For** students playing at college level. **Recommended** Musc 008 or 009. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038C, 044, 057AEI, 070ABCDE, 082, 133E. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 070C PERCUSSION ENSEMBLE**

**1 unit**

**Prerequisite:** *Musc 087A or 087B, or enrollment in or completion of one of the following: Musc 055, 057A-G, 060, 061, 062, 065 or retention based on successful audition.*

Rehearsal and performance of traditional and contemporary percussion ensemble literature. Concert(s) given each semester. **Recommended:** Musc 008 or 009. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038C, 044, 057AEI, 070ABCDE, 082, 133E. **For** students playing at college level. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 070D TROMBONE AND TUBA ENSEMBLES**

**1 unit**

**Prerequisite:** *Enrollment in or completion of one of the following: Musc 055, 057A-G, 060, 061, 062, 065 or retention based on successful audition.*

Rehearsal and performance of standard and contemporary trombone and tuba ensemble literature. Concert(s) each semester. **For** students playing at college level. **Recommended:** Musc 008 or 009. **Maximum credit** 4

*\*Course Identification Numbering System (C-ID)*

units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family**: Musc 038C, 044, 057AEI, 070ABCDE, 082, 133E. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC*

### MUSC 070E CHAMBER MUSIC

#### 1 unit

**Prerequisite:** Enrollment in or completion of one of the following: Musc 043, 055, 057A-G, 059, 060, 061, 062, 065, 070A-D, 082, or retention based on successful audition.

Rehearsal and performance of standard and contemporary ensemble literature for strings with or without other instruments or voice. Concert(s) each semester. **For** students playing at college level. **Recommended:** Musc 008 or 009. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family**: Musc 038C, 044, 057AEI, 070ABCDE, 082, 133E. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC*

### MUSC 071A VOICE TECHNIQUES

#### 1 unit

Posture, breath control, tone resonance, vowel placement, registration. Class singing and solo singing from basic text and supplementary materials. **Recommended** enrollment in Musc 102. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

### MUSC 071B VOICE TECHNIQUES

#### 1 unit

**Prerequisite:** Musc 071A or retention based on successful audition.

Continued development of basic techniques of breath control, tone resonance, vowel placement, registration, diction, legato singing, performance technique and interpretation. Solo singing from basic text and supplementary materials. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

### MUSC 072 SECOND YEAR VOICE TECHNIQUES

#### 1 unit

**Prerequisite:** Musc 071B or retention based on successful audition.

Further development of voice techniques, posture, breath control, tone resonance, vowel placement, registration. Emphasis on performance in class of vocal lit-

erature, including folk songs, musical theater, religious songs and elementary art songs. Materials adapted to individual needs. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### MUSC 073A VOCAL PERFORMANCE TECHNIQUES

#### 1 unit

**Corequisite:** One of the following: Musc 008, 009B, or 009C.

The aspects of learning a song or aria: background, meaning, interpretation, poetic and character analysis. Communicating through performance. Total of 18 hours lecture.

*Transfer Credit: CSU; UC*

### MUSC 073B VOCAL PERFORMANCE TECHNIQUES

#### 1 unit

**Corequisite:** One of the following: Musc 008, 009B, or 009C.

Continued development of communication through performance. Introduction to singer's diction and the International Phonetic Alphabet. Total of 18 hours lecture.

*Transfer Credit: CSU; UC*

### MUSC 074 OPERA WORKSHOP

#### 2 units

**Prerequisite:** Retention based on successful audition.

Preparation, rehearsal, and performance of opera excerpts. Study of stage movement, musical styles, and dramatic techniques for the intermediate and advanced voice student. **Recommended** vocal training. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family**: Musc 038C, 044, 057AE, 070ABCDE, 074, 082, 133E. **For** students performing at college level. Total of 54 hours laboratory and 54 hours laboratory using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

### MUSC 075 MUSICAL THEATER WORKSHOP

#### 2 units

**Interdisciplinary course:** Music, Theater Arts

**Prerequisite:** Retention based on successful audition.

Techniques, skills, theory and practice of musical theater performance and audition. The practice of songs, scenes and dance for performance on the live stage. **May not be taken concurrently** with or after THRT 075. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Family**: Danc 007AB, Musc 067, 075, 076, Thrt 075, 027. Total of 72 hours laboratory, 36 hours "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: MUS 180*

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\*Course Identification Numbering System (C-ID)

## **MUSC 076 OPERA PRODUCTION**

**2 units**

**Enrollment Limitation:** *Audition.*

Preparation, rehearsal and performance of a full opera production. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Family:** Danc 007AB, Musc 067, 075, 076, Thrt 075, 027. Total of 144 hours laboratory.

*Transfer Credit: CSU; UC*

## **MUSC 081A FIRST YEAR CLASSICAL GUITAR**

**1 unit**

Use of right and left hands and simple strokes. Basic theory, elements of musicianship. Fingering and interpretation of elementary guitar music. Solo and class performance. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

## **MUSC 081B FIRST YEAR CLASSICAL GUITAR**

**1 unit**

**Prerequisite:** *Musc 081A or retention based on successful audition.*

Further development of right and left hands and fingering, shifting, arpeggios, legato, exchange technique. Major and minor scales, seventh and augmented chords. Fingering and interpretation of elementary and intermediate level guitar music. Solo and class performance. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

## **MUSC 081C SECOND YEAR CLASSICAL GUITAR**

**1 unit**

**Prerequisite:** *Musc 081B or retention based on successful audition.*

Continued development of the technical skills and musical understanding required to perform intermediate to advanced classical guitar literature. Legato and barring techniques, Segovia scale fingerings, tandem finger movements, sonorities, playing in seventh position and beyond. Form analysis, ornaments. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

## **MUSC 082 GUITAR ENSEMBLE**

**1 unit**

**Prerequisite:** *Retention based on successful audition.*

Rehearsal and performance of original and transcribed guitar ensemble literature. Emphasis on preparation of music for performance, developing ensemble skills and improving sight reading. **Maximum credit** 4 units, 1

unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038C, 044, 057AEI, 070ABCDE, 082, 133E. **For** students playing at college level. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC*

## **MUSC 083A BEGINNING GUITAR**

**1 unit**

Basic right and left hand playing techniques. Tuning, notation, basic music theory, reading and playing of simple melodies and accompaniments. **Recommended** enrollment in Musc 101 or 102. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

## **MUSC 083B BEGINNING GUITAR**

**1 unit**

**Prerequisite:** *Musc 083A or retention based on successful audition.*

Extended chords in first position, bar chords, movable scales, arpeggios, note reading in fifth position and simple solos. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC*

## **MUSC 084 INTERMEDIATE GUITAR**

**1 unit**

**Prerequisite:** *Musc 083B or retention based on successful audition.*

Guitar literature and techniques. Emphasis on individual progress in execution and interpretation. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

## **MUSC 085A BEGINNING WOODWIND TECHNIQUES**

**1 unit**

Fundamental techniques, care and maintenance of standard woodwind instruments. Reading elementary level music. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

## **MUSC 085B BEGINNING WOODWIND TECHNIQUES**

**1 unit**

**Prerequisite:** *Musc 085A.*

Continuing development of performance techniques of standard woodwind instruments. Reading intermediate level music. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

**MUSC 086A BEGINNING BRASS TECHNIQUES****1 unit**

Fundamental techniques, care and maintenance of standard brass instruments. Reading elementary level music. Total of 36 hours lecture and 18 hours music laboratory.  
*Transfer Credit: CSU; UC*

**MUSC 086B BEGINNING BRASS TECHNIQUES****1 unit****Prerequisite:** *Musc 086A.*

Continued development of performance techniques standard brass instruments. Reading elementary intermediate level music. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC***MUSC 087A PERCUSSION INSTRUMENT TECHNIQUES****2 units****Recommended Preparation:** *Ability to read rhythmic notation.*

Rudiments of standard percussion instruments with emphasis upon snare drum. **Recommended** ability to read music. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC***MUSC 088A BEGINNING STRING TECHNIQUES****1 unit**

Fundamental techniques, including position, fingering, bowing of violin, viola, cello and string bass. Reading elementary level music. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC***MUSC 088B BEGINNING STRING TECHNIQUES****1 unit****Prerequisite:** *Musc 088A.*

Continued development of fundamental techniques, including position, fingering, bowing of violin, viola, cello and string bass. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC***MUSC 093 THE MUSIC BUSINESS****2 units**

Careers in the music industry: composing, arranging and publishing, performing and recording, manufacturing and sales. Focus on skill, education, and experience needed; promotional techniques; agents and managers; songwriters and publishers; record companies, producers, and artists. Copyright and other legalities. Total of 36 hours lecture.

*Transfer Credit: CSU***MUSC 094 INTRO TO MUSIC TECHNOLOGY FOR MUSICIANS****3 units****Prerequisite:** *One of the following: Musc 001, 040, 041A or placement based on the music assessment process.*

Introduction to music technology tools commonly used by musicians and music educators. Basic computer notation, MIDI, recording, digital audio workstations, microphone techniques and sound reinforcement. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU***MUSC 096A INTRODUCTION TO MUSIC RECORDING AND PRODUCTION****3 units****Prerequisite:** *One of the following: Musc 001, 040, 041A or placement based on the music assessment process.*

Introduction to computer music production. Use of MIDI (Musical Instrumental Digital Interface) as it is used to interface between synthesizers, sequencers, drum machines, electronic string and wind instruments and computers. History and development of MIDI, its components, function and application towards performance and composition. Basic music recording/digital audio theory. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU***MUSC 096B MUSIC RECORDING & PRODUCTION APPLICATIONS****3 units****Prerequisite:** *Musc 096A.*

Production of music projects using modern recording techniques. Utilization of microphones & preamps, hardware & virtual mixers, outboard plug-in effects, and other associated digital audio workstation components. Music production values are studied through analytical listening. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU***MUSC 096C MUSIC RECORDING & PRODUCTION WORKSHOP****3 units****Prerequisite:** *Musc 096A.*

Strategies for mixing pre-recorded, multi-track music. Critical listening, musical aesthetics of recorded music. Room acoustics for critical listening. Extensive use of equalizers, dynamics and time-based effects. Advanced signal routing. Extensive hands-on projects. Total 54 hours lecture and 36 hours laboratory.

*Transfer credit: CSU*



## **MUSC 101 MUSIC FUNDAMENTALS**

### **1/2 unit**

A multi-media music course. Introduction to music notation, melodic and rhythmic. Note values, meter, time signatures, the grand staff, major scales and keys. Total of 27 hours music laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

## **MUSC 105 POPULAR SONGWRITING**

### **3 units**

Theory and practice in popular songwriting. Music fundamentals, lyric construction, and marketing techniques. For students interested in developing their songwriting capabilities for the commercial music industry. **Recommended** enrollment in Musc 102 and/or Musc 041A. Total of 54 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

## **MUSC 112A ELECTRIC BASS TECHNIQUES**

### **2 units**

Theory and technique of playing electric bass: hand position, fingering, tuning, and maintenance. Fundamentals of music theory including scales, intervals, and triads. Reading and counting of contemporary and traditional music. Student must provide own instrument. **Recommended** enrollment in Musc 101 or 102. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

## **MUSC 112B ELECTRIC BASS REPERTOIRE**

### **2 units**

**Prerequisite:** *Musc 112A or retention based on successful audition.*

Further development of reading skills. Emphasis on playing in time. Study of bass lines in Jazz, Latin, Rock and classical music. Seventh and altered chords, pedal tones, and chord progressions. Function of bass in traditional and contemporary music. Music business considerations. **Recommended** enrollment in Musc 117 and 144. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

## **MUSC 115 CONTEMPORARY GUITAR TECHNIQUES**

### **1 unit**

**Recommended preparation:** *Musc 083A.*

Intermediate level guitar techniques in each of four basic styles: Blues, Rock, Jazz, and Latin. Melody and chord reading, right and left hand technique, accompaniment patterns, and improvisation. Playing solos and rhythm section concepts in duos, trios, and quartets.

**Recommended** ability to read melodies and play major and minor chords in first position. Total of 36 hours lecture and 18 hours laboratory.

## **MUSC 116 DRUM SET TECHNIQUES**

### **1 unit**

**Recommended preparation:** *Musc 087A or enrollment as drummer/percussionist in one of the following: Musc 057A-G 059, 061, 062, 065, 070C or retention based on successful audition.*

Basic techniques of drum set playing. Emphasis on hand-foot coordination. Styles studied include jazz, Latin and rock. Total of 36 hours lecture and 18 hours music laboratory.

## **MUSC 117 RHYTHM SECTION TECHNIQUES**

### **2 units**

**Prerequisite:** *Retention based on successful audition.*

Theory and techniques of playing in a rhythm section both as an independent unit and as the accompaniment to soloists, combos and big bands. Interpretation of individual function, style and written notation in jazz, rock, Latin and swing ensembles. **Recommended** enrollment in one of the following: Musc 045A-B, 057A-G, 111A-B, 112A-B, 114A-B, 116 or 144. **For** pianists, guitarists, bassists, set drummers, percussionists. Total of 36 hours lecture and 18 hours music laboratory.

## **MUSC 121 LATIN PERCUSSION TECHNIQUES**

### **2 units**

Theory and technique of performing Latin percussion. Afro-Cuban and Brazilian rhythms. Latin, Latin-Jazz, Latin-Rock and Latin-Soul styles. Technique and rhythm patterns on Latin percussion instruments including congas, bongos, timbales, claves, cowbell, guiro, and shekere. **Recommended** enrollment in or completion of Musc 087A or 116, or percussion experience in an ensemble. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

## **MUSC 129A MUSIC IN MULTIMEDIA**

### **3 units**

**Prerequisite:** *Musc 001B and 096A.*

Survey of techniques for placing music in multimedia. Musical sources including music libraries, licensing existing music and composing original music for media. Musical techniques specific to media including tempo-mapping to accommodate dramatic action, spotting sessions, and narrative composition. Production techniques including MIDI and audio recording and score preparation for recording sessions. Total of 54 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.



**MUSC 131 MULTICULTURAL MUSIC MATERIALS FOR YOUNG CHILDREN****3 units****Recommended preparation:** *Musc 030.*

Introduction to the basic concepts of multicultural education as applied to music for young children. Focus on varied musical arts of worldwide cultures reflected in North American society. Development of age-appropriate teaching strategies, materials, and resources designed to enhance multicultural music experiences for young children in group settings. Meets partial fulfillment of the requirements for Child Development specialization in preschool music education. Total of 54 hours lecture.

**MUSC 133A PERFORMANCE ENSEMBLE — ORCHESTRA****1 unit****Prerequisite:** *Retention based on successful audition.*

Rehearsal and preparations for actual performance by soloists and ensembles. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **Pass/no pass** grading. Total of 18 hours lecture.

**MUSC 133B PERFORMANCE ENSEMBLE — CONCERT BAND****1 unit****Prerequisite:** *Retention based on successful audition.*

Rehearsal and preparations for actual performance by soloists and ensembles. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **Pass/no pass** grading. Total of 18 hours lecture.

**MUSC 133C PERFORMANCE ENSEMBLE — CHOIR****1 unit****Prerequisite:** *Retention based on successful audition.*

Rehearsal and preparations for actual performance by soloists and ensembles. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **Pass/no pass** grading. Total of 18 hours lecture.

**MUSC 133D PERFORMANCE ENSEMBLE — JAZZ****1 unit****Prerequisite:** *Retention based on successful audition.*

Rehearsal and preparations for actual performance by soloists and ensembles. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Jazz Ensemble Family:** Musc 056, 057BCDFG, 133D. **Pass/no pass** grading. Total of 18 hours lecture.

**MUSC 133E PERFORMANCE ENSEMBLE — SMALL GROUPS****1 unit****Prerequisite:** *Retention based on successful audition.*

Rehearsal and preparations for actual performance by soloists and ensembles. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038C, 044, 057AEI, 070ABCDE, 082, 133E. **Pass/no pass** grading. Total of 18 hours lecture.

**MUSC 135 CURRICULUM APPLICATIONS OF MUSIC IN EARLY CHILDHOOD EDUCATION****3 units****Recommended preparation:** *Musc 030.*

Development and application of music curriculum in approved group programs for children from infancy through school age. Observing, planning, and guiding musical play and learning. Practical application of theoretical concepts. Meets partial fulfillment of the requirement for specialization in preschool music education. Total of 54 hours lecture.

**MUSC 144 INTRODUCTION TO IMPROVISATION****1 unit****Recommended preparation:** *Musc 102.*

Performance oriented course. Application of basic music theory and reading concepts to an instrument. Development of fluency in all keys. Study of scales, arpeggios and melodic and rhythmic patterns with application to basic chord progressions. A preparation course for Musc 045A. Total of 54 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format. *Some scheduled hours in this course may be replaced by TBA hours arranged independently with the course instructor.*

**MUSC 171A TECHNIQUES OF POPULAR SINGING****2 units**

Development of basic techniques and skills appropriate for singing various styles of popular music. Emphasis on fundamental singing techniques, interpretation, and stage presence. Music technology and the business of music. Solo singing performance required. Total of 36 hours lecture and 18 hours music laboratory.

**MUSC 171B TECHNIQUES OF POPULAR SINGING****2 units****Prerequisite:** *Musc 171A.*

Development of intermediate level techniques and skills appropriate for singing various styles of commercial and popular music. Emphasis on fundamental singing techniques, song interpretation, and remembering how to enjoy performing. Music technology and the business of music. Ensemble and solo singing performance required. Total of 36 hours lecture and 18 hours music laboratory.

## NURSING

(Health Sciences Division)

### NURS 040 MATERNAL NEWBORN NURSING

1 unit

**Prerequisites:** Nurs 050, 050L, 050S, 137, and 138.

**Corequisite:** Nurs 040L.

Nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse maternal, newborn clients and their families. Integrate professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of patient response to physiological and psychosocial health conditions of maternal and newborn clients. Total of 18 hours lecture.

*Transfer Credit: CSU*

### NURS 040L MATERNAL NEWBORN NURSING LAB

2 units

**Prerequisite:** Nurs 050, 050L, 050S, 137, and 138.

**Corequisite:** Nurs 040.

Application of nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse maternal, newborn patients and their families. Implement professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of client response to physiological and psychosocial conditions of maternal and newborn clients. **Pass/no pass grading.** Total of 108 hours laboratory.

*Transfer Credit: CSU*

### NURS 041 PEDIATRIC NURSING

1 unit

**Prerequisite:** Nurs 050, 050L, 050S, 137 and 138.

**Corequisite:** Nurs 041L.

Nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse pediatric clients and their families. Integrate professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of pediatric client response to physiological and psychosocial health conditions of child and adolescent patients. Total of 18 hours lecture.

*Transfer Credit: CSU*

### NURS 041L PEDIATRIC NURSING LAB

2 units

**Prerequisite:** Nurs 050, 050L, 050S, 137 and 138.

**Corequisite:** Nurs 041.

Application of nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse pediat-

ric patients and their families. Implement professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of patient response to physiological and psychosocial conditions of child and adolescent patients. **Pass/no pass grading.** Total of 108 hours laboratory.

*Transfer Credit: CSU*

### NURS 042 PSYCHIATRIC MENTAL HEALTH NURSING

1 unit

**Prerequisite:** Nurs 051A, 051L, 040, 040L, 041, 041L, and 051S.

**Corequisite:** Nurs 042L.

Nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse psychiatric - mental health patients across the lifespan. Integrate professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of patient response to mental health conditions. Total of 18 hours lecture.

*Transfer Credit: CSU*

### NURS 042L PSYCHIATRIC MENTAL HEALTH NURSING LAB

1½ units

**Prerequisite:** Nurs 051A, 051L, 051S, 040, 040L 041 and 041L.

**Corequisite:** Nurs 042.

Application of nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse psychiatric - mental health patients across the lifespan. Implement professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of client response to mental health conditions. **Pass/no pass grading.** Total of 81 hours lecture.

*Transfer Credit: CSU*

### NURS 050 FOUNDATIONAL NURSING CARE

4 units

**Prerequisite:** Acceptance in the RN program.

**Corequisites:** Nurs 050L, Nurs 050S, Nurs 137, Nurs 138.

Introduction of the foundation of nursing theory and concepts to promote and maintain safe, effective health care with culturally diverse patients. Integrate the professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the foundational care of patient response to physiological and psychosocial health conditions including gerontic health. Total of 72 hours lecture.

*Transfer Credit: CSU*

**NURS 050L FOUNDATIONAL NURSING CARE – CLINICAL****4 units****Corequisite:** *Nurs 050.*

Application of the foundation of nursing theory and concepts to promote and maintain safe, effective health care with culturally diverse patients. Implement the professional roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the foundational care of patient response to physiological and psychosocial health conditions including gerontics health. **Pass/no pass** grading. Total of 216 hours laboratory.

*Transfer Credit: CSU***NURS 050S FOUNDATIONAL NURSING – SEMINAR**  
**1 unit****Corequisites:** *Nurs 050, Nurs 050L.*

Foundational nursing theory and concepts to promote and maintain safe and effective health care. Critical thinking and the nursing process in the foundational care of patient responses to physiological and psychosocial health conditions of adult and geriatric clients. Total of 18 hours lecture.

*Transfer Credit: CSU***NURS 051 BEGINNING NURSING**  
**3 units****Prerequisites:** *All of the following: Nurs 050, 050L, Nurs 050S, 137, 138.***Corequisites:** *Nurs 051L and Nurs 051S.*

Beginning nursing theory and concepts to promote and maintain safe, effective health care with culturally diverse patients. Integrate professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the beginning care of patient response to physiological and psychosocial health care conditions, including maternal, newborn, child, adolescent, and adult health. Total of 54 hours lecture.

*Transfer Credit: CSU***NURS 051A BEGINNING MEDICAL SURGICAL NURSING****1 unit****Prerequisites:** *All of the following: Nurs 050, 050L, 050S, 137, and 138.***Corequisites:** *Nurs 051L and Nurs 051S.*

Beginning nursing theory and concepts to promote and maintain a safe, developmentally appropriate, outcome-focused health care for culturally diverse adult and geriatric medical surgical patients. Integrate professional

nursing roles of clinician, teacher, leader, advocate while demonstrating critical thinking and nursing process in the care of patient response to physiological and psychosocial health conditions of adult and geriatric patients. Total of 18 hours lecture.

*Transfer Credit: CSU***NURS 051L BEGINNING MEDICAL SURGICAL NURSING LAB****2 units****Prerequisites:** *All of the following: Nurs 050, 050L, 050S, 137, and 138.***Corequisites:** *Nurs 051A and Nurs 051S.*

Application of beginning nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse adult and geriatric medical surgical patients. Implement professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of adult and geriatric patients. **Pass/no pass** grading. Total of 108 hours laboratory.

*Transfer Credit: CSU***NURS 051S BEGINNING NURSING – SEMINAR**  
**1 unit****Corequisites:** *Nurs 051A, Nurs 051L.*

Beginning nursing theory and concepts to promote and maintain safe and effective health care. Critical thinking and the nursing process in the beginning care of patient responses to physiological and psychosocial health conditions, including maternal, newborn, child, adolescent, and adult health. Total of 18 hours lecture.

*Transfer credit: CSU***NURS 052 INTERMEDIATE NURSING CARE**  
**3 units****Prerequisites:** *(1) Nurs 051, 051L, and 051S or (2) Nurs 210 and acceptance into the Career Ladder; or (3) 30-Unit Option.***Corequisites:** *Nurs 052L, 052S.*

Intermediate nursing theory and concepts to promote and maintain safe and effective health care with culturally diverse patients. Integrate professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the intermediate care of patient response to physiological, psychosocial, and psychiatric-mental health conditions. Total of 54 hours lecture.

*Transfer Credit: CSU*

## **NURS 052A INTERMEDIATE MEDICAL SURGICAL NURSING**

**2 units**

**Prerequisites:** (1) Nurs 051A, 051L, 051S, 040, 040L, 041, and 041L or (2) Nurs 210 and acceptance into the career ladder LVN to RN program.

**Corequisites:** Nurs 052L and 052S.

Intermediate medical surgical nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse adult and geriatric medical surgical patients. Integrate professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of patient response to physiological and psychosocial health conditions of adult and geriatric patients. Total of 36 hours lecture.

*Transfer Credit: CSU*

## **NURS 052L INTERMEDIATE MEDICAL SURGICAL NURSING LAB**

**3<sup>1</sup>/<sub>2</sub> units**

**Prerequisites:** All of the following: Nurs 051A, 051L, 051S, 040, 040L, 041, and 041L.

**Corequisite:** Nurs 052A.

Application of intermediate nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse adult and geriatric medical surgical clients. Implement professional nursing roles of clinician, teacher, leader and advocate while demonstrating critical thinking and nursing process in the care of client response to physiological and psychosocial conditions of adult and geriatric clients. **Pass/no pass grading.** Total of 189 hours laboratory.

*Transfer Credit: CSU*

## **NURS 052S INTERMEDIATE NURSING CARE – SEMINAR**

**1 unit**

**Corequisites:** Nurs 052, Nurs 052L.

Intermediate nursing theory and concepts to promote and maintain safe and effective health care. Critical thinking and the nursing process in the intermediate care of patient responses to physiological, psychosocial and psychiatric-mental health conditions. Total of 18 hours lecture.

*Transfer Credit: CSU*

## **NURS 053 ADVANCED MEDICAL – SURGICAL NURSING**

**3 units**

**Prerequisites:** All of the following: Nurs 052, 052L, 052S.

**Corequisites:** Nurs 053L, 053S.

Advanced nursing theory and concepts to promote and maintain safe and effective health care with culturally diverse patients. Integrate professional nursing roles of clinician, teacher, leader and advocate while demonstrating critical thinking and nursing process in the advanced care of patient response to physiological and psychosocial health conditions. Total of 54 hours lecture.

*Transfer Credit: CSU*

## **NURS 053L ADVANCED MEDICAL – SURGICAL NURSING – CLINICAL**

**5 units**

**Corequisite:** Nurs 053.

Application of advanced nursing theory and concepts to promote and maintain safe and effective health care with culturally diverse patients. Integrate the professional nursing roles of clinician, teacher, leader and advocate while demonstrating critical thinking and nursing process in the advanced care of patient response to physiological and psychosocial health conditions. **Pass/no pass** grading. Total of 270 hours laboratory.

*Transfer Credit: CSU*

## **NURS 053S ADVANCED NURSING – SEMINAR 1 unit**

**Prerequisites:** Nurs 052A, 052L, 052S, 042, and 042L.

**Corequisites:** Nurs 053 and Nurs 053L.

Advanced nursing theory and concepts to promote and maintain safe and effective health care. Critical thinking and the nursing process in the advanced care of client responses to physiologic and psychosocial health conditions of clients across the lifespan. Total of 18 hours lecture.

*Transfer Credit: CSU*

## **NURS 103 NURSING ASSISTANT**

**5 units**

**Prerequisite:** Completion of high school 10th grade; minimum age of 16.

Introduction to basic principles of nursing, including the role of the certified nurse assistant on a health care team; gross anatomy and medical terminology; ethics and communication; basic procedural skills with emphasis on gerontology. **Six weeks. Pass/no pass** grading. **For** students accepted to the Vocational Nursing program but open to all students. Total of 54 hours lecture and 108 hours laboratory.

## **NURS 108A NURSING SKILLS LABORATORY—VN 1 unit**

**Corequisites:** Nurs 125, 125L and 122.

**Enrollment Limitation:** Enrollment in the Licensed Vocational Nursing Program.



Foundational nursing procedural skills, therapeutic communication, and documentation skills. Development and laboratory practice of nursing procedural skills correlated with Nurs 125 and 125L. Utilization of the nursing process in demonstrating critical elements of procedures. **Pass/no pass** grading. Total of 54 hours laboratory.

### **NURS 108B NURSING SKILLS LABORATORY—VN**

**1 unit**

**Prerequisite:** *Nurs 125, 125L, 108A, and 122.*

**Corequisites:** *Nurs 126, 126L, and 124.*

**Enrollment Limitation:** *Enrollment in the Licensed Vocational Nursing Program.*

Continued development and progression in the practice of procedural skills associated with Nurs 126 and 126L. Application of the nursing process in the performance of complex technical skills. **Pass/no pass** grading. **Short term class.** Total of 54 hours laboratory.

### **NURS 122 MEDICATION ADMINISTRATION FOR VOCATIONAL NURSES—THEORY**

**3 units**

**Prerequisites:** *Math 400B or Math 402.*

**Corequisites:** *Nurs 125, 125L and 108A.*

**Enrollment Limitation:** *Enrollment in the Vocational Nursing Program.*

Principles of medication administration, classification of drugs, drug actions and side effects. Role and responsibilities of the vocational nurse in the interpretation of drug orders, dosage calculation, and administration of medications. Calculation of intravenous rates and management of intravenous fluids for the vocational nurse. Total of 54 hours lecture.

### **NURS 123A ADMINISTRATION OF MEDICATIONS**

**2 units**

**Prerequisite:** *Math 401C or 402.*

**Corequisites:** *Nurs 108A, 125, 125L.*

Introduction to principles of medication administration, classification of drugs, drug actions, and side effects. Role and responsibilities of the vocational nurse in the interpretation of drug orders, dosage calculation, and administration of medications. **Recommended** Pre-Algebra math skill; be able to compute basic math and do metric system conversions. Total of 36 hours lecture.

### **NURS 123B ADMINISTRATION OF MEDICATIONS**

**2 units**

**Prerequisite:** *Nurs 123A.*

**Corequisites:** *Nurs 126, 126L.*

Continued studies in the administration of medications, classification of drugs, drug actions and side effects. Role and responsibilities of the vocational nurse in ad-

ministration of medications. Calculation of intravenous rates and management of intravenous fluids for the vocational nurse. Total of 36 hours lecture.

### **NURS 124 MENTAL HEALTH NURSING FOR VOCATIONAL NURSES**

**2 units**

**Prerequisites:** *Nurs 125, 125L, 108A, and 122.*

**Corequisites:** *Nurs 126, 126L, and 108B.*

**Enrollment Limitation:** *Enrollment in the Vocational Nursing Program.*

Mental health nursing theory and concepts to promote and maintain safe, developmentally appropriate health care for culturally diverse psychiatric - mental health clients across the lifespan. Integrate vocational nursing responsibilities of data collection, planning interventions, reporting and documentation. Utilization of nursing process in the vocational nurse's care of client response to psychiatric-mental health conditions. Total of 36 hours lecture.

### **NURS 125 FUNDAMENTALS OF VOCATIONAL NURSING—THEORY**

**5 units**

**Prerequisites:** *Nurs 103, Nutr 011 or 125; Psysc 102 or 024; and enrollment in or completion of Pysc 100.*

**Corequisites:** *Nurs 108A, 123A, 125L, 125S.*

**Enrollment Limitation:** *Enrollment in the Vocational Nursing Program.*

Introduction to the fundamentals of vocational nursing. Theory common to the care of adult medical/surgical clients. Introduction to the components of the nursing process. Concepts of communication in a multicultural environment. Total of 90 hours lecture.

### **NURS 125L FUNDAMENTALS OF VOCATIONAL NURSING—CLINICAL**

**5 units**

**Prerequisite:** *Nurs 137.*

**Corequisites:** *Nurs 108A, 123A, 125.*

Introduction and application of basic vocational nursing skills. Application of nursing theory and the nursing process to the care of individuals in hospitals and community agencies. **Pass/no pass** grading. Total of 270 hours laboratory.

### **NURS 125S FUNDAMENTALS OF VOCATIONAL NURSING—SEMINAR**

**1 units**

**Corequisites:** *Nurs 125, 125L, 108A, 123A.*

Introduction to the concepts of communication necessary to the care of adult and geriatric medical, surgical, and psychiatric clients at the beginning vocational level. Total of 18 hours lecture.



**NURS 126 INTERMEDIATE VOCATIONAL NURSING—THEORY**

**5 units**

**Prerequisites:** *Nurs 108A, 125, 125L, and 122.*

**Corequisites:** *Nurs 126L, 108B, and 124.*

**Enrollment Limitation:** *Enrollment in the Vocational Nursing Program.*

Progression in vocational nursing. Elaboration on concepts of safe care of medical/surgical clients. Progression in the vocational nurse utilization of nursing process for more complex client problems. Further concepts of cultural proficiency, therapeutic communication, and client advocacy. Total of 90 hours lecture.

**NURS 126L INTERMEDIATE VOCATIONAL NURSING—CLINICAL**

**5 units**

**Corequisites:** *Nurs 126.*

Application of nursing theory and skills to the care of individuals experiencing complex medical/surgical conditions. Progressive use of the nursing process. **Pass/no pass** grading. Total of 270 hours laboratory.

**NURS 126S INTERMEDIATE VOCATIONAL NURSING – SEMINAR**

**1 unit**

**Prerequisites:** *All of the following: Nurs 108A, 123A, 125, 125L, 125S.*

**Corequisites:** *Nurs 126, 126L, 108B, 123B.*

Continuation and progression in vocational nursing theory and concepts common to the care of complex adult medical/surgical clients at the intermediate vocational nursing level. Total of 18 hours lecture.

**NURS 127 ADVANCED VOCATIONAL NURSING—THEORY**

**6 units**

**Prerequisites:** *All of the following: Nurs 108B, 124, 126, 126L.*

**Corequisite:** *Nurs 127L.*

Continuation and progression in vocational nursing. Nursing care of maternal-newborn, pediatric, and medical-surgical clients. Concepts of emergency and disaster nursing, community nursing, leadership and supervision. Current trends in vocational nursing, legal, ethical issues, career opportunities and job application. Preparation for vocational nursing licensure examination. Total of 108 hours lecture.

**NURS 127L ADVANCED VOCATIONAL NURSING—CLINICAL**

**4 units**

**Corequisite:** *Nurs 127.*

Application of nursing theory to the care of maternal/child, pediatric, and adult medical/surgical clients. In-

tegration of nursing process into the role of vocational nurse leader. Role of the vocational nurse in an emergency setting. **Twelve weeks. Pass/no pass** grading. Total of 216 hours laboratory.

**NURS 137 PHARMACOLOGY: DRUGS AND SOLUTIONS 1 unit**

**Prerequisite:** *Math 400B or 401C or 402 (or higher level).*

**Corequisite:** *Nurs 050.*

Introduction to principles of drug administration in clinical nursing practice. Interpretation of drug orders, medication forms, and calculation of medicine doses. **Short term class.** Total of 13½ hours lecture and 13½ hours laboratory.

**NURS 138 PHARMACOLOGY: PROCESS AND PROBLEMS**

**1 unit**

**Prerequisite:** *Nurs 137.*

**Corequisites:** *Nurs 050, 050L, and 050S.*

The role of the nurse in medication administration. Focus on drug information to enhance safe and effective use of over-the-counter and prescription medications. Current issues related to drug therapy explored. Total of 18 hours lecture.

**NURS 139 INTERMEDIATE CLINICAL PHARMACOLOGY 2 units**

Focus on effective pharmacological and parenteral treatments to alleviate illness, relieve pain, and facilitate healing. Individualized care plan based on patient values, clinical experience and evidence-based practice. Demonstration of effective use of strategies to reduce risk of harm when administering or evaluating medication. Total of 36 hours lecture.

**NURS 200 NURSING LABORATORY**

**1 unit**

**Prerequisite:** *Enrollment or awaiting readmission in a Nursing, Emergency Medical Technology or Radiologic Technology course.*

Development of nursing skills and concepts in a laboratory setting. **Pass/no pass** grading. Total of 54 hours laboratory.

**NURS 201 BASIC STRATEGIES FOR SUCCESS IN NURSING EDUCATION**

**1 units**

Development of skills essential for success specific to nursing education including study habits, learning styles, time management, use of nursing texts, information organization, test taking strategies and utilization of resources. Total of 18 hours lecture.

**NURS 202 BASIC CLINICAL SKILLS****3 units****Prerequisite:** *Enrollment in Nursing program.*

Development of nursing skills and concepts in a supervised clinical setting of an acute hospital. Includes review of clinical skills and principles of nursing care taught in previous course(s) as well as application of the nursing process to assigned patients. **Pass/no pass** grading. Total of 18 hours lecture and 144 hours laboratory.

**NURS 210 NURSING ROLE TRANSITION****2 units****Prerequisite:** *Acceptance into Licensed Vocational Nurse Based Registered Nursing program.*

Nursing concepts, judgment, skills, and practices related to the role transition of the licensed vocational nurse to the registered nurse. Total of 27 hours lecture and 27 hours laboratory.

**NURS 211 BASIC CARDIAC DYSRHYTHMIAS****1 unit**

Provides nurses, paramedics, and other health care providers with an opportunity to become proficient in interpreting and applying basic cardiac dysrhythmias in clinical practice. **Pass/no pass** grading. Total of 18 hours lecture.

**NURS 213 INTRAVENOUS THERAPY AND BLOOD WITHDRAWAL****1 unit****Prerequisites:** *Nurs 051, 051L or Nurs 126 or 126L.*

This course covers basic concepts, principles, and techniques of I.V. therapy and blood withdrawal. Emphasis is on the acquisition of venipuncture and blood withdrawal skills. Course approved by the BRN and BVNPTE for continuing education hours. **Pass/no pass** grading. **Short term class.** Total of 9 hours lecture and 27 hours laboratory.

**NUTRITION****(Health Sciences Division)****NUTR 011 HUMAN NUTRITION****3 units**

Nutrition from birth through old age. Relationship of diet to physical activity and body functions. Caloric foods, minerals and vitamins. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: NUTR 110***PARALEGAL STUDIES****(Business Division)****PLGL 134 INTRODUCTION TO PARALEGAL STUDIES****3 units**

The career as a paralegal. Relationship of attorney and paralegal in decision making and systems procedures. Introduction to law; composition, location and jurisdiction of courts; legal terminology; bibliography, social forces and effect of law. Total of 54 hours lecture.

**PLGL 135A WILLS, TRUSTS, PROBATE ADMINISTRATION****3 units****Prerequisite:** *Enrollment in or completion of Plgl 134.*

Overview of property, wills and general estate planning; overview of probate and probate court, guardianships, conservatorships, elder law, tax-related issues, probate alternatives; probate litigation. Total of 54 hours lecture.

**PLGL 135B WILLS, TRUSTS, PROBATE ADMINISTRATION****3 units****Prerequisite:** *Plgl 135A.*

Probate administration and mechanics, summary administration, family allowance and homestead, estate planning and use of trusts. Total of 54 hours lecture.

**PLGL 136 PROPERTY LAW, BANKRUPTCY AND CREDITORS RIGHTS****3 units****Prerequisite:** *Enrollment in or completion of Plgl 134.*

Law of personal, real and community property, joint tenancy leases, deeds, contracts, escrows, deeds of trust; drafting problems in real estate transactions; systems of recording, search of public documents, bankruptcy laws and forms; creditors' rights, debtors' exemptions and secured transactions. Total of 54 hours lecture.

**PLGL 137 LEGAL WRITING AND DRAFTING****3 units****Prerequisite:** *Plgl 134 or 145A.*

Advanced legal drafting and writing; special research and projects. Preparation of course papers; general papers. Total of 54 hours lecture.

**PLGL 138 PARALEGAL STUDIES FIELD PRACTICE****4 units****Prerequisite:** *Maintain enrollment in 7 units or more including field practice and in Paralegal Studies curriculum.*

Supervised field experience or employment in legal office leading to training in systems approach for paralegals (legal assistants). Total of 360 hours field practice.

*\*Course Identification Numbering System (C-ID)*

**PLGL 139 TORT LAW AND CLAIMS INVESTIGATION**  
**3 units**

**Prerequisite:** *Enrollment in or completion of Plgl 134.*  
Intentional torts and negligence, including insurance claims procedures; evaluation of personal injury claims and pleadings used in law offices either in settlement or litigation. Total of 54 hours lecture.

**PLGL 140 FAMILY LAW AND DISSOLUTION PROCEDURES**

**3 units**  
**Prerequisite:** *Enrollment in or completion of Plgl 134.*  
Law and procedure relative to marriage, dissolution, adoption and community property. Total of 54 hours lecture.

**PLGL 141 CIVIL AND CRIMINAL EVIDENCE**  
**3 units**

**Prerequisite:** *Enrollment in or completion of Plgl 134.*  
Rules of civil and criminal evidence and the admissibility of such evidence in court, deposition comprehension and interrogatory summarizing. Total of 54 hours lecture.

**PLGL 142 LAW OFFICE PROCEDURES AND ETHICS**  
**3 units**

**Prerequisite:** *Enrollment in or completion of Plgl 134.*  
Basic objectives of law office management procedures. Coordination of operational skills in a law office. Ethics of the legal profession and the judiciary. Total of 54 hours lecture.

**PLGL 143 WORKER'S COMPENSATION LAW**  
**3 units**

Background of Worker's Compensation Law. Relevant statutory and case law, substantive and procedural issues including compensability, benefit structure and tort law relationships of Worker's Compensation. Total of 54 hours lecture.

**PLGL 145A LEGAL RESEARCH**  
**3 units**

**Prerequisite:** *Enrollment in or completion of Plgl 134.*  
Introduction to the technical skills of legal research. Use of a case digest, interpretation of statutes, Shepardizing authorities, prioritizing authorities. Total of 54 hours lecture.

**PLGL 145B COMPUTER AIDED RESEARCH**  
**1 unit**

**Prerequisite:** *Enrollment in or completion of Plgl 134 and 145A.*  
On-line computer research with West Publishing Company. Composing queries, researching case law, statutes, and legal periodicals with the computer. Total of 9 hours lecture and 27 hours laboratory.

**PLGL 146 COMPUTER USE FOR THE LAW OFFICE**  
**2 units**

**Prerequisite:** *Plgl 134.*  
An introduction to computer use in the law office. Applications will include software for judicial council form applications, jury instruction preparation, billing and accounting, legal calendaring, word processing applications for legal document preparation. **Recommended** basic word processing skills. Total of 36 hours lecture and 18 hours laboratory.

**PLGL 148 IMMIGRATION LAW**  
**3 units**

**Prerequisite:** *Enrollment in or completion of Plgl 134.*  
Historical background; administration of immigration law; citizenship and nationality; immigration preference system; non-immigrants; visas; refugees and asylum. Total of 54 hours lecture.

**PLGL 150 PARALEGAL STUDIES GRADUATE SEMINAR**

**1 unit**  
**Prerequisite:** *Enrollment in or completion of final semester of Paralegal Studies courses.*  
Designed to help students bridge the gap between the educational institution and working field. Resume writing, interviewing for employment, application writing. Total of 18 hours lecture.

**PERSONAL HEALTH CARE ASSISTANT**  
**(Health Sciences Division)**

**PHCA 100 PERSONAL HEALTH CARE AIDE**  
**2 units**

**Enrollment Limitation:** *Completion of high school 10<sup>th</sup> grade; minimum age of 16.*  
Prepares students to provide or support activities of daily living, personal care, and homemaker services to elderly and disabled individuals needing assistance to remain safely and independently in their own home or in an assisted living facility. Topics include communication skills, maintenance of a healthy environment, procedures for emergencies, physical, emotional, and developmental characteristics of the patients served, personal hygiene, safe transfer techniques, and basic nutrition. Total of 108 hours laboratory.

## PHILOSOPHY

(Social Sciences Division)

### PHIL 001 INTRODUCTION TO PHILOSOPHY

3 units

Introduction to the most troublesome questions: meaning, existence, truth, reasoning, perception, intuition, morality, god, self, mind. Appropriate readings. **No credit** if taken after Phil 001H. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: PHIL 100*

### PHIL 001H HONORS INTRODUCTION TO PHILOSOPHY

3 units

**Enrollment Limitation:** *Acceptance into the Honors program.*

Introduction to the most troublesome questions: meaning, existence, truth, reasoning, perception, intuition, morality, god, self, mind. Appropriate readings. This enriched course is designed for the Honors Program allowing more student directed discussions and more extensive writing assignments. **No credit** if taken after Phil 001. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: PHIL 100*

### PHIL 003 ETHICS

3 units

An analysis from the philosophical point of view of the nature of morality and moral judgments; study of the major ethical systems; theories of conduct; theories of value; the moral virtues; science and morality; ethical relativism. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### PHIL 007 CONTEMPORARY MORAL PROBLEMS

3 units

Nature of value. Concepts of choice, obligations, moral standards; types of ethical theory. Analysis of such concepts as justice, freedom, the state; various types of political theory. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### PHILO 008 PHILOSOPHY AND HUMANNESS

3 units

The essence of human nature: reason, desire, work, freedom and organism; some deficiencies in human nature: sin, ignorance, neurosis, alienation; means for changing human nature: redemption, education, therapy, social reconstruction. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### PHIL 020 INDEPENDENT STUDY

1 unit

**Prerequisites:** *One semester of philosophy and permission of department chairperson.*

Individual research projects; emphasis on library research and preparation of research papers. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHIL 020A HISTORY OF ANCIENT PHILOSOPHY

3 units

Beginnings of philosophy and science in Greece; Socrates, Plato, Aristotle; philosophies in Roman Empire; developments to St. Thomas Aquinas. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### PHIL 020B HISTORY OF MODERN PHILOSOPHY

3 units

Philosophical systems of Renaissance; rationalism in Descartes, Spinoza and Leibniz; empiricism in Locke, Berkeley and Hume; Kant and post-Kantian philosophers; 20th century developments. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### PHIL 025 INTRODUCTION TO CRITICAL THINKING

3 units

**Prerequisite:** *Engl 001A.*

An introduction to critical thinking skills and techniques of critical analysis in written form. Course will include applications of critical reasoning skills in everyday situations and seek to develop the ability to integrate the principles of critical thinking with the techniques of effective written argument. A total of 6,000 to 8,000 words will be required during the semester in a variety of written assignments. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### PHIL 030 LOGIC

3 units

Elementary thought processes, both deductive and inductive, emphasis on definition, verification, evidence, validity, forms of argument and of fallacious reasoning. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### PHIL 031 CONTEMPORARY CHICANO PHILOSOPHY

3 units

Survey of Mexican philosophy; emphasis on contemporary developments; implications of Mexican thought for the Mexican-American. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

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*\*Course Identification Numbering System (C-ID)*

### **PHIL 033 INTRODUCTION TO SYMBOLIC LOGIC**

**3 units**

Elements of symbolic logic; sentential and quantificational; forms of reasoning; structure of language. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **PHIL 037 PHILOSOPHY OF RELIGION**

**3 units**

Nature of the religious experience; content of religious studies. Relationship of religion to philosophy and science. Role of reason and faith; arguments for God's existence; meaning of evil; beliefs in immortality. Religion as a social and political force. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **PHIL 110 SKILLS FOR COLLEGE SUCCESS IN PHILOSOPHY**

**1 unit**

Development of essential study techniques for success in philosophy courses; orientation to applications of computer-based technologies in philosophy; time management; textbook mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

## **PHOTOGRAPHY**

**(Visual Arts and Media Studies Division)**

### **PHOT 010 HISTORY OF PHOTOGRAPHY**

**3 units**

Historical trends of the medium from its inception to the present, including historical context, technical innovations and aesthetic concerns. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **PHOT 021 INTRODUCTION TO BLACK AND WHITE PHOTOGRAPHY**

**3 units**

Introduction to black and white photography as a form of visual communication: cameras, film, film processing, darkroom printing, composition, photographic genre, concept development, professionalism and critique. Genres include documentary, fashion, landscape, portraiture staged, still life, and street photography with an emphasis on analog photography. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **PHOT 022A LARGE FORMAT PHOTOGRAPHY**

**3 units**

**Prerequisites:** *Phot 021 and Phot 030.*

**Recommended Preparation:** *Photo 031.*

Introduction to View Camera as a form of visual communication: 4 x 5 black and white and color film, 4 x

5 film processing, advanced darkroom and presentation technique, fiber printing, Introduction to studio lighting for product, scanning for 4 x 5 film, digital modification and preparation for output of large format prints, concept development and critique. Photographic genres included in course: advertisement, architecture, landscape and fine art. Total of 36 hours lecture and 72 hours of laboratory.

*Transfer Credit: CSU*

### **PHOT 025 FILM ART**

**3 units**

Aesthetic and technical analysis of camera, lighting, sound, direction and structure in short and feature films with an emphasis on innovation. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **PHOT 026A BEGINNING ELECTRONIC FILMMAKING**

**3 units**

Introduction to the theory, terminology, and process of motion picture production for film. Includes basic cinematography including the operation, function and creative uses of production and post-production equipment, scriptwriting, camera operation, shot composition, lighting, sound recording and mixing, and editing. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **PHOT 026B INTERMEDIATE FILMMAKING – ELECTRONIC**

**3 units**

**Prerequisite:** *Phot 026A.*

Intermediate motion picture production. Editing of picture and sound utilizing adjustable iris camcorders. Individual and group projects selected from the following: commercials, experimental, documentary and dramatic film forms. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **PHOT 026C ADVANCED FILMMAKING**

**3 units**

**Prerequisite:** *Phot 026B.*

Advanced video or 16mm group motion picture production. Concentration on the roles of director of photography, camera operator, unit production manager, sound crew and editor in the production of short films. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **PHOT 027 CINEMATOGRAPHY**

**3 units**

Introduction to the fundamental technical and aesthetic principles of motion picture photography. Practical



training in the use of motion picture cameras. Introduction to image control through exposure, lighting, and selection of film, camera, lens, and filters. Examination of the cinematographer as a visual storyteller to develop a broader understanding of the balance between artist and technician. Examination of the different crew positions and processes of the camera crew. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **PHOT 030 INTRODUCTION TO DIGITAL IMAGE EDITING**

**3 units**

**Prerequisite:** *Phot 021 or placement based on the Photography assessment process.*

**Recommended Preparation:** *Phot 023A and either 024A or 024B.*

Introduction to artistic image editing using industry standard digital image editing software for photographers, illustrators and graphic designers. Techniques to scan, edit, retouch, paint, mask, manipulate, and output digital imagery. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **PHOT 031 BEGINNING DIGITAL PHOTOGRAPHY**

**3 units**

**Recommended Preparation:** *Phot 021 and Phot 030.*

Introduction to digital photography as a form of visual communication: DSLR cameras, digital image editing and management, digital output for print and screen, composition, professionalism, photographic genre, concept development and critique. Genres include documentary, fashion, landscape, portraiture staged, still life, and street photography with an emphasis on digital photography. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **PHOT 033 PORTRAIT PHOTOGRAPHY**

**3 units**

**Prerequisite:** *Phot 030 and either Phot 021 or 031.*

Exploration of the fundamentals of portrait photography in the context of a variety of locations. Emphasis on planning, interpreting, and presenting a portrait photographically. Medium format film cameras, advanced printing techniques as well as in studio lighting setups using hot lights, strobes, electronic metering will be covered. Total of 36 hours lecture and 72 hours laboratory.

*Transfer credit: CSU; UC*

### **PHOT 040 FASHION PHOTOGRAPHY**

**3 units**

**Prerequisite:** *Phot 030 and either Phot 021 or Phot 031.*

Commercially oriented course with assignments covering fashion and fashion specific product photography in the studio and on location to produce a photograph that sells an idea, product, or service. Fundamentals of studio photography including strobes, electronic metering, digital SLR and lighting for fashion. Business practices in commercial and editorial photography will be discussed. Students are expected to become visually and technically competent with artificial light sources in the studio. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **PHOT 126 DIGITAL FILM NARRATIVE**

**3 units**

**Prerequisites:** *Phot 026A.*

Practical and aesthetic construction of motion pictures using the principles and techniques of computer based non-linear editing for film, video, and multimedia. **Total** of 36 hours lecture and 72 hours laboratory.

### **PHOT 127 ADVANCED CINEMATOGRAPHY**

**3 units**

**Prerequisites:** *Phot 026A and Phot 027.*

**Recommended preparation:** *Phot 126.*

Advanced training and study of techniques and aesthetics in use of motion picture cameras and lighting equipment for those considering a professional career in cinematography. Advanced study of scene creation as well as overall visual design of an entire film. In-depth examination of the different crew positions of the camera crew combined with practical experience. Creation of work for professional portfolio. Total of 36 hours lecture and 72 hours laboratory.

### **PHOT 129 CINEMA PRODUCTION PORTFOLIO**

**3 units**

**Prerequisite:** *Phot 026C.*

Cinema Production/Filmmaking portfolio development, preparation and production for transfer to four-year colleges or professional use. Advanced cinema production/filmmaking, in conception and execution. Development of professional presentation skills. Total of 36 hours lecture and 72 hours laboratory.

### **PHOT 130 ADVANCED DIGITAL IMAGE EDITING**

**3 units**

**Prerequisite:** *Phot 030.*

Advanced concepts and techniques in digital image editing for artists. An in depth examination of producing complex masks and selections from existing channel in-

formation. Students will explore many of the advanced features of industry standard digital image editing software. Emphasis is on students incorporating advanced digital image editing techniques into their existing art practice. Total of 36 hours lecture and 72 hours laboratory.

### **PHOT 132 ADVANCED DIGITAL PHOTOGRAPHY**

**3 units**

**Prerequisites:** *Phot 030 and Phot 031, or placement based on the Photography assessment process.*

Advanced practices in digital photography. Studio capture techniques for product and portrait photography. Advanced principles of color management, software-based digital image editing and compositing of images, and printing. Emphasis on the intersection of professional photographic technique and digital image editing. Total of 36 hours lecture and 72 hours laboratory.

### **PHOT 135 ADVANCED PHOTOGRAPHY**

**3 units**

**Prerequisites:** *One of the following: 1) Phot 023A and Phot 022A or 024A or 024B; OR 2) portfolio presentation; OR 3) placement based on the Photography assessment process.*

Creation of a portfolio leading to job training or fine arts school. Black and white, color, digital and studio and location photography with concept and technique both emphasized. Beginning research into editorial, commercial or fine arts job market. Total of 36 hours lecture and 72 hours laboratory.

### **PHOT 136 VIDEO FOR PHOTOGRAPHERS**

**3 units**

**Prerequisites:** *Phot 021 or Jour 021.*

**Recommended Preparation:** *Phot 031 or Phot 023A.*

Introduction for photographers to the technical skills and conceptual fundamentals to produce video content. Exploration of current video project types created by professional still photographers. Examination of the similarities and differences between still photography and motion pictures. Introduction to basic video production procedures. Emphasis on fundamental technical knowledge, conceptualization, camera operation, sound recording, lighting, editing and delivery techniques for video. Projects may include event documentation, creating a companion video for a series of still photographs, and/or creating a short narrative video. Total of 36 hours lecture and 72 hours laboratory.

### **PHOT 140 PROFESSIONAL PRACTICES FOR PHOTOGRAPHERS**

**3 units**

**Prerequisites:** *One of the following: Phot 030, Phot 031, Phot 022A, Phot 024A, Phot 033 or Phot 040.*

Introduction to principles and practices within the photography field for hire or exhibition to empower students to identify and achieve professional photographic objectives. Topics include how to obtain preparatory work experience, getting gallery representation, establishing a photographic business, basic financial practices, and legal issues. **Recommended** basic word processing and spreadsheet skills. Total of 54 hours lecture.

### **PHOT 171A EXPLORING TOPICS IN PHOTOGRAPHY**

**3 units**

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 54 hours lecture.

### **PHOT 171B EXPLORING TOPICS IN PHOTOGRAPHY**

**2 units**

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture, discussion, and lab focusing on topics of current and general interest. Total of 36 hours lecture.

### **PHOT 171C EXPLORING TOPICS IN PHOTOGRAPHY**

**1 unit**

**Exploratory course:** *Specific topic identified in Schedule of Classes.*

Course focuses on topics of current and general interest. Total of 18 hours lecture and 18 hours laboratory.

## **PHYSICAL SCIENCE**

**(Natural Sciences Division)**

### **PHSC 002 SCIENTIFIC METHOD AS CRITICAL THINKING**

**3 units**

**Prerequisite:** *Engl 001A.*

Written expression and analysis of ideas, arguments and issues in the Physical Sciences. Instruction in critical thinking, inductive and deductive reasoning, and the scientific method. Particular emphasis on compositional expression necessary in developing a complex scientific argument; an interdisciplinary course. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**PHSC 003 PHYSICAL SCIENCES****3 units****Prerequisite:** *Eligibility for Math 131 or higher.*

Basic principles of physics and chemistry and their applications to modern daily life with a primarily conceptual approach. Emphasis on critical thinking skills and general methods of scientific inquiry. **Recommended** for students in the California State Teacher's Preparation Program and other appropriate non-sciences majors but open to all qualified students. Total of 54 hours lecture. *Transfer Credit: CSU; UC credit limitations. See counselor. \*C-ID: CHEM 140 or PHYS 140*

**PHSC 003L LABORATORY FOR PHYSICAL SCIENCE****1 unit****Prerequisite:** *Enrollment in or completion of Phsc 003.*

Laboratory investigation of the basic principles of physics and chemistry and their applications to modern daily life with a primarily conceptual approach, with emphasis on critical thinking skills and general methods of scientific inquiry. **Recommended** for students in the California State Teacher Preparation Program and other appropriate non-sciences majors. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor. \*C-ID: CHEM 140 or PHYS 140*

**PHSC 071A EXPLORING TOPICS IN PHYSICAL SCIENCE****3 units****Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 54 hours lecture.

*Transfer Credit: CSU***PHSC 071B EXPLORING TOPICS IN PHYSICAL SCIENCE****1 unit****Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture.

*Transfer Credit: CSU***PHSC 071C EXPLORING TOPICS IN PHYSICAL SCIENCE****1 unit****Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU***PHSC 171A EXPLORING TOPICS IN PHYSICAL SCIENCE****3 units****Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 54 hours lecture.

**PHSC 171B EXPLORING TOPICS IN PHYSICAL SCIENCE****1 unit****Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture.

**PHSC 171C EXPLORING TOPICS IN PHYSICAL SCIENCE****1 unit****Exploratory course:** *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture and 18 hours laboratory.

**PHYSICS****(Natural Sciences Division)****PHYS 001A GENERAL PHYSICS****5 units****Prerequisite:** *Math 005A.*

Calculus-based study of classical mechanics, including unit systems, particle kinematics, Newton's laws of motion, work and energy, linear and angular momentum, and rigid-body rotation and equilibrium. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.**\*C-ID: PHYS 205; PHYS SEQ 200S (WITH PHYS 001B, 001C, 001D)***PHYS 001B GENERAL PHYSICS****5 units****Prerequisites:** *Phys 001A and Math 005A.*

Calculus-based study of gravitation, fluid mechanics, oscillations and waves, and thermodynamics. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.**\*C-ID: PHYS SEQ 200S (WITH PHYS 001A, 001C, 001D)***PHYS 001C GENERAL PHYSICS****5 units****Prerequisites:** *Phys 001B and Math 005B.*

Calculus-based study of electricity and magnetism, and

*\*Course Identification Numbering System (C-ID)*

geometrical and physical optics. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

\*C-ID: PHYS 210; PHYS SEQ 200S (WITH PHYS 001A, 001C, 001D)

### PHYS 001D GENERAL PHYSICS

5 units

**Prerequisites:** Phys 001C and Math 005C.

Calculus-based study of introductory modern physics, including the theory of relativity, basic principles of quantum mechanics, elementary atomic, molecular, solid state, nuclear, and particle physics. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

\*C-ID: PHYS SEQ 200S (WITH PHYS 001A, 001B, 001C)

### PHYS 002A GENERAL PHYSICS

4 units

**Prerequisite:** One of the following: Math 131 or 133B or 134B or 150.

**Recommended preparation:** Math 007A.

Algebra- and trigonometry-based study of classical mechanics and thermodynamics. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

\*C-ID: PHYS 105

### PHYS 002B GENERAL PHYSICS

4 units

**Prerequisite:** Phys 002A.

Algebra- and trigonometry-based study of electricity, magnetism, special relativity, atomic and nuclear physics, and elementary particles. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHYS 010 DESCRIPTIVE INTRODUCTION TO PHYSICS

3 units

**Prerequisite:** Math 131 or 150.

Application of physics to modern life with minimum of mathematical emphasis. **No credit** if taken after any other college physics. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHYS 010L DESCRIPTIVE PHYSICS IN THE LABORATORY

1 unit

**Prerequisite:** Enrollment in or completion of Phys 010.

Laboratory investigations of physical principles with a

minimum of mathematical emphasis. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHYS 020 INDEPENDENT STUDY

2 units

**Prerequisite:** Enrollment in or completion of any college physics course.

Faculty-guided student research. Each topic includes library research, design and execution of the experiments and the preparation of a summary research report. Total of 108 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHYS 031A GENERAL PHYSICS

5 units

**Prerequisite:** Math 005A.

Classical mechanics and thermal physics. For life sciences majors but open to all qualified students. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### PHYS 031B GENERAL PHYSICS

5 units

**Prerequisites:** Phys 031A and Math 005B.

Electricity and magnetism, optics, and modern physics. **Recommended** enrollment in or completion of Math 005C. For life sciences majors but open to all qualified students. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitation. See counselor.*

## PHYSIOLOGY

(Natural Sciences Division)

### PYSO 001 HUMAN PHYSIOLOGY

4 units

**Prerequisites:** Anat 025 and Chem 002A.

Introduction to human cellular and organ physiology, human genetics and embryology, current topics in health. **Recommended** sophomore standing. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### PYSO 100 BASIC PHYSIOLOGY AND ANATOMY

3 units

Fundamentals of human physiology and anatomy. Structure and function of tissues, organs and organ systems. Emphasis on medical relationships. **No credit** if taken after Anat 025, Pys0 001, 002A or 126A. **For** majors in medical assisting and vocational nursing, but open to all qualified students. Total of 54 hours lecture and 36 hours laboratory.

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\*Course Identification Numbering System (C-ID)

## POLITICAL SCIENCE

(Social Sciences Division)

### POLS 001 INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS

3 units

Introduction to American government and politics incorporating California state and local history, constitution, institutions and policies. Pols 001 and 002 usually required for advanced political science courses. **No credit** if taken after AmerI 005. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: POLS 110*

### POLS 002 COMPARATIVE GOVERNMENT AND POLITICS

3 units

Comparative study of constitutional principles, governmental institutions and political processes in selected contemporary nations. Emphasis on the U.S. and major European governments. Pols 001 and 002 usually required for advanced political science courses. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: POLS 130*

### POLS 006 THE U.S. AND WORLD POLITICS

3 units

The role of the president, Congress, public opinion, the media and special interest groups in the formation of U.S. foreign policy. Emphasis on U.S. governmental institutions. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### POLS 007 PRINCIPLES OF POLITICAL SCIENCE

3 units

Scope and methods of political science; basic political philosophies and ideologies; some concepts of the modern state, public law, public administration and government. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: POLS 150*

### POLS 020 INDEPENDENT STUDY

1 unit

**Prerequisites:** One semester of political science and permission of department chairperson.

Individual projects; research techniques; written reports. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### POLS 021 INTRODUCTION TO POLITICAL ECONOMY

3 units

Political economy as a system; role of government; relationships among the public, quasi-public, and private sectors; strategies of government interventions; and the impact of government policies on the economy at the local, state, national, and global levels. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### POLS 022 INTRODUCTION TO POLITICAL THEORY

3 units

Introductory exploration of the nature and role of major political theories from ancient times to the present; central questions of political life, views of human nature, political organizations, power, justice, and revolutions. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: POLS 120*

### POLS 110 SKILLS FOR COLLEGE SUCCESS IN POLITICAL SCIENCE

1 unit

Development of essential study techniques for success in political science courses; orientation to applications of computer-based technologies in political science; time management; textbook mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

## PORTUGUESE

(Languages Division)

### PORT 001 ELEMENTARY PORTUGUESE – LEVEL 1

5 units

Practice in pronunciation, reading, writing, and speaking. Introduction to customs and culture of Portugal, Brazil, and the Portuguese diaspora. Corresponds to first year high school Portuguese. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### PORT 002 ELEMENTARY PORTUGUESE – LEVEL 2

5 units

**Prerequisite:** Port 001 or placement based on the foreign language assessment process.

Completion of elementary essentials; stress on oral work; further study of Portuguese and Brazilian culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### PORT 003 INTERMEDIATE PORTUGUESE

5 units

**Prerequisite:** Port 002 or two years of high school Portuguese or placement based on the foreign language assessment process.

Development of communication skills based on 19th and

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20th century Portuguese-language readings; review of basic structure of Portuguese. Customs and culture. Total of 90 hours lecture.

*Transfer credit: CSU; UC*

#### **PORT 004 INTERMEDIATE PORTUGUESE**

**5 units**

**Prerequisite:** *Port 003 or three years of high school Portuguese or placement based on the foreign language assessment process.*

Further development of communication skills based on 19th and 20th century Portuguese-language readings; finish review of the basic structure of Portuguese. Customs and culture. Total of 90 hours lecture.

*Transfer credit: CSU; UC*

#### **PORT 140 PORTUGUESE PRONUNCIATION**

**2 units**

Introduction to the Portuguese sound system, basic stress and intonation patterns. Imitation and practice of proper pronunciation; reading of Portuguese texts. For beginners and those wishing to gain additional proficiency in pronunciation. Total of 36 hours lecture.

#### **PORT 150A PORTUGUESE FOR TRAVEL AND BUSINESS**

**2 units**

Practical conversational Portuguese for travel and business. Contemporary culture in Portuguese-speaking areas. Total of 36 hours lecture.

#### **PORT 150B PORTUGUESE FOR BUSINESS AND TRAVEL**

**2 units**

**Prerequisite:** *Port 150A or placement based on the foreign language assessment process.*

Further practice in practical conversational Portuguese for travel and business. Contemporary culture in Portuguese-speaking countries. Total of 36 hours lecture.

## **PSYCHOLOGY**

**(Social Sciences Division)**

#### **PSYC 001 INTRODUCTORY PSYCHOLOGY**

**3 units**

Principles of human behavior; physiological foundations, influence of heredity and environment; sense-perception, attention, capacities and abilities; learning; emotion and motivation; special emphasis on personality development and adjustment. **No credit** if taken after Psyc 001H. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: PSY 110*

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*\*Course Identification Numbering System (C-ID)*

#### **PSYC 001H HONORS INTRODUCTORY PSYCHOLOGY**

**3 units**

**Enrollment Limitation:** *Acceptance into the Honors program.*

Principles of human behavior; physiological foundations, influence of heredity and environment; sense-perception, attention, capacities and abilities; learning; emotion and motivation; special emphasis on personality development and adjustment. This enriched course is designed for the Honors Program, allowing more student-directed discussions and more extensive writing assignments. **No credit** if taken after Psyc 001. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: PSY 110*

#### **PSYC 002 ELEMENTARY PHYSIOLOGICAL PSYCHOLOGY**

**3 units**

**Prerequisite:** *Psyc 001.*

Interrelationship of physiological mechanisms and behavior. Emphasis on the role of the brain and nervous system in perception, emotion, motivation, states of consciousness, language, memory and learning. Relevance of the biological perspective to an understanding of behavior and experience. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: PSY 150*

#### **PSYC 005 RESEARCH METHODS IN PSYCHOLOGY**

**4 units**

**Prerequisite:** *Psyc 001 and Engl 001A and either Stat 018 or Stat 050.*

Introduction to the planning and execution of research in psychology, and to the analysis, interpretation and reporting of data. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: PSY 205B*

#### **PSYC 020 INDEPENDENT STUDY**

**1 unit**

**Prerequisites:** *One semester of psychology and permission of department chairperson.*

Laboratory research projects; library research; design and construction of research equipment; experiments; written reports. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

#### **PSYC 021 DEVELOPMENTAL PSYCHOLOGY: THE CHILD**

**3 units**

Growth processes and dynamics of psychological development from conception through adolescence; physical, cognitive, emotional, personality, and social development of the child and adolescent. **No credit** if taken after Psyc 021H. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor. \*C-ID: CDEV 100*

**PSYC 021H HONORS DEVELOPMENTAL PSYCHOLOGY:  
THE CHILD****3 units****Enrollment Limitation:** *Acceptance into the Honors program.*

Growth processes and dynamics of psychological development from conception through adolescence; physical, cognitive, emotional, personality, and social development of the child and adolescent. This enriched course is designed for the Honors Program allowing more student directed discussions and more extensive writing assignments. **No credit** if taken after Psyc 021. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: CDEV 100***PSYC 022 DEVELOPMENTAL PSYCHOLOGY:  
THE ADULT****3 units**

Dynamics of psychological development from young adulthood through maturity and old age; sensory, motor, neurological, and cognitive changes; development of personality and social behavior through the adult life cycle; process of aging, dying, and bereavement. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.***PSYC 023 SOCIAL PSYCHOLOGY****3 units**

The individual within a social context; the scientific study of how people think about, influence and relate to one another. Topics include: attitude development and change; conformity, persuasion, leadership; and interpersonal relations, prejudice, aggression, conflict resolution, liking and loving others. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: PSYC 170***PSYC 024 LIFESPAN DEVELOPMENTAL PSYCHOLOGY****3 units**

Process and dynamics of human development from conception through adult maturity, old age, and death; biological, cognitive, personality, sociocultural, and existential factors influencing the course of psychological development across the lifespan. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor. \*C-ID: PSY 180***PSYC 025 HUMAN SEXUALITY****3 units**

Historical, psychological, sociological and biological as-

pects of love, intimacy and human sexuality. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: PSY 130***PSYC 029 PSYCHOLOGY OF THE AFRO-AMERICAN****3 units**

Afro-American behavior patterns in relationship to dominant concepts in psychology. Analysis of psychological attitudes and problems of Afro-Americans resulting from racism, oppression and alienation. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***PSYC 031 STUDIES IN CHICANO BEHAVIOR****3 units**

An examination of Mexican-American behavior patterns. Emphasis on attitudes, feelings and socio-psychological conflicts of the Mexican-American in relation to social situations. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***PSYC 033 PSYCHOLOGY OF PERSONAL AND SOCIAL  
ADJUSTMENT****3 units**

Dynamics of personality; problems of adjustment to life stresses, theories of therapy. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: PSY 115***PSYC 041 PSYCHOLOGY OF THE ASIAN AMERICAN****3 units**

Asian American behavior patterns in relationship to basic principles of psychology; search for identity in a multicultural society; roles of male and female in Asian American society. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***PSYC 110 SKILLS FOR COLLEGE SUCCESS  
IN PSYCHOLOGY****1 unit**

Development of essential study techniques for success in psychology courses; orientation to applications of computer-based technologies in psychology; time management; textbook mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

**PSYC 120 PARENTING****3 units**

Theories of parenting. Stages of human development. Effect of family relationships on children. Specific problems related to growth and learning in children. Total of 54 hours lecture.

*\*Course Identification Numbering System (C-ID)*

## RADIOLOGIC TECHNOLOGY

(Health Sciences Division)

### RDC 100 BASIC RADIOLOGIC TECHNOLOGY PRACTICES

2 units

**Prerequisites:** *Pyso 002A and B within 3 years, and completion of MA 115 within one year of acceptance in Radiological Technology Program.*

**Corequisite:** *Rdte 101.*

Radiologic technology as a profession. Responsibilities of the radiologic technologist regarding ethics and the patient's emotional needs. Patient consents. Developing introductory positioning skills using anatomical landmarks, role-play in chest radiography. Total of 18 hours lecture and 18 hours laboratory.

### RDC 101 MEDICAL PROCEDURES FOR THE TECHNOLOGIST

3 units

**Prerequisites:** *Valid CPR card and Pyso 002A and B.*

**Corequisite:** *Rdte 100.*

Physical needs of the X-ray patient with emphasis on aseptic technique, required preparations and ECG procedure. Responsibilities of the technologist during first aid and crash cart procedure. CPR review. **Eight weeks.** Total of 24 hours lecture and 24 hours laboratory.

### RDC 102 RADIATION PROTECTION

3 units

**Prerequisites:** *Rdte 100 and 101.*

**Corequisites:** *Rdte 103A, 110, 112A, 117A.*

Radiologic protection for operator and patients complying with the State of California Administrative Code, Title 17. Use of X-ray equipment, X-ray machine circuitry with emphasis on devices and techniques to reduce ionizing radiation. Total of 54 hours lecture.

### RDC 103A RADIOGRAPHIC ANATOMY AND POSITIONING

3<sup>1</sup>/<sub>2</sub> units

**Prerequisites:** *Rdte 100 and 101.*

**Corequisites:** *Rdte 102, 110, 112A, 117A.*

Positioning nomenclature, topographic anatomy emphasizing surface landmarks to locate organs within each body region. Positioning by use of phantoms. Radiography of the skeleton, thoracic cavity and abdominal cavity. Anatomy and positioning of the gastrointestinal and biliary tracts. Basic mobile radiography. Radiography of pediatric, geriatric and psychiatric patients. Types of contrast media. Total of 45 hours lecture and 72 hours laboratory.

### RDC 103B RADIOGRAPHIC ANATOMY AND POSITIONING

3<sup>1</sup>/<sub>2</sub> units

**Prerequisites:** *All of the following: Rdte 102, 103A, 110, 112A, 117A.*

**Corequisites:** *Rdte 104, 112B, 117B.*

Anatomy and positioning of the cervical, thoracic and lumbar spines, the salivary glands and skull. Anatomy and positioning of the genitourinary tract. Principles of tomography equipment. Opaque media, drug side effects and indications. Use of phantoms. Emphasis on skull positioning. Radiograph critique. Total of 45 hours lecture and 72 hours laboratory.

### RDC 103C RADIOGRAPHIC ANATOMY AND POSITIONING

3 units

**Prerequisites:** *Rdte 103B and 119.*

**Corequisites:** *Rdte 105, 111, 117C.*

Identification of sectional anatomy concentrating on brain, neck, thorax, abdomen, and pelvis, including the cervical, thoracic and lumbar spines. Correlation of axial, sagittal and coronal sections to positioning in CT scanning and some MRI scanning. Total of 54 hours lecture.

### RDC 104 PRINCIPLES OF RADIOGRAPHIC EXPOSURE

3 units

**Prerequisites:** *All of the following: Rdte 102, 103A, 110, 112A, 117A.*

**Corequisites:** *Rdte 103B, 112B, 117B.*

Development and use of technique charts. Calculations to determine specific exposures. Processing techniques and other factors affecting radiographic quality. Use radiographic phantoms and accessory devices. Total of 36 hours lecture and 54 hours laboratory.

### RDC 105 SPECIAL RADIOGRAPHIC PROCEDURES

3 units

**Prerequisites:** *Rdte 119.*

**Corequisites:** *Rdte 103C, 111, 117C.*

Specialized technical procedures in radiography. Angiogram, equipment and accessories. Anatomy and physiology of involved areas. Emphasis on myelography, selective angiography and the technologist as part of the special procedures team. Total of 54 hours lecture.

### RDC 110 PROFESSIONAL ETHICS

2 units

**Prerequisites:** *Rdte 100 and 101.*

**Corequisites:** *Rdte 102, 103A, 112A, 117A.*

Integration of interpersonal skills while analyzing the medicolegal issues, professional and ethical values in radiologic technology. Total of 36 hours lecture.

### **RDTC 111 COMPUTERIZED IMAGING**

**2 units**

**Prerequisites:** *Rdct 119.*

**Corequisites:** *Rdct 103C, 105 and 117C.*

Principles, components and functions of computerized imaging systems with emphasis on the application of computers in the radiology department. Brief introduction to computed tomography, magnetic resonance imaging. Total of 36 hours lecture.

### **RDTC 112A RADIOLOGIC PHYSICS**

**3 units**

**Prerequisites:** *Rdct 100 and 101.*

**Corequisites:** *Rdct 102, 103A, 110, 117A.*

Fundamentals of electrical and radiation physics. Emphasis on principles underlying optics, electromagnetic and other types of ionizing radiation. Total of 36 hours lecture and 54 hours laboratory.

### **RDTC 112B RADIOLOGIC PHYSICS**

**3 units**

**Prerequisites:** *All of the following: Rdct 102, 103A, 110, 112A, 117A.*

**Corequisites:** *Rdct 103B, 104, 117B.*

Function and use of basic radiologic physics in diagnostic radiology. Applied physical rules and laws in general physics, production of the X-ray beam, tubes and generators, circuitry and equipment. Quality assurance of special equipment. Total of 36 hours lecture and 54 hours laboratory.

### **RDTC 113A CLINICAL LEARNING EXPERIENCE**

**2 units**

**Prerequisites:** *All of the following: Rdct 102, 103A, 112A, 117A.*

Intermediate Clinical Learning Experience in a Radiology Department of an affiliate hospital or medical center under the supervision of a licensed Radiologic Technologist. Participation will include observation, assistance and performance in basic radiographic procedures. Clinical practice shall be designed to provide standard patient care and assessment, integration and application of radiographic procedures learned during the first semester, which include the upper and lower limbs, and the gastrointestinal tract. **Short term course.** Total of 96 hours laboratory.

### **RDTC 113B CLINICAL LEARNING EXPERIENCE**

**6 units**

**Prerequisites:** *All of the following: Rdct 103C, 105, 111, 113A, 117C.*

Intermediate clinical learning Experience that is designed for sequential development, application, integration, synthesis and evaluation of concepts and theories in the performance of radiographic procedures. Clinical practice shall be designed to provide patient care and assessment, competent performance of basic and advance radiographic procedures under the appropriate level of supervision of a licensed Radiologic Technologist, and enhance professional development. **Short term course.** Total of 192 hours of laboratory.

### **RDTC 116 PERSPECTIVES IN RADIOLOGIC TECHNOLOGY**

**2 units**

**Prerequisites:** *All of the following: Rdct 103C, 105, 111, 117C.*

**Corequisites:** *Rdct 117D; 118; and either Rdct 121 or 123.*

Utilization of advanced concepts, principles and skills of the radiologic technologist in an affiliated hospital as an extension of and related to classroom instruction. Emphasis on film critique. Total of 36 hours lecture.

### **RDTC 117A CLINICAL EXPERIENCE**

**2 units**

**Prerequisites:** *All of the following: Rdct 100, 101, valid CPR card.*

**Corequisites:** *Rdct 102, 103A, 110, 112A.*

Clinical experience in a radiology or medical imaging facility under the supervision of a licensed Radiologic Technologist. Participation will consist of observation, assistance and performance. Total of 288 hours laboratory.

### **RDTC 117B CLINICAL EXPERIENCE**

**2 units**

**Prerequisites:** *All of the following: Rdct 102, 103A, 110, 112A, 117A.*

**Corequisites:** *Rdct 103B, 104, 112B.*

Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Total of 288 hours laboratory.

### **RDTC 117C CLINICAL EXPERIENCE**

**4 units**

**Prerequisites:** *All of the following: Rdct 117A, 117B, 119, valid CPR card.*

**Corequisites:** *Rdct 103C, 105, 111.*

Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Total of 576 hours laboratory.

### **RDC 117D CLINICAL EXPERIENCE**

**4 units**

**Prerequisites:** All of the following: Rdc 103C, 105, 111, 117C.

**Corequisites:** Rdc 116, 118, and either Rdc 121 or 123.

Clinical experience in the radiology department of affiliated hospitals under the supervision of a certified radiologic technologist. Total of 512 hours laboratory.

### **RDC 118 FLUOROSCOPY**

**3 units**

**Prerequisites:** All of the following: Rdc 103C, 105, 111, 117C.

**Corequisites:** Rdc 116; 117D; and either Rdc 121 or 123.

Technical function and design of image intensification, recording monitoring systems, human anatomy and physiology of the eye. Emphasis on radiation protection and quality control testing. Total of 40 hours lecture and 15 hours laboratory.

### **RDC 119 CLINICAL EXPERIENCE**

**6<sup>1</sup>/<sub>2</sub> units**

**Prerequisites:** All of the following: Rdc 103B, 104, 113A, 117B.

Clinical experience in affiliated hospitals as an extension of and related to classroom instruction, and application of disease and injury changes. Emphasis on features of conditions in X-ray examinations. **Ten weeks.** Total of 20 hours lecture and 380 hours laboratory.

### **RDC 120 INDEPENDENT STUDY**

**1 unit**

**Prerequisite:** Rdc 101.

Research or clinical project including experience in clinical practice settings, practical laboratory assignment, lecture attendance, literature review and community projects. Total of 54 hours laboratory.

### **RDC 121 MAMMOGRAPHIC PROCEDURES**

**3 units**

**Prerequisites:** All of the following: Rdc 103C; 105; 111; 117C or a valid CRT ARRT Certification certificate.

**Corequisites:** Rdc 116, 118, 117D. For non-PCC students documentation of current California Radiologic Technology Certificate in Diagnostic Radiologic Technology and/or approved by Program Director.

Technical and procedural aspects of mammography including radiation protection, quality assurance, breast anatomy, pathology, film critique, positioning and mass localization procedures. Total of 54 hours lecture.

### **RDC 123 COMPUTERIZED TOMOGRAPHY**

**3 units**

**Prerequisites:** All of the following: Rdc 103C; 105; 111; 117C or a valid California Radiologic Technologist Certificate in Diagnostic Radiology, and/or approval from the Program Director.

**Corequisites:** Rdc 116, 118, 117D. For non-PCC students documentation of current California Radiologic Technology Certificate in Diagnostic Radiologic Technology and/or approved by Program Director.

Principles of computed tomography, including data acquisition, image reconstruction, image display system, image recording system, and image storage system. Quality assurance aspects of CT, and basic concepts of Spiral and Helical scanning. Total of 54 hours lecture.

## **RELIGIOUS STUDIES**

**(Social Sciences Division )**

### **RELG 001 RELIGIOUS ISSUES, PERSONALITIES AND VALUES**

**3 units**

Origin and function of religion in its individual and sociological aspects; basic characteristics of major religions; outstanding personalities, sacred writings, historical foundations of basic religious traditions. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **RELG 002 COMPARATIVE RELIGIONS: FAR EAST**

**3 units**

Cultural history and doctrinal interpretations of living religions of Far East, Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism and Shintoism. Brief introduction to representative dead religions; Babylonia, Egypt, Greece and Rome. Origin and nature of religion, symbolism and surviving values of scriptures. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **RELG 003 COMPARATIVE RELIGIONS: NEAR EAST**

**3 units**

Cultural history and doctrinal interpretations of living religions of Near East: Zoroastrianism, Islam, Judaism and Christianity. Summary contrasts and comparisons with emphasis on present-day religious issues and their relationship to social and political problems. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*



**RUSSIAN****(Languages Division)****RUSS 001 ELEMENTARY RUSSIAN****5 units**

Pronunciation, reading, writing and speaking. Introduction to Russian geography, history and culture. Corresponds to first year of high school Russian. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**RUSS 002 ELEMENTARY RUSSIAN****5 units**

**Prerequisite:** *Russ 001, or the first year of high school Russian, or placement based on the foreign language assessment process.*

Grammar essentials; oral work; aspects of Russian history and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**RUSS 003 INTERMEDIATE RUSSIAN****5 units**

**Prerequisite:** *Russ 002 or two years of high school Russian or placement based on the foreign language assessment process.*

Development of communication skills based on contemporary Russian readings; review of basic structure of Russian. Customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**RUSS 004 INTERMEDIATE RUSSIAN****5 units**

**Prerequisite:** *Russ 003 or three years of high school Russian or placement based on the foreign language assessment process.*

Further development of communication skills based on contemporary Russian readings; finish review of basic structure of Russian. Customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**RUSS 011 RUSSIAN CIVILIZATION****3 units**

History, geography, language, literature and music; customs of the Soviet Union. (Course conducted in English.) Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**RUSS 150A RUSSIAN FOR BUSINESS AND TRAVEL****2 units**

Practical conversation Russian for business and travel. Contemporary culture in Russian-speaking areas. Total of 36 hours lecture.

**RUSS 150B RUSSIAN FOR BUSINESS AND TRAVEL****2 units**

**Prerequisite:** *Russ 150A or placement based on the foreign language assessment process.*

Further instruction in conversational Russian for business and travel. Contemporary culture in Russian-speaking areas. Total of 36 hours lecture.

**SOCIAL SCIENCES****(Social Sciences Division)****SOSC 110 SKILLS FOR COLLEGE SUCCESS IN SOCIAL SCIENCES****1 unit**

Development of essential study techniques for success in social science courses; orientation to computer-based technologies, time management, textbook mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

**SOCIOLOGY****(Social Sciences Division)****SOC 001 INTRODUCTORY SOCIOLOGY****3 units**

Human culture, social order and group memberships. Cultural growth and change; ecology, population, social institutions; group processes, social control, personality. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: SOCI 110*

**SOC 002 CONTEMPORARY SOCIAL PROBLEMS****3 units**

Identification and analysis of major social problems: population pressures, crime and delinquency, race relations, mental illness and health, alcoholism and drug abuse, urbanization, political responsibilities. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: SOCI 115*

**SOC 014 INTRODUCTION TO ETHNIC STUDIES****3 units**

An interdisciplinary course with focus on the sociological analysis of racial/ethnic relations in the U.S. It introduces core concepts, it explores the social, historical, economic and political construction of race and ethnicity, and it addresses the systematic aspect of racial/ethnic stratification. Through critical readings, individual reflections, class discussions, and documentaries students will have the opportunity to develop a solid grasp of immigration issues, colorblindness, white privilege, social & racial justice, and the intersectionality of race, class, and gender. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: SOCI 150*

*\*Course Identification Numbering System (C-ID)*

**SOC 015 CRIME, DELINQUENCY AND SOCIETY****3 units**

Analysis of crime theories, social control, and punishment. Examines the sociological impact, functions, and roles of the criminal and juvenile justice systems in the U.S. Emphasis on the sociological process and impact of law enforcement, courts, and correctional components of the criminal justice and juvenile justice process. Focuses on the interaction between the citizen, the community, and the components of the justice system. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**SOC 016 URBAN SOCIOLOGY****3 units**

The sociological nature, causes, theories, and consequences of urbanization along with its changing scale and complexity, demographics, and ecological patterns. The quality of life in urban areas, processes of decision-making in cities, and the bearing of sociological research on public policy and community are examined. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**SOC 020 INDEPENDENT STUDY****1 unit**

**Prerequisites:** *One semester of sociology and permission of department chairperson.*

Individual projects; research techniques; written reports. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**SOC 022 SOCIOLOGY OF AGING****3 units**

Examination of the physical, psychological and sociological aspects of aging in various cultures. Methods of dealing with aging for the individual. The family and society. Elders and the law. The sociology of grief in American culture and other cultures. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**SOC 024 MARRIAGE AND THE FAMILY****3 units**

The family as a social institution; social, economic, legal, psychological aspects of marriage and family life; patterns of courtship, marriage and family organization. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: SOCI 130*

**SOC 029 SOCIOLOGY OF THE AFRICAN-AMERICAN****3 units**

Sociological factors affecting African-American's relationships to major institutions, social movements, attitudes and values of American culture. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**SOC 031 CHICANO SOCIOLOGY****3 units**

Cultural background of Mexican-American; major differences between Anglo and Mexican-American values and attitudes; past and present intercultural problems; economic, educational, political, language, family; Mexican-American contributions to the United States. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**SOC 041 SOCIOLOGY OF THE ASIAN AMERICAN****3 units**

Analysis of sociological factors influencing Asian American experience in American society. Evaluation of effects of living in a dual culture with concomitant stresses upon Asian American psyche. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**SPANISH****(Languages Division)****SPAN 001 ELEMENTARY SPANISH****5 units**

Beginning language acquisition with practice in listening, speaking, reading and writing. Introduction to customs and culture of Spain and Latin America. Corresponds to first year of high school Spanish. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: SPAN 100*

**SPAN 002 ELEMENTARY SPANISH****5 units**

**Prerequisite:** *Span 001 or 150B, or the first year of high school Spanish, or placement based on the foreign language assessment process.*

Continuation of elementary grammar essentials; speaking, reading, listening and writing with stress on authentic language; further study of Spanish and Latin-American civilization. **No credit** if taken after Span 002A. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: SPAN 110*

\*Course Identification Numbering System (C-ID)

**SPAN 002A SPANISH FOR SPANISH SPEAKERS****5 units**

Intensive training in oral and written Spanish for those who speak it, but have had little or no formal training in the language. Improvement of oral expression; Spanish grammar; readings in contemporary Spanish prose; composition; study of Spanish and Latin American cultures. **No credit** if taken after Span 001 or 002. Total of 90 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**SPAN 003 INTERMEDIATE SPANISH****5 units**

**Prerequisite:** *Span 002 or 002A or two years of high school Spanish or placement based on the foreign language assessment process.*

Reading, writing, speaking and listening with development of communication and analytical skills based on 20th and 21st century Spanish and Latin-American readings; review of Spanish grammar; increased vocabulary. Customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: SPAN 200*

**SPAN 004 INTERMEDIATE SPANISH****5 units**

**Prerequisite:** *Span 003 or three years of high school Spanish or placement based on the foreign language assessment process.*

Further reading, writing, speaking and listening with development of communication and analytical skills based on 20th and 21st century Spanish and Latin-American readings; review of Spanish grammar; increased vocabulary. Customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: SPAN 210*

**SPAN 005 INTRODUCTION TO SPANISH LITERATURE****3 units**

**Prerequisite:** *Span 004 or placement based on the foreign language assessment process.*

Reading and discussion of selections from Spanish literature. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**SPAN 006A INTRODUCTION TO SPANISH-AMERICAN LITERATURE****3 units**

**Prerequisite:** *Span 004 or placement based on the foreign language assessment process.*

Reading and discussion of selections from Spanish-American literature from the Conquest to the end of 19th Century. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**SPAN 006B INTRODUCTION TO SPANISH-AMERICAN LITERATURE****3 units**

**Prerequisite:** *Span 004 or placement based on the foreign language assessment.*

Reading and discussion of XX Century selections from Spanish-American literature. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**SPAN 008A-B INTRODUCTION TO SPANISH CONVERSATION****4 units**

**Prerequisite:** *Span 002 or two years of high school Spanish or placement based on the foreign language assessment process.*

Practice in oral self-expression and understanding spoken Spanish. **No credit** if taken after Span 003 or Span 009A-C. **For** non-native speakers of Spanish. **Each course** 2 units, and a total of 36 hours lecture.

*Transfer Credit: CSU*

**SPAN 009A-C SPANISH CONVERSATION****6 units**

**Prerequisite:** *Span 003 or three years of high school Spanish or placement based on the foreign language assessment process.*

Intensive practice in oral expression and comprehension of spoken Spanish. **Each course** 2 units, and a total of 36 hours lecture.

*Transfer Credit: CSU; UC*

**SPAN 012 SPANISH LITERATURE IN TRANSLATION****3 units**

**Prerequisite:** *Eligibility for Engl 001A.*

Reading and discussion of major works of Spanish or Latin American literature in translation from different historical periods. Selections will be made from different genres: novel, drama, poetry and the essay. Students will learn to identify the unique traits of each work and become acquainted with the historical, cultural and artistic influences on them. (Course conducted in English.) Total of 54 hours lecture.

*Transfer credit: CSU; UC*

**SPAN 025 SPANISH COMPOSITION****3 units**

**Prerequisite:** *Span 004 or placement based on the foreign language assessment process.*

Practice in writing Spanish with appropriate vocabulary, syntactical structures and stylistic patterns. Emphasis on written expression that is grammatically correct, lexically sophisticated and rhetorically competent. Production of coherent expository prose. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

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*\*Course Identification Numbering System (C-ID)*

### **SPAN 031 LANGUAGE OF THE BARRIO**

**3 units**

**Prerequisite:** *Span 001 or Spanish conversational ability.*

Study of the language that is used in the Mexican-American barrios. Emphasis given to how language reflects the uniqueness of the community. Total of 54 hours lecture. *Transfer Credit: CSU*

### **SPAN 042A CIVILIZATION OF SPAIN AND PORTUGAL** **3 units**

Lectures and discussions on the geography, history and institutions of Spain and Portugal; life and customs, literature, music and art. (Course conducted in English.) **No credit** if taken after Span 042 or 042B. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **SPAN 042B CIVILIZATION OF SPAIN AND PORTUGAL** **3 units**

**Prerequisite:** *Span 003 or placement based on the foreign language assessment process.*

Lectures and discussions on the geography, history and institutions of Spain and Portugal; life and customs, literature, music and art. (Course conducted in Spanish.) **No credit** if taken after Span 042 or 042A. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **SPAN 044A CIVILIZATION OF LATIN AMERICA** **3 units**

Geography, history, life, customs, literature, music and art of Spanish and Portuguese speaking peoples of Latin America. (Course conducted in English.) **No credit** if taken after Span 044 or 044B. Total of 54 hours lecture. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### **SPAN 044B CIVILIZATION OF LATIN AMERICA** **3 units**

**Prerequisite:** *Span 003 or placement based on the foreign language assessment process.*

Geography, history, life, customs, literature, music and art of Spanish and Portuguese speaking peoples of Latin America. (Course conducted in Spanish.) **No credit** if taken after Span 044 or 044A. Total of 54 hours lecture. *Transfer Credit: CSU; UC credit limitations. See counselor.*

### **SPAN 050 SPANISH AND LATIN AMERICAN CINEMA** **3 units**

**Prerequisite:** *Eligibility for Engl 001A or placement based on the foreign language assessment process.*

Introductory study of Spanish and Latin-American films. The historical evolution of cinema as an art form, with emphasis on major themes, directors and movements,

including recent developments in US Latino films. (Course conducted in English). Total of 54 hours lecture. *Transfer Credit: CSU; UC*

### **SPAN 150A SPANISH FOR BUSINESS AND TRAVEL** **2 units**

Practical conversational Spanish for business and travel. Contemporary culture in Spanish-speaking areas. Total of 36 hours lecture.

### **SPAN 150B SPANISH FOR BUSINESS AND TRAVEL** **2 units**

**Prerequisite:** *Span 150A, or placement based on the foreign language assessment process.*

Further instruction in conversational Spanish for business and travel. Contemporary culture in Spanish-speaking areas. Total of 36 hours lecture.

## **SPECIAL EDUCATION TECHNOLOGY** (Social Sciences Division)

### **SET 102 ADULTS WITH DISABILITIES** **3 units**

Exploration of the effects of disabilities and resulting functional limitations of adults on their personal relationships, behavior and roles in society. **Recommended** enrollment in or completion of Psyc 022. Total of 54 hours lecture.

### **SET 108 INTRODUCTION TO LEARNING DISABILITIES** **3 units**

Introduction to the concept of learning disabilities, the recognition of learning disorders in children and adults and the various approaches for remediating or coping with these difficulties. For individuals who have a general interest in the field of learning disabilities and/or desire to help learning disabled individuals in the classroom, home or working world. **Recommended** enrollment in or completion of Psyc 021 or 022 or SET 100. Total of 54 hours lecture.

### **SET 111 INTRODUCTION TO DEVELOPMENTAL DISABILITIES** **3 units**

Survey of developmental disabilities for which residential care facilities are designed with emphasis upon methods and strategies for behavior modification employed by residential care staff for infants, children and adults with developmental disabilities. Completion of SET 111 and SET 112 meets California Regional Center Certificate requirements. Total of 54 hours lecture.

**SET 112 WORKING WITH THE DEVELOPMENTALLY DISABLED****3 units**

Practical applications of principles used in the administration of residential care facilities for persons with developmental disabilities; methods of accounting, licensing, health, safety and a review of programs available for the developmentally disabled. Completion of SET 111 and SET 112 meets California Regional Center Certificate requirements. Total of 54 hours lecture.

**SPECIAL SERVICES****(Special Services Division)****SPSV 480A READING FOR DEAF STUDENTS – LEVEL 1****3 units**

Introduction to vocabulary building, word attack skills, and basic reading techniques. **Recommended** enrollment in SPSV 490A or ESL 490A. **No credit** if taken after ESL 432 or SPSV 480B, Engl 415, 130, or 014. **Cannot be taken concurrently** with ESL 432, SPSV 480B or ESL 480B, Engl 415, 130 or 014. Total of 54 hours lecture, and 18 hours laboratory.

**SPSV 480B READING FOR DEAF STUDENTS – LEVEL 2****3 units**

**Prerequisite:** *ESL 480A, ESL 460, SPSV 480A, or placement based on reading assessment.*

Development of work attack skills, vocabulary, study skills and basic reading techniques. **Recommended** enrollment in SPSV 490A or SPSV 490B or ESL 490A or ESL 490B. **No credit** if taken after ESL 432, Engl 415, 130 or 014. **Cannot be taken concurrently** with SPSV 480A or ESL 480A, Engl 415, 130 or 014. Total of 54 hours lecture, and 18 hours laboratory.

**SPSV 490A ESL READING AND WRITING FOR DEAF STUDENTS – LEVEL 1****4 units**

**Interdisciplinary Course:** ESL 490A

Intensive practice in basic English sentence structure for students who are deaf or hard-of-hearing. Introduction to spelling, punctuation, vocabulary development and English writing conventions. **Recommended** enrollment in ESL 460. **No credit** if taken after ESL 033A, 033B, 122, Engl 001A, 001B, 001C or 100. **Cannot enroll concurrently** in ESL 033A, 033B, 122, 420, 422, Engl 001A, 001B, 001C, 100 or 400. **May not be taken con-**

**currently** with or after ESL 490B, SPSV 490A or 490B. (Course conducted in American Sign Language.) Total of 90 hours lecture.

**SPSV 490B ESL READING AND WRITING FOR DEAF STUDENTS – LEVEL 2****4 units**

**Interdisciplinary Course:** ESL 490B

**Prerequisite:** *ESL 490A, SPSV 490A, or placement based on the ESL assessment process.*

Development of reading and writing skills for academic purposes for students who are deaf or hard-of hearing. Reading of low intermediate fiction and nonfiction; written practice in sentence patterns and compositions.

**Recommended** enrollment in ESL 432. **No credit** if taken after ESL 033A, 033B, 122, Engl 001A, 001B, 001C or 100. **Cannot enroll concurrently** in ESL 033A, 033B, 122, 420, 422, Engl 001A, 001B, 001C, 100 or 400. **May not be taken concurrently** with or after ESL 490A, SPSV 490A or SPSV 490B. (Course conducted in American Sign Language.) Total of 90 hours lecture.

**SPEECH COMMUNICATION****(Performing and Communication Arts Division)****SPCH 001 FUNDAMENTALS OF SPEECH****3 units**

Principles and practices of public speaking, speech composition, organization, audience analysis and listening skills. **Recommended** proficiency in spoken English. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**SPCH 001H HONORS FUNDAMENTALS OF SPEECH****3 units**

**Enrollment Limitation:** *Acceptance to the Honors Program.*

Principles and practices of public speaking, speech composition, organization, audience analysis and listening skills. **Recommended** proficiency in spoken English. Total of 54 hours lecture. **No credit** if taken after Speech 001.

*Transfer Credit: CSU; UC credit under review.*

*\*C-ID: COMM 110*

**SPCH 002 PERSUASION****3 units**

**Recommended Preparation:** *Spch 001 or Engl 100.*

Speech composition and organization for special speaking situations. Emphasis on persuasion and application of persuasive theory. Audience analysis and attention to development of listening skills. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

*\*Course Identification Numbering System (C-ID)*



### **SPCH 003 VOICE AND DICTION**

#### **3 units**

Physiological and anatomical basis of voice production and articulation. Instruction in articulation, pronunciation and vocal quality. **Recommended** proficiency in reading aloud. **For** broadcasting, drama and communication majors, but open to all qualified students. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **SPCH 004 ORAL INTERPRETATION**

#### **3 units**

Oral presentation of thought and feeling by an individual performer in various types of prose and poetry. Criticism and appreciation, analysis and evaluation. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: COMM 170*

### **SPCH 005 FORENSICS - SPEECH AND DEBATE TEAM**

#### **3 units**

Intercollegiate competitive speaking including platform events (informative, persuasive, communication analysis); interpretation (prose, duo, poetry, poi); limited preparation (impromptu and extemporaneous); and debate (parliamentary debate). **Maximum credit** 12 units, 3 units each semester. Total of 36 hours lecture and 72 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: COMM 160B*

### **SPCH 005A COMPETITIVE SPEECH**

#### **1 unit**

Intercollegiate competitive speaking including oratory, informative, individual events, extemporaneous, impromptu, radio and television, oral interpretation and duo-acting events. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU. \*C-ID: COMM 160B*

### **SPCH 005B FORENSICS**

#### **1 unit**

Intercollegiate debate and/or Readers' Theater. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU. \*C-ID: COMM 160B*

### **SPCH 006 ARGUMENTATION AND DEBATE**

#### **3 units**

Principles and forms of argumentation and debate. Logical analysis and reflective thinking. Adaptation of ma-

terials to audience situations. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: COMM 120*

### **SPCH 008 READERS' THEATER**

#### **3 units**

Oral presentation of literary material with emphasis on ensemble performance using choral reading and body movement. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **SPCH 009 SMALL GROUP COMMUNICATION**

#### **3 units**

Principles of communication in a variety of group contexts. Theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision making, and leadership. Total of 54 hours lecture.

*Transfer Credit: CSU. \*C-ID: COMM 140*

### **SPCH 010 INTERPERSONAL COMMUNICATION**

#### **3 units**

Principles and practices in communication and communication theories. Intrapersonal, interpersonal and small group communication. Non-verbal communication, perception-information processing, attitude change and semantics. **Recommended** proficiency in spoken English. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: COMM 130*

### **SPCH 012 ARGUMENTATION AND CRITICAL THINKING**

#### **3 units**

**Prerequisite:** *Engl 001A.*

Oral and extensive written analysis of propositions, tests of evidence, argumentation fields, critical analysis and interpretation and evaluation of contemporary public controversy. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: COMM 120*

### **SPCH 013 INTRODUCTION TO SPEECH COMMUNICATION**

#### **3 units**

A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. **Recommended** proficiency in spoken English. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: COMM 180*

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\*Course Identification Numbering System (C-ID)

### SPCH 120 SPEECH-LANGUAGE LAB

1 unit

Correction of speech/language problems. **Pass/no pass** grading. Total of 54 hours laboratory.

## SPEECH-LANGUAGE PATHOLOGY ASSISTANT

(Performing and Communication Arts Division)

### SLPA 018 SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

3 units

**Prerequisite:** *Eligibility for Engl 001A.*

Introduction to the field of communication disorders. Guidelines for determining the development of normal and pathological speech. Observation in various clinical sites. **Recommended** enrollment in Spch 003. **For** students pursuing a Certificate of Achievement in Speech-Language Pathology Assistant. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU*

### SLPA 119 SPEECH-LANGUAGE PATHOLOGY: PROFESSIONAL ISSUES

3 units

**Prerequisite:** *SLPA 018.*

Principles and procedures for management of individuals with communicative disorders with consideration for cultural and linguistic variations. Legal and ethical considerations as well as requirements for employment in various work settings, including interdisciplinary and supervisory relationships, and scope of responsibilities of a Speech-Language Assistant. Total of 54 hours lecture.

### SLPA 123A COMMUNICATION DISORDERS: ASSESSMENT AND REMEDIATION

3 units

**Prerequisite:** *SLPA 119.*

Examination of specific disorders of communication, including their characteristics, causes and the anatomical structures and physiological muscle functions related to normal speech and language development. Assessment and screening techniques; scope of practice and role of the Speech-Language Pathology Assistant. Data collection, clinical documentation and record-keeping. **Required** for all Speech-Language Pathology Assistant majors. **No credit** if taken after Speech 123. Total of 54 hours lecture and 18 hours laboratory.

### SLPA 123B COMMUNICATION DISORDERS: REMEDIATION

3 units

**Prerequisite:** *SLPA 123A.*

Remediation techniques, rationale for commonly used therapeutic approaches, including assistive and computer technology. Scope of practice and role of Speech-Language Pathology Assistant in intervention procedures including clinical documentation and appropriate use of therapeutic materials. **Required** for all Speech-Language Pathology Assistant majors. Total of 54 hours lecture and 18 hours laboratory.

### SLPA 126 SPEECH LANGUAGE PATHOLOGY ASSISTANT FIELD WORK

2 units

**Prerequisite:** *Enrollment in or completion of SLPA 123B.*

**Enrollment Limitation:** *Student must have current, clear TB test and/or chest x-ray certifying health to off-campus populations which will be served and a clear DOJ Livescan for both the college and the off-campus site. Student must meet with the on-campus Instructor prior to semester of enrollment for (1) a fieldwork orientation (2) to establish a signed contract of understanding of all requirements for the off-campus experience.*

Supervised fieldwork experience assisting with the clinical management of persons with communicative disorders. Opportunities to interact with clients/patients while implementing a prescribed remedial plan, assisting with screening or evaluation under the direction of a speech-language pathologist, record keeping and managing of clinical data, setting up clinical equipment and materials, and performing various clerical duties as needed. **Pass/no pass** grading. Total of 180 hours field practice.

## STATISTICS

### STAT 015 STATISTICS FOR BUSINESS AND ECONOMICS

4 units

(Business Division)

**Prerequisite:** *Math 131 or 133B or 134B or Bus 014A or placement based on the mathematics assessment process.*

Descriptive and inferential statistics. Collection, analysis, and presentation of business and economic data using probability techniques, hypothesis testing, and predictive strategies to facilitate decision-making. Topics include measures of central tendency, and deviation; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi square, and t-tests; and, application of

technology for statistical analysis including the interpretation of the relevance of the statistical findings. **No credit** if taken after Stat 018 or 050. Total of 72 hours lecture.

*Transfer Credit: CSU*

### **STAT 018 STATISTICS FOR BEHAVIORAL AND SOCIAL SCIENCES**

**4 units**

(Social Sciences Division)

**Prerequisite:** *Math 131 or 133B or 134B or 141 or 150 or placement based on the statistics assessment process.* Basic statistics for majors in anthropology, economics, psychology and sociology; tables, charts, summary measures, regression and correlation, statistical inference, sampling, variance, nonparametric and parametric tests, simple multivariate analysis; ANOVA; use of calculators and EXCEL. **No credit** if taken after Stat 015 or 050. Total of 90 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor. \*C-ID: SOCI 125*

### **STAT 050 ELEMENTARY STATISTICS**

**4 units**

(Mathematics Division)

**Prerequisite:** *Math 131 or 133B or 134B or 141 or 150 or placement based on the Math assessment process.* Analysis of data relative to social and natural processes. Collecting, grouping and presenting numerical data by means of: frequency distributions, measures of central tendency and deviation, probability and sampling, measures of prediction and correlation, linear regression, hypothesis testing, including analysis of variance. **No credit** if taken after Stat 015 or 018. Total of 90 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor. \*C-ID: SOCI 125*

## **TECHNICAL EDUCATION (GENERAL)**

**(Engineering and Technology Division)**

### **TECH 107A TECHNICAL CALCULATIONS**

**3 units**

Review of basic arithmetic and geometric principles with application to solution of technical problems in the trades. Total of 54 hours lecture.

### **TECH 120 INDEPENDENT STUDY**

**1 unit**

**Prerequisite:** *Completion of Career and Technical Edu-*

*cation certificate or enrollment in last course of program sequence and permission of Division Dean.*

Individual internship, community service, field practice opportunities in technology; on-the-job experiences in selected fields. Total of 54 hours of laboratory.

### **TECH 196 TECHNOLOGY LABORATORY**

**1 unit**

Opportunity for qualified students to do individual or group work in their chosen branch of technology. Total of 9 hours lecture and 27 hours laboratory.

### **TECH 197 TECHNOLOGY LABORATORY**

**2 units**

Opportunity for qualified students to do individual or group work in their chosen branch of technology. Total of 18 hours lecture and 54 hours laboratory.

### **TECH 198 TECHNOLOGY LABORATORY**

**5 units**

Opportunity for qualified students to do individual or group work in their chosen branch of technology. Total of 45 hours lecture and 135 hours laboratory.

### **TECH 199 TECHNOLOGY LABORATORY**

**10 units**

Opportunity for qualified students to do individual or group work in their chosen branch of technology. Total of 90 hours lecture and 270 hours laboratory.

## **TELEVISION AND RADIO**

**(Performing and Communication Arts Division)**

### **TVR 001 INTRODUCTION TO ELECTRONIC MEDIA**

**3 units**

**Recommended Preparation:** *Engl 001A.*

Overview of the telecommunications industry. History, law, business operations, economics, new technology, career opportunities and the future of the telecommunications industry. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **TVR 002A BEGINNING AUDIO PRODUCTION**

**3 units**

Introduction to the theory and practice of audio production for radio, television, film and digital recording applications. Fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Hands-on experience recording, editing, mixing and mastering audio. Basic knowledge of applied audio concepts, production workflow, equipment functions, and audio editing software. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

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*\*Course Identification Numbering System (C-ID)*

**TVR 002B RADIO BROADCAST MASTER CONTROL OPERATIONS****3 units****Prerequisite:** TVR 002A.

Introduction to operation of radio broadcast master control facilities and studio control facilities, remote control systems, FCC rules and regulations, mathematical calculations relating to proper transmitter operation, program logs, remote control systems, remote pickup units, EAS system requirement, network and satellite operations, remote broadcasts and system level troubleshooting. **Recommended** Eltn 130 and high school algebra, Tech 107A or Eltn 109A. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU***TVR 004 BEGINNING SINGLE CAMERA PRODUCTION**  
**3 units**

Introduction to the theory, terminology, and techniques of single camera video production including producing and directing, content development, aesthetics, camera operation, portable lighting, video recorder operation, sound recording and basic editing techniques. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit under review.***TVR 007 BEGINNING TV STUDIO PRODUCTION**  
**3 units**

Introduction to theory, terminology and operation of a multi-camera television studio and control room. Topics include studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control and video recording and real-time video production. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU***TVR 012 BEGINNING ANNOUNCING AND PERFORMING IN ELECTRONIC MEDIA****3 units****Recommended Preparation:** Spch 003.

Performance for electronic media with emphasis on voice skills, communication of personality and ideas. Techniques for various microphones and environment. Total of 54 hours lecture.

*Transfer Credit: CSU***TVR 014A PRODUCTION TECHNIQUES FOR ELECTRONIC MEDIA****3 units****Recommended preparation:** TVR 012 and TVR 015.

Introductory course in theory and application of audio production techniques for radio. Students will gain a basic understanding of audio equipment in both live and pre-recorded broadcasting. This includes recording

equipment, mixers, digital audio production, radio program formats, broadcast writing and announcing skills. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU***TVR 014B ADVANCED RADIO PRODUCTION**  
**3 units****Prerequisite:** TVR 014A.

Advanced projects in production: news, public affairs, documentary and music programs. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU***TVR 015 INTRODUCTION TO RADIO AND TELEVISION WRITING****3 units****Recommended Preparation:** Engl 001A.

Basic introductory course in writing for the film and electronic media. Emphasis on preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. Total of 54 hours lecture.

*Transfer Credit: CSU***TVR 016A TELEVISION PRODUCTION**  
**4 units****Recommended Preparation:** TVR 007.

Concepts and practices in scripting, producing and directing a variety of television program formats for multi-camera studio production. **Recommended** concurrent enrollment in TVR 014A. Total of 72 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU***TVR 016B TELEVISION PRODUCTION**  
**4 units****Prerequisites:** TVR 007 and TVR 016A.

Advanced television studio production. Includes such projects as interviews, music videos, and dramatic scenes. Total of 54 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU***TVR 017A TELEVISION AND FILM SCRIPT WRITING**  
**3 units**

Script analysis and construction. Marketing of dramatic material for television and film productions. Methods, devices and forms of script writing. Total of 54 hours lecture.

*Transfer Credit: CSU*

**TVR 017B TELEVISION AND FILM SCRIPT WRITING**  
**3 units**

**Prerequisite:** TVR 017A.

Advanced script analysis, development and construction. Emphasis on solving problems in the writing process. Study and employment of various problem-solving approaches to rewriting and refinement of scripts. Total of 54 hours lecture.

*Transfer Credit: CSU*

**TVR 018 RADIO AND TELEVISION NEWSWRITING**  
**3 units**

Writing and editing radio and television news. Opportunities to participate in writing news copy for Lancer Radio and cable television. **Recommended** Comm 001 or Jour 004A. Total of 54 hours lecture.

*Transfer Credit: CSU*

**TVR 019 INTRODUCTION TO MEDIA AESTHETICS AND CINEMATIC ARTS**  
**3 units**

**Recommended Preparation:** *Eligibility for Engl 001A.*

An introduction to the close analysis of film, television and electronic media texts. The course will examine broad questions of form and content, aesthetics and meaning, and history and culture. Using a wide variety of TV, films, filmmakers, and film movements the course explores the diverse possibilities presented by the cinematic art form. Topics include modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology and critical analysis. Total of 54 hours lecture.

*Transfer Credit: CSU*

**TVR 021 ELECTRONIC MEDIA MANAGEMENT**  
**3 units**

Theory and practice of electronic media management. Advertising and other funding sources. **Recommended** enrollment in or completion of TVR 001. Total of 54 hours lecture.

*Transfer Credit: CSU*

**TVR 024 ELECTRONIC NEWS GATHERING AND EDITING**  
**3 units**

**Prerequisite:** TVR 007 or 107.

Fundamentals and aesthetics of electronic news gathering (ENG), single camera shooting style and basic editing techniques. **Recommended** TVR 018 and Phot 021. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

**TVR 104 LIVE SOUND REINFORCEMENT**  
**3 units**

**Recommended Preparation:** TVR 002A.

The elements of live sound reinforcement for front of house and monitor reinforcement including design and engineering, speaker and microphone types, placement of components, equalization methods, acoustics, wiring, AC power distribution, and mixing techniques. Emphasis on system engineering, component placement and mixing. Total of 54 hours lecture and 54 hours laboratory.

**TVR 107 VIDEO STUDIO CONTROLS**  
**5 units**

**Prerequisite:** TVR 007.

**Recommended preparation:** TVR 002A.

Theory and application of television studio equipment in production: lighting, cameras, switchers, electronic graphics, digital recording, audio mixer, and video monitoring equipment. Total of 72 hours lecture and 72 hours laboratory.

**TVR 108 TELEVISION OPERATIONS**  
**4 units**

**Prerequisite:** TVR 007.

Definition, processing, distribution, and evaluation of television signals. Television system evaluation using standardized test signals and TV monitoring equipment. Total of 72 hours lecture and 18 hours laboratory.

**TVR 117 TELECOMMUNICATIONS WORKSHOP**  
**1 unit**

**Prerequisite:** *One of the following: TVR 002B, 014A, 016A, 107.*

**Enrollment Limitation:** *Instructor approval.*

Faculty-selected projects permitting advanced students to work in any field of telecommunications. Total of 54 hours laboratory.

**TVR 119 TELECOMMUNICATIONS WORKSHOP**  
**3 units**

**Prerequisite:** *One of the following: TVR 002B, 014A.*

Faculty selected projects permitting advanced students to work in radio production and/or radio operations. Total of 162 hours laboratory.

**TVR 120 RADIO WORKSHOP**  
**2 units**

**Prerequisite:** *One of the following: TVR 002B, 014A.*

Faculty selected projects permitting advanced students to work in radio production and/or operations. Total of 108 hours laboratory.

**TVR 124 TELEVISION FIELD PRODUCTION**  
**3 units**

**Prerequisites:** TVR 016A and TVR 107.

Television production and operations techniques associated with field production. Total of 36 hours lecture and 54 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.



**TVR 125A TELEVISION DRAMA PRODUCTION****3 units****Prerequisite:** TVR 007 or 107.

Techniques associated with three-camera production of dramatic scripts. Directing, blocking, scene breakdown, lighting and post-production. Production of television drama or comedy. Total of 18 hours lecture and 108 hours laboratory.

**TVR 125B TELEVISION DRAMA PRODUCTION****3 units****Prerequisite:** TVR 007 or 107.

Techniques associated with film-style production of dramatic scripts. Directing, blocking, scene breakdown, lighting and post-production. Production of television drama. Total of 18 hours lecture and 108 hours laboratory.

**TVR 128A TV OPERATIONS INTERNSHIP****1 unit****Prerequisites:** TVR 107 and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128B, C, D, E, F or TVR 129A, B, C, D, E, F. Total of 90 hours field practice.

**TVR 128B RADIO OPERATIONS INTERNSHIP****1 unit****Prerequisites:** TVR 002B and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, C, D, E, F or TVR 129A, B, C, D, E, F. Total of 90 hours field practice.

**TVR 128C BROADCAST NEWS/ADMINISTRATION INTERNSHIP****1 unit****Prerequisites:** TVR 024 and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, D, E, F or TVR 129A, B, C, D, E, F. Total of 90 hours field practice.

**TVR 128D MUSIC RECORDING/AUDIO INTERNSHIP****1 unit****Prerequisites:** TVR 103A and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, E, F or TVR 129A, B, C, D, E, F. Total of 90 hours field practice.

**TVR 128E TELEVISION PRODUCTION INTERNSHIP****1 unit****Prerequisites:** TVR 016A and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, F or TVR 129A, B, C, D, E, F. Total of 90 hours field practice.

**TVR 128F RADIO PRODUCTION INTERNSHIP****1 unit****Prerequisites:** TVR 014A and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E or TVR 129A, B, C, D, E, F. Total of 90 hours field practice.

**TVR 129A TV OPERATIONS INTERNSHIP****2 units****Prerequisites:** TVR 107 and maintain enrollment in 7 units or more including internship.

Supervised practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E, F or TVR 129B, C, D, E, F. Total of 180 hours field practice.

**TVR 129B RADIO OPERATIONS INTERNSHIP****2 units****Prerequisites:** TVR 002B and maintain enrollment in 7 units or more including internship.

Supervised practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E, F or TVR 129A, C, D, E, F. Total of 180 hours field practice.

**TVR 129C BROADCAST NEWS/ADMINISTRATION INTERNSHIP****2 units****Prerequisites:** TVR 024 and maintain enrollment in 7 units or more including internship.

Supervised practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E, F or TVR 129A, B, D, E, F. Total of 180 hours field practice.

**TVR 129D MUSIC RECORDING/AUDIO INTERNSHIP****2 units****Prerequisites:** TVR 103A and maintain enrollment in 7 units or more including internship.

Supervised practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E, F or TVR 129A, B, C, E, F. Total of 180 hours field practice.

**TVR 129E TELEVISION PRODUCTION INTERNSHIP****2 units****Prerequisites:** TVR 016A and maintain enrollment in 7 units or more including internship.Supervised practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E, F or TVR 129A, B, C, D, F. Total of 180 hours field practice.**TVR 129F RADIO PRODUCTION INTERNSHIP****2 units****Prerequisites:** TVR 014A and maintain enrollment in 7 units or more including internship.Supervised practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E, F or TVR 129A, B, C, D, E. Total of 180 hours field practice.**TVR 141A BEGINNING DIGITAL NON-LINEAR VIDEO EDITING****3 units****Prerequisite:** TVR 007.

Introductory theory and application of beginning editing techniques using the Avid Editing System. Study of the editing process. Digitizing, and editing scenes. Total of 36 hours lecture and 54 hours laboratory.

**TVR 141B INTERMEDIATE DIGITAL NON-LINEAR VIDEO EDITING****3 units****Prerequisite:** TVR 141A or placement based the TVR assessment process.

Intermediate theory and application of editing techniques using the Avid Editing System. Critical analysis of the editing process. Editing complex scenes. Creating visual effects. Introduction to editing system troubleshooting. Total of 36 hours lecture and 54 hours laboratory.

**TVR 142 ADVANCED NON-LINEAR EFFECTS EDITING****3 units****Prerequisite:** TVR 141A.

Advanced visual effects editing using the Avid Editing System. Create, enhance, modify and treat stills, motion graphics and titling sequences (Adobe Photoshop, BorisFX). Troubleshoot system and peripheral devices and software. Total of 36 hours lecture and 54 hours laboratory.

**TVR 143 DIGITAL AUDIO WORKSTATION SKILLS****3 units****Prerequisite:** TVR 002A or 141A.

Theory and application of digital audio workstations used in media production and postproduction. Developing proficiency using Digidesign's Pro Tools in a project based learning environment. Total of 36 hours lecture and 54 hours laboratory.

**TVR 144 DIGITAL NON-LINEAR ASSISTANT EDITING****3 units**

Introductory theory and application of assistant editing techniques using the Avid Editing System. Study and practical application of the assistant editing process. System setup, project setup, various inputting techniques, transcoding, project organization skills, various online mixing, exporting and outputting skills and techniques. Total of 36 hours lecture and 54 hours lecture.

**THEATER ARTS****(Visual Arts and Media Studies Division)****THRT 001 INTRODUCTION TO THEATER****3 units**Introduction to theatre as an art form through exploration of theatre in production, with an emphasis on the collaborative role of theatre artists and the active role of the audience. Understanding of, and access to, live theatrical events and enhanced appreciation of the value of theatre to society; development of critical skills through consideration of representative examples of theatrical productions from numerous genres and time periods. Attendance at selected college-sponsored and professional theatre events required. **Required** instructional trips. Total of 54 hours lecture.*Transfer Credit: CSU; UC. \*C-ID: THTR 111***THRT 002A ACTING I****3 units**

This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and interpretation of text. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: THTR 151***THRT 002B ACTING II****3 units****Prerequisite:** Thrt 002A.

This course follows Acting I and continues the exploration of theories and techniques used in preparation for

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\*Course Identification Numbering System (C-ID)

the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scenes. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: THTR 152*

### **THRT 002C ADVANCED ACTING FUNDAMENTALS**

**3 units**

**Prerequisite:** *Thrt 002B.*

Application of performance techniques and support activities for stage and camera productions. Advanced character development and the study of period styles and genres. **Recommended** enrollment in Thrt 029 and 030. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **THRT 004A MIME FUNDAMENTALS**

**2 units**

Fundamental work in developing the body as an expressive tool for non-verbal communication, ensemble work and exploration and use of space through basic pantomime technique. **No credit** if taken after Thrt 004. Total of 27 hours lecture and 27 hours laboratory.

*Transfer Credit: CSU; UC*

### **THRT 004B MIME FOR THE ACTOR**

**2 units**

**Prerequisite:** *Thrt 004A.*

Advanced work in mime technique for the development of period or style movement for actors and performance level mime work. Total of 27 hours lecture and 27 hours laboratory.

*Transfer Credit: CSU; UC*

### **THRT 005 HISTORY OF THEATER ARTS**

**3 units**

The study of the history of theatre from the Origins of Theatre through the Present Day. The history and development of theatre and drama are studied in relationship to cultural, political and social conditions of the time. Plays are read for analysis of structure, plot, character and historical relevance. **Recommended** Engl 060. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **THRT 005A THEATRE HISTORY I**

**3 units**

History of theatre from the Origins of Theatre to 1660. History and development of theatre and drama in relationship to cultural, political and social conditions of the time. Plays are read for analysis of structure, plot, character and historical relevance. **No credit** if taken after Thrt 005. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **THRT 005B THEATRE HISTORY II**

**3 units**

**Recommended Preparation:** *Thrt 005A.*

History of theatre from the Restoration Theatre to Contemporary times. History and development of theatre and drama in relationship to cultural, political and social conditions of the time. Plays are read for analysis of structure, plot, character and historical relevance. **No credit** if taken after Thrtw 005. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **THRT 006 PLAY WRITING**

**3 units**

Basic view of dramatic structure in play writing designed to develop writing skills through study of professional models, writing scenes and plays, and workshop reading of material in progress. **Recommended** Thrt 002A. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **THRT 007A EARLY FILM HISTORY**

**3 units**

Development of motion pictures from their inception to the 1940's. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **THRT 007B CONTEMPORARY FILM HISTORY**

**3 units**

**Recommended preparation:** *Thrt 007A.*

Survey of national and international film movements and developments from the 1950's to the present with special attention given to the influence of Hollywood studios and directors in the world of cinema, art and ideas. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **THRT 008 VOICE AND MOVEMENT FOR THE PERFORMER**

**3 units**

The development of vocal and physical expression of the performer in theater, film and television. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **THRT 009 SCRIPT ANALYSIS**

**3 units**

**Prerequisite:** *Thrt 002A.*

Techniques for analyzing a play or film script. This class will explore a variety of methods for investigating the interrelationship of the many parts of a script (theme, structure, characters, plot, setting, etc.). The perspectives gained will guide the students in their discovery of production alternatives for all artists; actors, directors, designers, etc. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: THTR 114*

*\*Course Identification Numbering System (C-ID)*

### **THRT 010A MAKEUP FOR STAGE AND SCREEN**

**3 units**

Instruction and practice in a lecture/laboratory setting in all phases of makeup specifically designed for theatrical and cinematic use. Theory and practical application of makeup for stage, television and cinema. **Required** stage crew activity. Total of 36 lecture and 72 hours laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: THTR 175*

### **THRT 010B ADVANCED MAKEUP FOR STAGE AND SCREEN**

**1 unit**

**Prerequisite:** *Thrt 010A.*

Students will receive instruction and practice in a lecture/laboratory setting in all phases of makeup specifically designed for theatrical and cinematic use. Theory and application of advanced techniques of makeup including hair makeup, principles of design for non-realistic makeup, mask construction and introduction to prosthesis. **Required** stage crew activity. **Recommended** enrollment in Thrt 030. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

### **THRT 012A TECHNICAL THEATER**

**4 units**

An introduction to technical theatre and the creation of scenic elements involved in department productions. Includes basic concepts of design, set movement, prop construction and procurement, backstage organization and career possibilities. Also includes stage management, lighting and/or sound techniques. Beginning practical application. **Required** stage crew activity. **Recommended** enrollment in Thrt 030. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: THTR 171*

### **THRT 012B ADVANCED TECHNICAL THEATER**

**4 units**

**Prerequisite:** *Thrt 012A and enrollment in Thrt 030.*

Advanced practical application of technical theatre and in the creation of scenic elements involved in department productions. Includes continuing concepts of design, set movement, prop construction and procurement, backstage organization and career possibilities. Students are required to assume technical and production responsibility for all department productions approved by instructor. Also includes stage management, lighting and/or sound techniques. Beginning practical applica-

tion. **Required** stage crew activity. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### **THRT 013 INTRODUCTION TO SCENIC DESIGN**

**3 units**

**Recommended Preparation:** *Thrt 030 and Thrt 012A.*

Aspects of Theatrical Design; problems of translating a dramatic idea into stage production. Students will be offered a survey of Theatrical design and construction techniques through demonstration and lecture. **Required** stage crew activity. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **THRT 015 COSTUME CRAFTS**

**3 units**

Students will study costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated. **Recommended** enrollment in Thrt 030. Total of 54 hours lecture and 54 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: THTR 174*

### **THRT 016 COMEDIC PERFORMANCE**

**1 unit**

**Prerequisite:** *Thrt 002A.*

Exploration of techniques unique to comedy acting that include character development, emotional range, over-emphasis, under-emphasis, distortion, surprise and free association. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

### **THRT 26 IMPROVISATION TECHNIQUES**

**2 units**

**Prerequisite:** *Thrt 002A.*

Principles of improvisation techniques, development of scenes, characterization and ensemble work. Total of 27 hours lecture and 27 hours laboratory.

*Transfer Credit: CSU; UC*

### **THRT 027 MUSICAL THEATRE PRODUCTION**

**3 units**

**Enrollment Limitation:** *Audition.*

Experience in all aspects of musical theatre: rehearsal and performance for cast, technical crew and instrumentalists in production of a large-scale musical. **Maximum credit:** 12 units, 3 units each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Production Family:** Danc 007AB, Musc 067, 074, 075, Thrt 075, 027. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC*

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\*Course Identification Numbering System (C-ID)

**THRT 028 STUDIO PRODUCTION – REHEARSAL AND PERFORMANCE****1 unit****Enrollment Limitation:** *Audition.*

Performance participation in small-scale dramatic productions. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Theater Production Family:** Thrt 028, 029, 030. Total of 72 hours laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: THTR 191***THRT 029 REHEARSAL AND PERFORMANCE****3 units****Enrollment Limitation:** *Audition.*

Performance in film, television and theater performance. **Maximum credit** 12 units, 3 units each semester. **Maximum of 4 enrollments** allowed in the **Theater Production Family:** Thrt 028, 029, 030. Total of 144 hours of laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: THTR 191***THRT 030 STAGE TECHNIQUES****1 unit**

Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews for Theatre Department productions. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Theater Production Family:** Thrt 028, 029, 030. Total of 54 hours laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.

*Transfer Credit: CSU; UC. \*C-ID: THTR 192***THRT 041 FUNDAMENTALS OF STAGE LIGHTING****3 units**

This course involves the study and execution of stage lighting with emphasis on equipment, control, color and their relationship to design. Required participation in rehearsals and performances. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. \*C-ID: THTR 173***THRT 075 MUSICAL THEATER WORKSHOP****2 units****Prerequisite:** *Retention based on successful audition.***Interdisciplinary course:** Music, Theater Arts

Techniques, skills, theory and practice of musical theater performance and audition. The practice of songs, scenes and dance for performance on the live stage. **May not be**

**taken concurrently** with or after Musc 075. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Family:** Danc 007AB, Musc 067, 075, 076, Thrt 075, 027. Total of 72 hours laboratory, 36 hours “To Be Arranged” (TBA) scheduling format.

*Transfer Credit: CSU; UC***THRT 105 BEGINNING SHAKESPEARE WORKSHOP****2 units**

Scansion, interpretation, poetry, prose and performance techniques related to Shakespearean drama. Total of 27 hours lecture and 27 hours laboratory.

**THRT 130 PRACTICAL ACTING STUDIES****2 units****Prerequisite:** *Thrt 002A.*

The investigation and practical application of contemporary theories of acting as they relate to preparing for a role and their use in solving individual acting problems in film, television and theater. **Maximum credit** 6 units, 2 units each semester. Total of 27 hours lecture and 27 hours laboratory.

**THRT 131 INTERSESSION PRODUCTION WORKSHOP****2 units****Prerequisite:** *Retention based on successful audition.*

Practical experience in theatrical or television production: acting, directing, costuming, makeup, set design and construction. **Six weeks. Summer and winter** intersessions. Total of 108 hours laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.

**THRT 132 INTERSESSION PERFORMANCE TECHNIQUES WORKSHOP****1 unit**

Various performance techniques in theater film or television. **Six weeks. Summer and winter** intersessions. Total of 54 hours laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.

**WELDING****(Engineering and Technology Division)****WELD 044A INTRODUCTION TO GAS WELDING****1 unit**

Survey of major welding processes, nomenclature, types of joints. Study of oxy-acetylene welding, brazing and cutting. Welding safety. Total of 54 hours laboratory.

*Transfer Credit: CSU**\*Course Identification Numbering System (C-ID)*



**WELD 044B INTRODUCTION TO ELECTRIC ARC WELDING**

**1 unit**

Fundamentals of shielded metal arc welding; equipment, electrodes and basic procedures. Oxygen cutting. Arc welding safety. Total of 54 hours laboratory.

*Transfer Credit: CSU*

**WELD 044C ADVANCED ARC WELDING, FCAW, SMAW**

**1 unit**

**Prerequisite:** *Weld 044B, Weld 200A or Weld 200B.*

Techniques of out-of-position SMAW and FCAW arc welding. Emphasis will be placed on AWS D 1.1, Structural Steel SMAW and FCAW, Unlimited Thickness groove welds, in the vertical and overhead positions. Total of 54 hours laboratory.

*Transfer Credit: CSU*

**WELD 145 INTRODUCTION TO TIG WELDING**

**1 unit**

**Prerequisite:** *Weld 044A or Weld 044B.*

Fundamentals of the Tungsten Inert Gas (TIG) or Gas Tungsten Arc (GTAW) welding process, equipment, welding of aluminum and other special metals. Filler rod selection and TIG welding safety. Total of 54 hours laboratory.

**WELD 150D TUNGSTEN INERT GAS (TIG) WELDING**

**5 units**

**Prerequisite:** *Weld 150C.*

Practical application of the TIG (heli-arc) and MIG welding processes. TIG welding of steel, stainless steel and aluminum. Filler metal selection and production welding techniques. Welding safety. Total of 54 hours lecture and 126 hours laboratory.

**WELD 200A INTRODUCTION TO WELDING**

**10 units**

Introduction to welding fabrication for the career welding student. Development of basic skills in oxy-acetylene welding, brazing and cutting. Emphasis on practical Shielded Metal Arc Welding (SMAW) in all positions. Blueprint reading, shop math and welding safety. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

**WELD 200B CONSTRUCTION TRADE WELDING**

**10 units**

**Prerequisite:** *Weld 200A.*

Structural steel welding for the construction trades. Performance of groove welds, in all positions, using Shielded Metal Arc Welding (SMAW) and Flux Cored Arc Welding (FCAW). Class preparation for the written and practical structural certification tests. Study of welding

code, destructive testing of welds, layout and fabrication practice, shop math and welding safety. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

**WELD 200C SEMI-AUTOMATIC AND GAS TUNGSTEN WELDING**

**10 units**

**Prerequisite:** *Weld 200A.*

Study of advanced structural steel and aerospace welding. Class preparation of the semi-automatic light gage certification using Gas Metal Arc Welding (GMAW). Aerospace welding of steel, stainless steel and aluminum using Gas Tungsten Arc Welding (GTAW). Study of welding metallurgy, inspection and nondestructive testing, fabrication practice and welding safety. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

**WELD 303 LAC WELDING LICENSE WRITTEN EXAM PREP**

**3 units**

Preparation for the LAC Structural Weld License, written exam. No 'hands on' welding in this class. Emphasis on the AWS D 1.1 Structural Steel Code, welding symbols, joint design, electrode classification and general principals of FCAW and SMAW arc welding processes. At the end of the course you will need to go through the LAC Application process to pay for and schedule your test. Total of 54 hours lecture.

**WELD 411 ADAPTIVE WELDING**

**2 units**

**Enrollment Limitations:** *All students must have a registered disability with DSP&S.*

Introduction to welding adapted to fit the needs of students with documented physical and learning disabilities. Includes a review of the American Welding Society (AWS) D1.1 welding codebook, in preparation for taking the written portion of the L.A. City welding examination, and one-on-one guidance in developing ability to create sound welds in preparation for the practical portion of the L.A. City welding examination. Total of 18 hours lecture and 54 hours laboratory.

PASADENA CITY COLLEGE  
**CATALOG**  
**2016-2017**

# *Noncredit Division*



# SECTION IX

## NONCREDIT DIVISION

Administration Office  
3035 East Foothill Boulevard  
Pasadena, California 91107  
(626) 585-3000  
<http://www.pasadena.edu>

### GENERAL INFORMATION

#### OVERVIEW

Pasadena City College's Noncredit Division offers noncredit classes and certificate programs for students seeking self-improvement, increased literacy and job skills, and access to higher education and employment.

The Board of Governors for California Community Colleges established noncredit classes and programs to provide an "educational gateway" or a "portal to the future." It serves as a key contributor to "open access" for students with diverse backgrounds and those seeking ways to improve their earning power, literacy skills, and access to higher education. For many, particularly immigrants, the economically disadvantaged, and low-skilled adults, it is the first point of entry into a college.

### STUDENT SERVICES

#### Admissions and Records

The Admissions and Records Office admits and enrolls students into noncredit classes at the CEC. No enrollment fees are required. The office provides a variety of services that include transcript requests, verification letters, grade reports, and issuance of high school diplomas and noncredit ESL and noncredit short-term Career and Technical Education certificates. The office maintains all student records and files. Students who intend to enroll must submit a completed online application to the Admissions and Records Office and upon acceptance, they will receive a Permit to Register, confirming the admissions process.

Students must be 18 years of age, or older, for admission to any noncredit program. A student who is younger than 18 can be admitted by filing a Student Petition, which can be obtained from the Counseling Office. A completed petition, along with an official high school transcript and letter of recommendation from a school counselor should be returned to the Counseling

Office. Qualified students who have not yet graduated from high school may be admitted for concurrent enrollment. Credit(s) granted will be forwarded to the student's high school. Forms may be obtained in the Counseling Office.

#### Placement Tests and Assessment

Students are required to take a placement test if they are planning to enroll in one of the following programs: Adult High School Diploma, or English as a Second Language (ESL). Following the placement test a counselor will meet with the student to discuss test scores, transcript evaluation, and proper placement in a program.

#### Counseling

Counselors can advise students regarding educational plans, career goals, academics, and personal issues. They interpret test results, analyze interests and abilities, and refer students to needed services within the college and in the community. Although counselors assist students in long term planning and in checking specific requirements, *responsibility for meeting graduation requirements, course prerequisites or requirements for transfer to other colleges or universities, is one which must be assumed by each student.*

### INSTRUCTION

The Noncredit Division offers quality programs for students seeking self-improvement, enhanced earning power, increased literacy skills and access to higher education and employment. These include courses in English as a Second Language, Immigrant Education, Elementary and Secondary Basic Skills (Adult High School Diploma, General Education Development (GED), or Adult Basic Education), Parenting Education, Programs for Individuals with Substantial Disabilities, Education Programs for Older Adults, and Short-term Career and Technical Education (CTE) Certificates.

## I. EDUCATION PROGRAMS FOR OLDER ADULTS

Older adult education consists of a course, a course of study, or an organized sequence of courses specifically designed to offer lifelong education that provides opportunities for personal growth and development, community involvement, skills for mental and physical well-being, and economic self-sufficiency.

## II. EDUCATION PROGRAMS FOR PERSONS WITH SUBSTANTIAL DISABILITIES

Education programs for persons with substantial disabilities consists of a course, a course of study, or an organized sequence of courses specifically designed to provide individuals with life-skill proficiencies that are essential to the fulfillment of academic, vocational and personal goals.

### Basic Workforce Readiness for Developmentally Disabled Certificate of Completion

The Basic Workforce Readiness for Developmentally Disabled Adults program prepares students for job search opportunities and transition to other noncredit functional skills courses or credit certificate programs. Students gain knowledge in the job application process, employee rights, interviewing techniques, time management, importance of teamwork, workplace diversity, fundamental social skills, maintaining good workplace habits and basic workplace expectations. It is recommended but not required to have a working knowledge of basic reading, writing, and math skills.

#### Required Courses

DSPS 2201 - Finding the Job That's Right for You  
 DSPS 2202 - Getting the Job You Want  
 DSPS 2203 - Basic Social Skills: Getting Along With Others in the Workplace  
 DSPS 2204 - Introduction to Your Rights and Responsibilities in the Workplace

#### Student Learning Outcomes:

1. Listen actively, respectfully, and critically; correctly interpret verbal instructions.
2. Identify, understand, and discuss workplace problems/situations and possible solutions.
3. Locate, discuss, and evaluate print and online resources related to workplace issues.
4. Analyze external and internal motivating factors of successful employees.

## III. ELEMENTARY AND SECONDARY BASIC SKILLS

Elementary and secondary basic skills consists of a course, a course of study, or an organized sequence of courses to provide instruction for individuals in elementary and second-level reading, writing, computation, and problem-solving skills in order to assist them in achieving their academic, vocational, and personal goals. Elementary-level is generally recognized to mean that, where appropriate, the coursework addresses the content and proficiencies at levels through eighth grade. Secondary-level is generally recognized to mean that the coursework addresses the content and proficiencies at levels through the twelfth grade and may incorporate a high school diploma.

### Noncredit Adult Secondary Education Program Certificates

#### Adult Basic Education Certificate of Competency

The Adult Basic Education program prepares students with the essential skills for academic advancement to the adult high school diploma (AHSD) or General Educational Development (GED) programs. Student gain knowledge in language arts and mathematics. Students may advance to develop skills for the workplace and to prepare for future educational opportunities.

#### Required Courses

ABE 3001 - Language Arts  
 ABE 3002 - Mathematics

#### Student Learning Outcomes:

1. Demonstrate understanding of the concepts in English language arts and mathematics that prepare students to enter the adult high school diploma or high school equivalency such as GED certificate programs.
2. Demonstrate critical thinking skills to observe, analyze, synthesize, and evaluate ideas and information.
3. Demonstrate study skill habits that enable students to make the transition to adult high school, GED coursework and credit programs.
4. Demonstrate familiarity with subjects and concepts that are part of the adult high school or GED placement exam.
5. Demonstrate interpersonal skills to interrelate and collaborate in the workplace.
6. Demonstrate effective and ethical use of technology.



## GED Certificate of Competency

The General Education Development program prepares students for the General Education Development (GED) exam. The curriculum also prepares students for a pathway to other noncredit or credit programs. Students gain knowledge in college and career readiness, including career exploration and study skills. Services include test-taking strategies, hands-on computer practice testing, academic counseling, individual follow-up, and easy access to local GED testing center. The GED Certificate of Competency recognizes student achievement in GED preparation; however, students must pass the GED test in order to receive high school equivalency.

### Required Courses

GED 4001 - Language Arts  
 GED 4002 - Mathematics  
 GED 4003 - Science  
 GED 4004 - Social Studies

The GED courses prepare students in four subjects (language arts, math, social studies, and science) to be able to pass the GED high school equivalency exam, which is the equivalent of a high school diploma for those who did not finish high school. It is highly recommended that students see a counselor before enrolling in the GED program to determine student level of readiness; some students may be better served in the Adult Basic Education program prior to enrolling in GED.

### Student Learning Outcomes:

1. Demonstrate understanding of the concepts in language arts, mathematics, science, and social science that prepare students to pass the General Education Development (GED) exam.
2. Demonstrate critical thinking skills to observe, analyze, synthesize, and evaluate ideas and information.
3. Read with understanding and convey ideas effectively in writing.
4. Demonstrate knowledge of mathematical concepts and procedures to answer a question, solve a problem, make a prediction, or carry out a task that has a mathematical dimension.

## GED Certificate of Competency (Bilingual)

The General Education Development-Bilingual program prepares students for the General Education Development (GED) Spanish exam.

### Required Courses

GED 4101 - Language Arts-Bilingual  
 GED 4102 - Mathematics-Bilingual  
 GED 4103 - Science-Bilingual  
 GED 4104 - Social Studies-Bilingual

### Student Learning Outcomes:

1. Demonstrate understanding of the concepts in language arts, mathematics, science, and social science that prepare students to pass the General Education Development (GED) Spanish exam.
2. Demonstrate critical thinking skills to observe, analyze, synthesize, and evaluate ideas and information.
3. Read with understanding and convey ideas effectively in writing.
4. Demonstrate knowledge of mathematical concepts and procedures to answer a question, solve a problem, make a prediction, or carry out a task that has a mathematical dimension.

## ADULT HIGH SCHOOL DIPLOMA

The Adult High School Diploma requires students to complete 160 units for graduation, which includes coursework in Natural Sciences, Social and Behavioral Sciences, Humanities, English, Mathematics, and a selection of listed electives. Based on information such as student's high school grades, test scores, work experience, and other multiple measures, the counselor may recommend placement at the level which meets the student's needs. Students are awarded a high school diploma upon completion of the course of study prescribed by the State of California and the Pasadena Area Community College District and by passing an exit exam.

AHSD 6401  
 AHSD 6402  
 AHSD 6403  
 AHSD 6404  
 AHSD 6405  
 AHSD 6406  
 AHSD 6407  
 AHSD 6411  
 AHSD 6412  
 AHSD 6413  
 AHSD 6414  
 AHSD 6415  
 AHSD 6416  
 AHSD 6417  
 AHSD 6421  
 AHSD 6422

AHSD 6423  
 AHSD 6424  
 AHSD 6426  
 AHSD 6427  
 AHSD 6428  
 AHSD 6429  
 AHSD 6432  
 AHSD 6436  
 AHSD 6439

### Recommended Electives

AHSD 6400  
 AHSD 6409  
 AHSD 6430  
 AHSD 6431  
 AHSD 6433  
 AHSD 6434  
 AHSD 6435  
 AHSD 6437  
 AHSD 6438

#### Program Outcomes:

1. Develop critical thinking skills to observe, analyze, synthesize, and evaluate ideas and information orally and in writing.
2. Identify concepts that are part of the exit exam.
3. Develop interpersonal skills to interrelate and collaboratively work with others.
4. Integrate effective and ethical use of technology in personal practices.
5. Utilize study skill habits that will enable students to make the transition to college level coursework.
6. Apply concepts learned in core subjects that will prepare students to earn a high school diploma and transition to the community college and into the workplace.

### Certificate of Completion in Secondary Education

Students who complete the Adult High School Diploma Program are also eligible for a Certificate of Completion in Secondary Education.

## IV. ENGLISH AS A SECOND LANGUAGE (ESLN)

ESLN consists of a course, a course of study, or an organized sequence of courses. There are six new certificate programs of competency organized in a sequence to provide instruction in the English language to adult, non-native English speakers with varied academic, vo-

catational, and personal goals. Individuals whose primary language is not English may also prepare with stand-alone courses in the integrated skills of listening, speaking, reading, and writing.

#### Program Outcomes:

1. Students will be able to relate in various types of oral performance, conversation, and presentation.
2. Students will be able to interpret various types of literature, including authentic materials.
3. Students will be able to compose grammatically correct, well organized paragraphs and summaries of reading materials.

The Noncredit ESL Program curriculum provides intensive English Language instruction in Literacy to High-Intermediate level integrated courses (Levels 0-5). The program also offers four elective courses including Grammar, Conversation, American Culture, and Writing. The program provides students with increased opportunities for successful employment and academic achievement. The ESL Bridge Program helps students seamlessly transition to credit ESL classes.

## Noncredit ESL Program Certificates

### ESL Literacy Certificate of Competency

This curriculum provides intensive English as a Second Language integrated instruction in reading, writing, listening and speaking to low literacy to high literacy students. The program introduces basic English components such as the alphabet, numbers, basic grammatical functions, pronunciation and production of short and simple phrases. It prepares students for the ESL Level 1 Program.

#### Required Courses

ESLN 1060A – English as a Second Language, Literacy Level A  
 ESLN 1060B – English as a Second Language, Literacy Level B

#### Student Learning Outcomes:

1. Students will be able to select and verbally produce appropriate simple phrases to answer simple questions given orally.
2. Students will be able to collect print media needed to solve problems.
3. Students will be able to compose simple phrases in response to oral directions or simple questions.

## ESL Level 1 Certificate of Competency

This curriculum provides intensive English as a Second Language integrated instruction in reading, writing, listening and speaking to high literacy students to low beginning level students. The program prepares students to participate in simple conversations, complete basic forms and write simple sentences. It prepares students for the ESL Level 2 Program.

### Required Courses

ESLN 1061A – English as a Second Language, Level 1A  
ESLN 1061B – English as a Second Language, Level 1B

### Student Learning Outcomes:

1. Students will be able to evaluate information being presented and requested while participating in basic conversations about personal experiences.
2. Students will be able to decipher basic print and predict or select responses to questions in text, forms or in oral discourse.
3. Students will be able to formulate simple sentences based on personal experience or simple themes.

## ESL Level 2 Certificate of Competency

This curriculum provides intensive English as a Second Language integrated instruction in reading, writing, listening and speaking for low beginning to high beginning students. The program instructs students in simple oral and written communication form such as listening for specific information, writing simple paragraphs and asking clarifying questions. It prepares students for the ESL Level 3 Program.

### Required Courses

ESLN 1062A – English as a Second Language, Level 2A  
ESLN 1062B – English as a Second Language, Level 2B

### Student Learning Outcomes:

1. Students will be able to assess meaning from simple recordings and conversations.
2. Students will be able to estimate meaning from text presented in a variety of written media.
3. Students will be able to produce compound sentences to write simple paragraphs on different themes.

## ESL Level 3 Certificate of Competency

This curriculum provides intensive English as a Second Language integrated instruction in reading, writing,

listening and speaking for high beginning to low intermediate students. The program introduces complex language functions such as identifying problems and discussing solutions, writing a descriptive paragraph and using comprehensive language to fulfill tasks. It prepares students for the ESL Level 4 Program.

### Required Courses

ESLN 1063A – English as a Second Language, Level 3A  
ESLN 1063B – English as a Second Language, Level 3B

### Student Learning Outcomes:

1. Students will be able to select information presented in a conversation and correlate it to solutions to problems.
2. Students will be able to apply scanning skills in written text to determine theme or topic.
3. Students will be able to formulate complex sentences into a paragraph using appropriate verb tense.

## ESL Level 4 Certificate of Competency

This curriculum provides intensive English as a Second Language integrated instruction in reading, writing, listening and speaking for low intermediate to high intermediate students. The program helps student develop extended oral fluency and written competency beyond that of personal experiences to global situations. It prepares students for the ESL Level 5 Program.

### Required Courses

ESLN 1064A – English as a Second Language, Level 4A  
ESLN 1064B – English as a Second Language, Level 4B

### Student Learning Outcomes:

1. Students will be able to engage in and initiate conversations with native speakers.
2. Students will be able to identify and solve problems presented in passages containing complex sentences.
3. Students will be able to compose and vary the content of written paragraphs a real-world contexts.

## ESL Level 5 Certificate of Competency

This curriculum provides intensive English as a Second Language integrated instruction in reading, writing, listening and speaking to high intermediate students. The program prepares students to organize and use correct grammatical functions in oral and written communication in academic, work and life situations.

**Required Courses**

ESLN 1065A – English as a Second Language, Level 5A  
 ESLN 1065B – English as a Second Language, Level 5B

**Student Learning Outcomes:**

1. Students will be able to differentiate correct sentence structure from incorrect structure when communicating orally with native speakers.
2. Students will be able to analyze different types of written materials using reading strategies.
3. Students will be able to write organized paragraphs using correct syntax.

**ESL Family Literacy Certificate of Competency**

The ESL Family Literacy program prepares beginning-high to intermediate-low ESL students to participate more effectively in their children's education. Topics include reading with children, parental involvement in local schools, importance of school attendance, kinder readiness, helping children with homework, and basic college readiness and financial aid information.

**Required Courses**

ESLN 2050 - ESL Family Literacy Module, A  
 ESLN 2051 - ESL Family Literacy Module, B

**Student Learning Outcomes:**

1. Demonstrate understanding of the K-12 educational system.
2. Demonstrate proficiency in oral and written skills necessary for interaction in an English-speaking school environment.
3. Read with an understanding to assist school-age children with homework.
4. Demonstrate basic knowledge of college and financial aid terminology.

**Additional Noncredit ESL Courses:**

ESLN 1010	ESL Level 1
ESLN 1010A	ESL Level 1 Condensed
ESLN 1015	ESL Level 2
ESLN 1015A	ESL Level 2 Condensed
ESLN 1020	ESL Level 3
ESLN 1020A	ESL level 3 Condensed
ESLN 1030	ESL Level 4
ESLN 1030A	ESL Level 4 Condensed
ESLN 1031	ESL Level 5
ESLN 1040	ESL Conversation
ESLN 1040A	ESL Level 5 Condensed
ESLN 1050	ESL American Culture
ESLN 1051	ESL Basic Writing Skills
ESLN 1052	ESL Grammar Review and Vocabulary Development
ESLN 2052	ESL for Health Sciences

**V. VOCATIONAL ENGLISH AS A SECOND LANGUAGE (ESLV)**

ESLV consists of a course, a course of study, or set of courses. There are five new certificate programs of competency to provide instruction in the English language to adult, non-native English speakers with specific vocational goals.

**Noncredit ESLV Program Certificates****VESL Child Care Provider Certificate of Competency**

The VESL Child Care Provider program prepares beginning-high to intermediate-low ESL students for careers in child care. The curriculum also serves as a pathway to other noncredit CTE certificates, and credit child development programs. Students gain knowledge in essential vocabulary for understanding basics of child growth and development, communicating with parents or future employers, health and safety, and duties of child care providers.

**Required Courses**

ESLV 3000 - VESL: Child Care Provider, Module A  
 ESLV 3001 - VESL: Child Care Provider, Module B

**Student Learning Outcomes**

1. Identify basic child care terminology such as common child care items, hazards, reporting incidents, health and safety.
2. Incorporate child development vocabulary, speaking and writing to be prepared to work in a child centered environment.
3. Summarize appropriate developmental stages to effectively orally communicate in a child care setting.
4. Understand basic work ethics such as teamwork and appropriate workplace behavior.
5. Engage in basic interviewing and job search skills for a child care setting.

**VESL Green Construction Certificate of Competency**

The VESL Green Construction program prepares beginning-high to intermediate-low ESL students for careers in green construction. The curriculum also serves as a pathway to noncredit and credit CTE programs. Students gain knowledge in essential vocabulary for communicating in a building trades and construction industry job, understanding verbal and written directions, worker rights, and safety on the job.

**Required Courses**

ESLV 1012 - VESL: Green Construction, Module A

ESLV 1013 - VESL: Green Construction, Module B

**Student Learning Outcomes:**

1. Identify basic job terminology such as safety rules, construction equipment and worker rights.
2. Demonstrate effective communication skills between employees, employer or clients.
3. Analyze construction plans for best practices in green construction.
4. Understand basic work ethics such as teamwork and appropriate workplace behavior.
5. Engage in basic interviewing and job search skills for the building trades and construction industry.

**VESL Green Housekeeping Certificate of Competency**

The VESL: Green Housekeeping program prepares beginning-high to intermediate-low ESL students for careers in green housekeeping. The curriculum also serves as a pathway to other noncredit programs. Students gain knowledge in essential vocabulary for communicating in a housekeeping industry job, understanding verbal and written directions, worker rights, and safety on the job.

**Required Courses**

ESLV 1014 - VESL: Green Housekeeping, Module A

ESLV 1015 - VESL: Green Housekeeping, Module B

**Student Learning Outcomes:**

1. Identify basic job terminology such as safety rules, housekeeping equipment and worker rights.
2. Demonstrate effective communication skills between employees, employer or clients.
3. Identify best practices in green housekeeping.
4. Understand basic work ethics such as teamwork and appropriate workplace behavior.
5. Engage in basic interviewing and job search skills for green housekeeping.

**VESL Green Landscaping and Gardening Certificate of Competency**

The VESL: Green Landscaping and Gardening program prepares beginning-high to intermediate-low ESL students for careers in landscaping and gardening. The curriculum also serves as a pathway to noncredit and credit

CTE programs. Students gain knowledge on essential vocabulary used in communicating in the landscaping and gardening industry, understanding verbal and written directions, plant identification and placement, and safety on the job.

**Required Courses**

ESLV 2030 - VESL: Green Landscaping and Gardening, Module A

ESLV 2031 - VESL: Green Landscaping and Gardening, Module B

**Student Learning Outcomes:**

1. Appropriately use landscaping terminology such as plant identification, power tool safety, and landscape design.
2. Comprehend and respond to verbal and written directions when interacting with landscape personnel and customers.
3. Analyze landscaping plans and describe best practice plant placement.
4. Understand basic work ethics such as teamwork and appropriate workplace behavior.
5. Engage in basic interviewing and job search skills for the landscaping and gardening industry.

**VESL Health Care Certificate of Competency**

The VESL Health Care program prepares beginning-high to intermediate-low ESL students for careers in health-care. The curriculum also serves as a pathway to non-credit and credit CTE programs. Students gain knowledge on essential vocabulary used in communicating in the healthcare field, understanding verbal and written directions, medical emergencies, CPR/First Aid, safety, and basic patient needs.

**Required Courses**

ESLV 4000 - VESL: Health Care, Module A

ESLV 4001 - VESL: Health Care, Module B

**Student Learning Outcomes:**

1. Identify basic job terminology such as that related to HIPPA (Health Insurance Portability and Accountability Act), basic life stages of humans, and duties and skills of medical assistants and personal care attendants.
2. Effective communication skills between employees, with employer or with patients.
3. Understand basic work ethics such as teamwork and appropriate workplace behavior.



4. Demonstrate English language job readiness skills through job application and interviewing skills.

## VI. IMMIGRANT EDUCATION

Immigrant Education consists of a course, a course of study, or an organized sequence of courses specifically designed to provide immigrants and their families with the opportunity to become active and participating members of economic and civic society, and may include preparation for citizenship.

## VII. PARENTING EDUCATION

Parenting education consists of a course, a course of study, or an organized sequence of courses specifically designed to offer lifelong education in parenting (parent and child relationships, parent cooperative preschools), child growth and development, and family relations in order to enhance the quality of home, family, career, and community life.

## VIII. SHORT-TERM CAREER AND TECHNICAL EDUCATION

Short-term CTE programs with high employment consist of a course of study or an organized sequence of courses leading to a vocational/career technical objective, certificate, or award that prepares students for immediate employment or transition into credit CTE upon completion of the program.

### Basic Graphic Design Certificate of Completion

The Basic Graphic Design program provides students with the essential skills and workforce preparation needed for careers in graph design. The curriculum also prepares students for a pathway to credit graphic design programs. Students gain knowledge in fundamentals of typography, design principles, website creation, project management, digital techniques, workplace diversity, and portfolio development.

#### Required Courses

GRFN 3001 - Basic Graphic Design  
GRFN 3002 - Fundamentals of Graphics and Production

#### Student Learning Outcomes:

1. Understand the basic digital workflow for graphic design projects.
2. Learn basic copyright laws for the visual arts.
3. Develop a professional resume, business cards and letterhead design.

4. Produce and design a logo, a newsletter, a poster, and folded brochure, and multiple page publication from concept to completion.
5. Conduct a job search and gain familiarity with the types of jobs available in the graphic design industry.

### Child Care Provider Certificate of Completion

The Child Care Provider Program provides introductory training and education in child development for students interested in a career in early childhood education, and working with children ages birth through five. The curriculum also prepares students for a pathway to credit child development programs. Students gain knowledge in developmentally appropriate practices, creating lesson plans, optimal learning environments, health and safety guidelines, culturally relevant curriculum development, and CPR/First Aid training.

#### Required Courses

CHDN 1100 - Introduction to Teaching Young Children  
CHDN 1101 - Introduction to Home, School and Community Relations  
CHDN 1102 - Basic Skills for Child Care Provider

#### Student Learning Outcomes:

1. Create a safe, healthy, developmentally appropriate learning environment.
2. Develop positive relationships with diverse families, school and community.
3. Support developmentally appropriate practices and all relevant curriculum standards.
4. Demonstrate knowledge of basic principles of child growth and development.
5. Identify components and work ethic required for professional participation in an early childhood setting.

### Family Home Child Care Provider Certificate of Completion - Bilingual

The Family Home Child Care Provider-Bilingual program provides students with the essential skills and workforce preparation needed for careers in child care. The curriculum also prepares students for a pathway to credit child development programs. Students gain knowledge in procedures for developing and licensing diverse family child homes, culturally relevant curriculum, child development theories, and CPR/First Aid training.

**Required Courses**

- CHDN 4100 - Family Home Child Care Provider:  
Introduction to Child Development-Bilingual
- CHDN 4101 - Family Home Child Care Provider:  
Culturally Relevant Curriculum-Bilingual
- CHDN 4102 - Family Home Child Care Provider:  
Licensing and Workforce Readiness-Bilingual

**Student Learning Outcomes:**

1. Understand California State requirements for opening and operating a quality family home child care.
2. Design a safe, healthy, developmentally appropriate family home child care environment.
3. Develop positive relationships with diverse families, children and community.
4. Support developmentally appropriate practices and all relevant curriculum standards.
5. Demonstrate knowledge of basic principles of child growth and development.

**Introduction: Legal Interpretation & Translation Certificate of Completion**

The Introduction: Legal Interpretation/Translation Program provides students with the essential skills and workforce preparation needed for careers in the legal field. The curriculum also prepares students for a pathway to credit paralegal, legal or administration of justice programs. Students gain knowledge in legal translation and interpretation for court proceedings, working in a multilingual legal system, simultaneous translations, and judicial certification requirements.

**Required Courses**

- PLGN 1001 - Introduction: Legal Interpretation & Translation, Module A
- PLGN 1002 - Introduction: Legal Interpretation & Translation, Module B

**Student Learning Outcomes:**

1. Interpret and formulate vocabulary used in legal translation and interpretation during court proceedings.
2. Demonstrate basic sight translation, simultaneous, and consecutive interpretation skills.
3. Identify career and job opportunities as translator/interpreter in different fields, and plan for professional judicial certifications.

**Introduction: Medical Interpretation & Translation Certificate of Completion**

The Introduction: Medical Interpretation/Translation program provides students with the essential skills and workforce preparation needed for careers in medical interpretation. The curriculum also prepares students to transition to credit health programs. Students gain knowledge in medical translation and interpretation for medical visits and procedures, working in a multilingual medical system, simultaneous translations, and medical translation certification requirements.

**Required Courses**

- MAN 1001 - Introduction: Medical Interpretation & Translation, Module A
- MAN 1002 - Introduction: Medical Interpretation & Translation, Module B

**Student Learning Outcomes:**

1. Interpret and formulate vocabulary used in medical translation and interpretation during medical visits and procedures.
2. Demonstrate basic Sight Translation, Simultaneous, and Consecutive Interpretation skills.
3. Identify career and job opportunities as translator/interpreter in different fields, and plan for professional state or federal medical translation certifications.

**Medical Front Office Clerk Certificate of Completion**

The Medical Front Office Clerk program provides students with the necessary preparation for entry-level positions in a medical front office setting. The curriculum also prepares students for a pathway to credit medical assisting programs. Student gain knowledge in medical terminology, medical billing and coding, software applications, administrative duties, legal requirements on reporting and patient privacy, communication, customer service, medical transcription, and workplace diversity.

**Required Courses**

- MAN 5000 - Medical Front Office Clerk: Office Procedures
- MAN 5001 - Software Applications for Medical Front Office Settings

**Student Learning Outcomes:**

1. Apply critical thinking as it is used in a medical management program for a medical front office setting.

2. Demonstrate use of a computer, software programs, copier, facsimile machine and security.
3. Utilize computer software to maintain office systems and patient demographic information used in a medical front office setting.
4. Demonstrate basic clerical functions and work ethics applicable in a medical front office setting.
5. Establish and maintain confidential medical records and document administrative information for a medical front office setting.

### Personal Care Attendance Certificate of Completion

The Personal Care Attendant program provides students with the essential skills and workforce preparation needed for careers as personal care attendants. The curriculum also prepares students for a pathway to credit health programs. Student gain knowledge in causes of dementia, principles of end-of-life care, cultural diversity, caregiver ethics and skills, medical guidelines, and utilizing key community resources.

#### Required Courses

PCAN 3000 - Personal Care Attendant I: Basic Care  
PCAN 3001 - Personal Care Attendant II: Dementia and End of Life Care

#### Student Learning Outcomes:

1. Apply health care related terms and procedures comfortably in situations commonly encountered during employment as a personal care assistant.
2. Differentiate between responses to dementia, including Alzheimer's disease, and scenarios to select the course most beneficial to the patient.
3. Categorize local health care facilities based on their resources for patients and the families of patients.

### Pre-Apprenticeship in Building Trades and Construction Industry Certificate of Completion

The Pre-Apprenticeship in Building Trades and Construction Industry program provides students with the essential skills and workforce preparation needed for careers in the building trades and construction industry. The curriculum also prepares students for a pathway to credit construction programs. Students gain knowledge in reading construction plans, material handling equipment, green construction, interpreting trade technical

calculations, and practicing safety construction techniques according to Occupational Safety and Health Administration (OSHA) standards.

#### Required Courses

BLDN 2300 - Introduction to Occupational Safety and Health for the Building Trades  
BLDN 2301 - Introduction to the Building Trades and Construction Industry  
BLDN 2302 - Basic Construction Math for the Building Trades and Construction Industry  
BLDN 2303 - Introduction to Plan Reading for the Building Trades and Construction Industry  
BLDN 2304 - Basic Material Handling and Rigging

#### Student Learning Outcomes:

1. Safely handle basic construction material and equipment in the workplace.
2. Explain, demonstrate, and utilize the basic elements of tools related to building and construction.
3. Understand basic arithmetic and apply basic geometry in solving for construction quantities.
4. Describe and explain plan reading and interpret building codes used in construction.
5. Perform effective job searching skills through networking, outreach services and trade unions.

### NONCREDIT BUSINESS PROGRAM

The curriculum prepares students for entry/intermediate-level clerical jobs and/or transitions into a credit business information technology program. Program will also enable students to make a seamless transition into a credit course or program.

### Noncredit Business Program Certificates

#### Business Office Systems Certificate of Completion

##### Required courses:

BUSN 2601A  
BUSN 2601B  
BUSN 7301  
BUSN 7302  
BUSN 7303  
BUSN 7304  
BUSN 7305

BUSN 7306  
 BUSN 7307  
 BUSN 7308

#### Student Learning Outcomes:

1. Demonstrate knowledge of effective study skills, workplace skills, and interviewing techniques
2. Effectively communicate, verbally and in written form, in a business office setting.
3. Efficiently use and/or integrate the Microsoft Office Suite of products in a business office environment.

### Computer Keyboarding Certificate of Completion

The Computer Keyboarding program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for a pathway to a credit business programs. Students gain knowledge in learning correct fingering, speed, accuracy, editing, proofreading and formatting skills.

#### Required Courses

BUSN 2601A - Computer Keyboarding A  
 BUSN 2601B - Computer Keyboarding B  
 BUSN 7301 - Computer Microsoft Windows Applications

#### Student Learning Outcomes:

1. Use Microsoft Windows to organize, retrieve, and manipulate digital stored on a computer.
2. Demonstrate proper keyboarding techniques using the touch method.
3. Develop ore touch-typing speed (35-45 wpm) and accuracy.

### Computer Keyboarding Certificate of Completion – Bilingual

The Computer Keyboarding-Bilingual program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in learning correct fingering, speed, accuracy, editing, proofreading and formatting skills.

#### Required Courses

BUSN 7310 - Computer Microsoft Windows Applications-Bilingual  
 BUSN 2611A - Computer Keyboarding A - Bilingual  
 BUSN 2611B - Computer Keyboarding B - Bilingual

#### Student Learning Outcomes:

1. Use Microsoft Windows to organize, retrieve and manipulate digital data stored on a computer.
2. Demonstrate proper keyboarding techniques using the touch method.
3. Develop more touch-typing speed (35-45 wpm) and accuracy.

### Computer Skills Certificate of Completion

The Computer Skills program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in learning MS Office applications, such as WORD, Excel and Keyboarding.

#### Required Courses

BUSN 7301 - Computer Microsoft Windows Applications  
 BUSN 7302 - Business Office Computer Applications / Basic Word  
 BUSN 7303 - Business Office Computer Applications/ Basic Excel  
 BUSN 2601A - Computer Keyboarding A

#### Student Learning Outcomes:

1. Use Windows software applets effectively.
2. Create, format, save, print and organize documents using files folders.
3. Prepare, edit and print and format workbooks.
4. Demonstrate proper keyboarding techniques using the touch method.

### General Office Clerk Certificate of Competency

The General Office Clerk program provides students with the essential skills and workforce preparation needed for careers in office administration careers. The curriculum also prepares students to transition to credit business programs. Students gain knowledge in learning MS Office applications, office records management, business English and communications, and keyboarding.

#### Required Courses

BUSN 7301 - Computer Microsoft Windows Applications  
 BUSN 7304 - Office Records Management and Filing  
 BUSN 7305 - Basic Business English and Communications  
 BUSN 2601A - Computer Keyboarding A

**Student Learning Outcomes:**

1. Use Windows software applets effectively.
2. Index, code and file cards and correspondence in alphabetic, numeric, subject, and geographic systems.
3. Evaluate a variety of business letters, memorandum, and emails, applying effective and appropriate business writing principles, psychological approaches, and languages.
4. Touch type 25-30 words per minute, with five or fewer errors in a document

### **Introduction to Starting a Small Business Certificate of Completion**

The Introduction to Starting a Small Business program provides students with the essential skills and workforce preparation to start and manage a small business. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in fundamentals of starting a small business, workplace diversity, business management, financing and business plan development.

**Required Courses**

BUSN 4001 - How to Start Your Own Small Business  
 BUSN 4002 - Managing a Small Business  
 BUSN 4003 - Financing a Small Business  
 BUSN 4004 - Developing a Small Business Plan

**Student Learning Outcomes:**

1. Demonstrate knowledge of a small business operations and procedures.
2. Define and explain the major management functions of a small business.
3. Identify the costs required for small business startup.
4. Demonstrate steps of effective business plan preparation

### **Introduction to Starting a Small Business Certificate of Completion – Bilingual**

The Introduction to Starting a Small Business Bilingual program provides students with the essential skills and workforce preparation to start and manage a small business. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in fundamentals of starting a small business, workplace diversity, business management, financing and business plan development.

**Required Courses**

BUSN 4401 - How to Start Your Own Small Business - Bilingual  
 BUSN 4402 - Managing a Small Business - Bilingual  
 BUSN 4403 - Financing a Small Business - Bilingual  
 BUSN 4404 - Developing a Small Business Plan - Bilingual

**Student Learning Outcomes:**

1. Demonstrate knowledge of a small business operations and procedures.
2. Define and explain the major management functions of a small business.
3. Identify the costs required for small business startup.
4. Demonstrate steps of effective business plan preparation

### **Workforce Readiness Certificate of Completion**

The Workplace Readiness program provides students with the essential tools and techniques for entering the workforce and/or improving employability skills. Student gains knowledge in effective job searches, writing resumes and cover letters, interviewing techniques, appropriate workplace behaviors, diversity in the workplace, effective communication skills, customer service, and fundamental academic skills. The curriculum also prepares students for pathways to other noncredit or credit certificate programs.

**Required Courses**

WRKP 2101 - Workplace Readiness: Basic English  
 WRKP 2102 - Workplace Readiness: Basic Math  
 WRKP 2103 - Workplace Readiness: Basic Job Skills

**Student Learning Outcomes:**

1. Listen actively, respectfully, and critically; correctly interpret verbal instructions in the workplace.
2. Write clearly using accurate diction, forming grammatical sentences free from major errors in mechanics, punctuation and spelling.
3. Demonstrate a conceptual understanding of whole numbers, fractions, decimals and percents and how they are used in the workplace.
4. Perform basic addition, subtraction, division and multiplication operations on whole numbers, fractions, decimals, and percents without the use of a calculator to solve workplace problems.



- Demonstrate a basic understanding of the purpose and structure of chronological, functional and scannable resumes and in what situations each is appropriate.

## DESCRIPTION OF COURSES

This section presents a description of Noncredit courses offered. Each description is self-contained, i.e., each contains important information of prerequisites, hours, limitations on enrollment, recommendations, scheduling by semesters and other data which may be required in making a decision to include the course in the student's program of studies.

### Prerequisites/Corequisites/Recommended Preparation

A **"prerequisite"** is a condition of enrollment, such as satisfactory completion of another course (defined as a grade of A, B, C, or CR), that must be met **BEFORE** a student can register for a course or an educational program in order to demonstrate readiness for that course or program. By meeting the prerequisite, the student shows that he or she has certain skills, concepts, and/or information without which the College considers success in the subsequent course or program highly unlikely.

A **"corequisite"** is a course in which a student is required to enroll **AT THE SAME TIME** that he or she is enrolled in another course. In the corequisite course, the student acquires certain skills, concepts, and/or information without which the College considers success in the concurrent course highly unlikely.

A **"recommended preparation"** statement in a course description means that a student is advised, but not required, to complete the identified course(s) prior to enrollment in another course or educational program. The skills, concepts, and/or information gained in the "recommended preparation" in another course or educational program will prepare students for success in the subsequent course or program.

All prerequisites, corequisites, and recommendation preparation statements listed in the course descriptions are periodically reviewed. Students – especially those new to Pasadena City College – should consult the Schedule of Classes and Counseling Services for the most current information.

Students are expected to meet valid and necessary course prerequisites and corequisites.

## ELEMENTARY AND SECONDARY EDUCATION

### ADULT BASIC EDUCATION

#### ABE 3000 ADULT BASIC EDUCATION

Review and reinforcement of basic skills in reading (to 8<sup>th</sup> grade level), writing, math (through ratios and percents), grammar and spelling. Brush up on conversational English and pronunciation for those in need. General survival skills reviewed. Total of 108 hours lecture.

#### ABE 3001 LANGUAGE ARTS

Basic skills preparation in the language arts for academic advancement to the adult high school diploma (AHSD) or General Educational Development (GED) programs. Upon completion and demonstration of competence in the course, students may advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 52 hours lecture.

#### ABE 3002 MATHEMATICS

Review and reinforcement of arithmetic skills for academic advancement to the adult high school diploma (AHSD) or General Educational Development (GED) programs. Upon completion and demonstration of competence in the course, students may advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 52 hours lecture.

### ADULT HIGH SCHOOL DIPLOMA

#### AHSD 6400 PRACTICAL ENGLISH SKILLS

A review of grammar, spelling, reading, composition, and essay writing in preparation for taking the Adult High School Diploma Program exit exam or the General Education Development (GED) exam. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

#### AHSD 6401 FUNDAMENTALS OF GRAMMAR A

Review of parts of speech, spelling, basic sentence structure, mechanics, and vocabulary skill building. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

**AHSD 6402 FUNDAMENTALS OF GRAMMAR B**

Comprehensive study of English usage, spelling, and mechanics. Improvement in basic writing skills with more complex sentence structures and writing models. Increased vocabulary skill building. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

**AHSD 6403 ESSENTIALS IN WRITING A**

Sentence and paragraph composition. Vocabulary building and review of language mechanics and grammar. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

**AHSD 6404 ESSENTIALS IN WRITING B**

Review steps of the writing process, outlining, style exploration and introduction to research paper writing. Strengthen skills in grammar, vocabulary, and oral presentation skills. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

**AHSD 6405 U.S. LITERATURE**

A survey of the literature of the United States (fiction and non-fiction) from the colonial period to contemporary times focusing on social, cultural and literary contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

**AHSD 6406 BRITISH LITERATURE**

A survey of British literature (fiction and non-fiction) focusing on cultural, literary, and social contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

**AHSD 6407 READING FUNDAMENTALS**

An introduction to building vocabulary, reading comprehension, and critical thinking skills. A basic review of English language usage. Successful completion of this course will meet requirements for adult high school credit. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

**AHSD 6409 INTRODUCTION TO CREATIVE WRITING**

Creative literary expression through poetry, drama, and short story. Individual creative writing in various forms. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

**AHSD 6411 U.S. HISTORY: PRE-COLONIALISM TO THE CIVIL WAR**

An analysis of social, economic, and political factors in United States history from the period of Pre-Colonialism to Reconstruction. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for United States history and the social sciences. Total of 72 hours lecture.

**AHSD 6412 U.S. HISTORY: RECONSTRUCTION TO PRESENT**

An analysis of social, economic, and political factors in United States history from the period of Reconstruction to the present. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for United States history and the social sciences. Total of 72 hours lecture.

**AHSD 6413 INTRODUCTION TO AMERICAN GOVERNMENT**

An introduction to American government and its relevance to understanding the democratic process. Study of the rights and responsibilities of the citizens of the United States on local, state, and federal levels. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for American government and the social sciences. Total of 72 hours lecture.

**AHSD 6414 INTRODUCTION TO ECONOMICS**

An introduction to events that influence the American economy, including inflation, purchasing power, taxes, balance of payments, technology, deficit spending, and the cost of living. A review of foreign and domestic exchange, consumerism, GNP, and banking and currency. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for economics and the social sciences. Total of 72 hours lecture.

**AHSD 6415 CONTEMPORARY AMERICAN SOCIAL ISSUES**

Analysis and discussion of contemporary American social issues: market systems, consumerism, criminal jus-

tice system, class inequality, gender inequality, racial inequality, and militarism. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

#### **AHSD 6416 GLOBAL AFFAIRS**

Survey of a wide range of global topics: 20th century world history, contemporary world history, customs, cultural hegemony, decision making, war and peace, global economy, and diplomacy. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for the social sciences. Total of 72 hours lecture.

#### **AHSD 6417 WORLD GEOGRAPHY**

Study of people, places, and environments. A survey of the major cultural and physical regions of the world. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for world geography and the social sciences. Total of 72 hours lecture.

#### **AHSD 6421 MATH BASICS**

Master basic arithmetic skills and operations with integers, fractions, decimals, and percentages; solve word problems. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

#### **AHSD 6422 PREALGEBRA**

**Prerequisite:** *AHSD 6421 or placement based on the math assessment process.*

Introduction to the structure and concepts of Algebra, including variables, expressions, equations, absolute value, inequalities, and properties of real numbers; and the techniques of Algebra, including solving equations and inequalities, graphing linear equations, and solving word problems. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

#### **AHSD 6423 ALGEBRA 1A**

**Prerequisite:** *AHSD 6422 or placement based on the math assessment process.*

Study of the language, concepts, and techniques of basic algebra, including signed numbers, expressions and equations, formulas, powers and roots, and inequalities. This course lays a foundation for upper level math and science courses. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

#### **AHSD 6424 ALGEBRA 1B**

**Prerequisite:** *AHSD 6423 or placement based on the math assessment process*

Study of the language, concepts, and techniques of algebra, including exponents, systems of equations, quadratic and exponential functions, rational and irrational numbers, and polynomials. Lays a foundation for upper level math and science courses. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

#### **AHSD 6425 INTRODUCTION TO GEOMETRY**

**Prerequisite:** *AHSD 6424 or placement based on the math assessment process.*

Overview of the elements of geometry and the properties of those elements. Use of properties in proofs to develop logical reasoning. Geometer's Sketchpad used to develop skills and understanding. Course integrates basic algebra into geometry and builds skills for upper level math. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

#### **AHSD 6426 LIFE SCIENCE – BIOLOGY**

Introduction to the study of life, including biological chemistry, cells, organisms and classification, and ecology. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for biological science. Total of 72 hours lecture.

#### **AHSD 6427 LIFE SCIENCE – PHYSIOLOGY**

Introduction to the study of physiology and genetics, with a focus on human systems. Structure and function of basic human organ systems are the focus, supplemented with contrasts to simple organisms, plant physiology, and basic genetics. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for biological science. Total of 72 hours lecture.

#### **AHSD 6428 PHYSICAL SCIENCE – CHEMISTRY**

Introduction to the study of chemistry, including atomic structure, substances, and reactions. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for physical science. Total of 72 hours lecture.

#### **AHSD 6429 PHYSICAL SCIENCE – PHYSICS**

Introduction to the study of physics, including energy, optics, and forces. Successful completion of this course

will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for physical science. Total of 72 hours lecture.

#### **AHSD 6430 ENVIRONMENTAL SCIENCE – ECOLOGY**

Introduction to the study of environmental science, including ecological systems of abiotic and biotic factors and current environmental challenges. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

#### **AHSD 6431 COMPUTER BASICS**

Overview of computer hardware, software, operating systems, and file management; Internet and E-mail. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

#### **AHSD 6432 ART HISTORY**

A survey of visual arts including painting, print making, sculpture, architecture and photography. Historical and contemporary art forms; perspective design, composition and color theory. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. This course meets requirements for the humanities. Total of 72 hours lecture.

#### **AHSD 6433 WORKPLACE SKILLS FOR THE 21<sup>ST</sup> CENTURY**

Workplace preparation and skills for the 21st century. Decision-making and life-long learning skills. Build competency in written and oral communication and basic math and computer skills. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

#### **AHSD 6434 PLANNING FOR ACADEMIC AND CAREER SUCCESS**

Successful methods for improving academic and career strategies and skills. A survey of educational and occupational opportunities and requirements. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

#### **AHSD 6435 HEALTH**

An informed use of health-related information and an overview of positive attitudes and responsible behaviors for making decisions to promote lifelong health. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

#### **AHSD 6436 MUSIC APPRECIATION**

Introduction to classical and popular music. Development of music, explorations of composer's lives and historical and social contexts of the times. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. This course meets requirements for the humanities. Total of 72 hours lecture.

#### **AHSD 6437 GRAPHIC ART DESIGN**

An introduction to the field of graphic design. Covers key design elements such as typography, creativity, visualization, composition, and web design. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

#### **AHSD 6438 COMPUTER APPLICATIONS**

Use of applications software for database management, word processing, spreadsheet, and slideshow presentation. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

#### **AHSD 6439 CONTEMPORARY SPANISH**

An introduction to Spanish. Practice in Spanish language pronunciation, grammar and vocabulary in a contemporary context. Exploration of culture in both contemporary and historical contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. This course meets requirements for the humanities. Total of 72 hours lecture.

#### **GED 4001 LANGUAGE ARTS**

Preparation in the language arts for students preparing for the General Educational Development (GED) exam. Provides instruction in reading comprehension, grammar, and writing the extended response essay, using successful test-taking strategies and hands-on online testing practice. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

#### **GED 4002 MATHEMATICS**

Preparation in mathematics for students preparing for the General Education Development (GED) exam in Mathematics. Provides instruction in quantitative and Algebraic problem solving. Skill building in test taking strategies to respond to questions on the GED exam in mathematical reasoning. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.



**GED 4003 SCIENCE**

Preparation in science for students preparing for the General Education Development (GED) exam in science. Provides instruction in biology, physiology, chemistry, earth, and space science. Skill building in test taking strategies for multiple choice and short answer response questions on the GED exam. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture

**GED 4004 SOCIAL STUDIES**

Preparation in social studies for students preparing for the General Education Development (GED) exam. Provides review in U.S. history, global history, economics, civics and government, and geography using successful test-taking strategies and hands-on online testing practice for multiple choice and extended response questions. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

**GED 4101 LANGUAGE ARTS - BILINGUAL**

Preparation in the language arts for students preparing for the General Education Development (GED) Spanish exam. Provides instruction in reading comprehension, grammar, and writing the extended response essay, using successful test-taking strategies and hands-on online testing practice. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

**GED 4102 MATHEMATICS - BILINGUAL**

Preparation in mathematics for students preparing for the General Education Development (GED) Spanish exam in Mathematics. Provides instruction in quantitative and Algebraic problem solving. Skill building in test taking strategies to respond to questions on the GED exam in mathematical reasoning. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

**GED 4103 SCIENCE - BILINGUAL**

Preparation in science for students preparing for the General Education Development (GED) Spanish exam in science. Provides instruction in biology, physiology, chemistry, earth, and space science. Skill building

in test taking strategies for multiple choice and short answer response questions on the Spanish GED exam. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

**GED 4104 SOCIAL STUDIES - BILINGUAL**

Preparation in social studies for students preparing for the General Education Development (GED) Spanish exam. Provides review in U.S. history, global history, economics, civics and government, and geography using successful test-taking strategies and hands-on online testing practice for multiple choice and extended response questions. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace; and to prepare for future educational opportunities. Total of 36 hours lecture.

**LEARNING ASSISTANCE CENTER****LAC 3031 SUPERVISED TUTORING**

Individualized or small group tutoring for students needing additional knowledge and study skills to succeed in regular course work.

**LAC 3033 LEARNING ASSISTANCE**

Skills development for individual students through the use of technology in supervised learning centers. Designed to supplement classroom instruction through activities suggested by faculty to improve learning.

**EDUCATION PROGRAMS FOR OLDER ADULTS****OLAD 2900 SEWING TECHNIQUES FOR OLDER ADULTS**

Designed for adult students with beginning and limited sewing abilities, and students with some sewing experience ranging from intermediate to advanced. Emphasizes good sewing techniques, including the appropriate application of some speed-sewing techniques; the use of commercial patterns; and proper fit. **Short term class.** Total of 48 hours lecture.

**OLAD 2901 CREATIVE STITCHERY FOR OLDER ADULTS**

Designed to cover a wide range of hand embroidery and stitchery techniques for seniors which include making



wall hangings, pictures, pillows, and other decorative items. To enhance stitchery as an art form, various threads and materials will also be used in the finished item. **Short term class.** Total of 32 hours lecture.

#### **OLAD 3120 LIFE REVIEW**

Importance of life review, journaling for preservation of family history. Techniques for writing a life journal. Provides mental/memory stimulation for older adults.

**Short term class.** Total of 24 hours lecture

#### **OLAD 3371 MUSIC APPRECIATION AND PARTICIPATION FOR OLDER ADULTS**

Music appreciation and participation for seniors residing at retirement homes. Emphasis on development of music, relationship to art, culture, history and popular music.

**Short term class.** Total of 32 hours lecture.

#### **OLAD 3379 HISTORY OF EUROPEAN ART FOR OLDER ADULTS**

A comprehensive survey of Europe's cultural achievements from Charlemagne and the Middle Ages, to World War II. This visually stimulating course meets a need for adventure while providing numerous opportunities to expand memory retention. **Short term class.** Total of 24 hours lecture.

#### **OLAD 3380 TAI-CHI CHU'AN FOR OLDER ADULTS**

This course introduces older adults to a Chinese health exercise which is neither vigorous nor strenuous. It is suitable for older adults who want to exercise to gain or maintain good health. It will strengthen the muscles and organs, relax the mind and body, improve blood circulation, and increase memory and concentration.

**Short term class.** Total of 24 hours lecture.

### **EDUCATION PROGRAMS FOR PERSONS WITH SUBSTANTIAL DISABILITIES (DSPS)**

#### **DSPS 2201 FINDING THE JOB THAT'S RIGHT FOR YOU**

Fundamental course designed for adults with developmental disabilities who have an interest in finding realistic and meaningful employment. Emphasis on looking for different job opportunities that support the adult learner's interests, values, and skills. Recommended working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture.

#### **DSPS 2202 GETTING THE JOB YOU WANT**

Fundamental course designed for adults with developmental disabilities who have an interest in finding realistic and meaningful employment. Emphasis on filling out job applications, creating resumes and cover letters,

and learning interviewing techniques. Recommended working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture.

#### **DSPS 2203 BASIC SOCIAL SKILLS: GETTING ALONG WITH OTHERS IN THE WORKPLACE**

Fundamental course designed for adults with developmental disabilities with an interest in maintaining realistic and meaningful employment. Emphasis on learning the skills needed to create good working habits, workplace diversity, communicate needs, and interact appropriately with co-workers and supervisors. Recommended working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture.

#### **DSPS 2204 INTRODUCTION TO YOUR RIGHTS AND RESPONSIBILITIES IN THE WORKPLACE**

Fundamental course designed for adults with developmental disabilities with an interest in maintaining realistic and meaningful employment. Focus on learning the skills needed to make good decisions and understand rights in the workplace. Recommended working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture.

#### **DSPS 2205 WORKPLACE READINESS FOR STUDENTS WITH DISABILITIES**

Introduction to skills and strategies needed for adults with disabilities to develop pathways to college, career technical training, or enter the workforce. Topics include the job application process, employee rights, interviewing skills, time management, importance of teamwork, diversity in the workplace, and basic workplace expectations. Total of 30 hours lecture.

#### **DSPS 3320 FUNCTIONAL LIVING FOR DEVELOPMENTALLY HANDICAPPED ADULTS**

Functional living skills for adults residing in residential care facilities. Designed for adults with special needs as they relate to living at home, within a group home, and transferring to independent living. Emphasis on health and safety, personal hygiene and grooming, and social interaction and conversation skills. Total of 32 hours lecture.

#### **DSPS 3323 WORKPLACE SKILLS FOR DEVELOPMENTALLY DISABLED ADULTS**

This course is primarily for developmentally disabled students employed, or wish to become employed, in a workshop environment. This course covers independent living and basic employment techniques including resume writing and interviewing. **Short term class.** Total of 32 hours lecture.

**DSPS 3370 MUSIC APPRECIATION AND PARTICIPATION/PHYSICALLY DISABLED ADULTS**

Music appreciation and participation for physically disabled adults residing in a residential care facility. Emphasis on singing, rhythm, timing and listening. **Short term class.** Total of 24 hours lecture.

**DSPS 3374 ADAPTIVE ART FOR DISABLED ADULTS**

Adaptive art techniques for disabled adults residing in a residential care facility. Emphasis on techniques to encourage the creative and artistic process for adults who experience physical and emotional challenges. **Short term class.** Total of 24 hours lecture.

**ENGLISH AS A SECOND LANGUAGE (ESLN)****ESLN 1010 ENGLISH AS A SECOND LANGUAGE – LEVEL 1**

Introduction to basic grammatical functions with an emphasis on the development of the language skills of listening with understanding and speaking to be understood. Listening, speaking, reading, and writing skills are integrated in basic life skills and basic work skills themes encountered in everyday context. Total of 216 hours lecture.

**ESLN 1010A ENGLISH AS A SECOND LANGUAGE – LEVEL 1 – CONDENSED**

Introduction to basic grammatical functions with an emphasis on the development of language skills for listening with understanding and speaking to be understood. Listening, speaking, reading, and writing skills are integrated in basic life skills and basic work skills themes encountered in everyday context. Total of 72 hours lecture.

**ESLN 1015 ENGLISH AS A SECOND LANGUAGE – LEVEL 2**

Further practice of basic grammatical functions by emphasizing accurate oral and written communication at the high-beginning level. Listening, speaking, reading, and writing skills are integrated for better understanding of English used in daily life and everyday work/job skills. Total of 216 hours lecture.

**ESLN 1015A ENGLISH AS A SECOND LANGUAGE – LEVEL 2 – CONDENSED**

Further practice of basic grammatical functions by emphasizing accurate oral and written communication at the high- beginning level. Listening, speaking, and reading skills (some writing) are integrated for better

understanding of English used in daily life and everyday work/job skills. Total of 72 hours lecture.

**ESLN 1020 ENGLISH AS A SECOND LANGUAGE – LEVEL 3**

Emphasis on increased oral and written communication skills required to function independently in most situations beyond life and work-skills. Complex language functions and forms in listening, speaking, reading and writing are integrated with more general vocational and academic subjects. Total of 216 hours lecture.

**ESLN 1020A ENGLISH AS A SECOND LANGUAGE – LEVEL 3 – CONDENSED**

Introduction to high-intermediate level English language basic skills in reading and writing. Emphasis continues to be fluency in communication for extended conversation on a variety of subjects. Total of 72 hours lecture.

**ESLN 1030 ENGLISH AS A SECOND LANGUAGE – LEVEL 4**

Introduction to high-intermediate level English language basic skills in reading and writing. Emphasis continues to be fluency in communication for extended conversation on a variety of subjects. Total of 216 hours lecture.

**ESLN 1030A ENGLISH AS A SECOND LANGUAGE – LEVEL 4 – CONDENSED**

Introduction to high-intermediate level English language basic skills in reading and writing. Emphasis continues to be fluency in communication for extended conversation on a variety of subjects. Total of 72 hours lecture.

**ESLN 1031 ENGLISH AS A SECOND LANGUAGE – LEVEL 5**

Advanced English proficiency level in listening, speaking, reading, and writing to meet most life and work-related demands with little problem. Emphasis is on increased use of grammatical functions to prepare students for greater academic success at both high school and college levels. Total of 216 hours lecture.

**ESLN 1040 ENGLISH AS A SECOND LANGUAGE CONVERSATION**

Oral communication skill development with emphasis on increased fluency in English conversation. Speaking and listening practice for daily future needs and academic goals is presented in a student-centered approach. Total of 54 hours lecture.

**ESLN 1040A ENGLISH AS A SECOND LANGUAGE – LEVEL 5 – CONDENSED**

Advanced English proficiency level in listening, speaking, reading, and writing to meet most life and work-related

demands with little problem. Emphasis is on increased use of grammatical functions to prepare students for greater academic success at both high school and college levels. Total of 72 hours lecture.

#### **ESLN 1050 ESL AMERICAN CULTURE**

Basic knowledge of American culture required for non-native speakers. Emphasis is on cultural aspects that enable students to adjust to the American way of life. Total of 54 hours lecture.

#### **ESLN 1051 ESL BASIC WRITING SKILLS**

Development of basic writing skills to the 8th grade level using computers and software. Emphasis is on basic proficiency in writing a directly developed cohesive paragraph and/or multiple paragraphs to increase success in future academic or other vocational goals. Total of 54 hours lecture and 36 hours laboratory.

#### **ESLN 1052 ESL GRAMMAR AND VOCABULARY DEVELOPMENT**

Basic grammar and vocabulary review. Emphasis is on basic grammatical forms and functions. Vocabulary development consists of identifying key words and phrases for increased expression, especially in speaking, writing and reading. Total of 54 hours lecture.

#### **ESLN 1060A ENGLISH AS A SECOND LANGUAGE LITERACY LEVEL A**

Development of beginning literacy in the basic components of the English language and basic grammatical functions. Emphasis on spelling and pronunciation and mastering the English alphabet and numbers. Total of 108 hours lecture.

#### **ESLN 1060B ENGLISH AS A SECOND LANGUAGE LITERACY LEVEL B**

**Prerequisite:** *ESL 1060A or placement based on the ESL assessment process.*

Functioning at beginning literacy by talking about language components using grammar terms and understanding grammar functions. Emphasis is on generating short and simple phrases and establishing basic listening, speaking, reading and writing skills. Total of 108 hours lecture.

#### **ESLN 1061A ENGLISH AS A SECOND LANGUAGE, LEVEL 1A**

**Prerequisite:** *1060B or placement based on the ESL assessment process.*

Development of high-literacy grammatical functions. Emphasis on recognizing conversation and passage patterns and expanding writing competency within the context of basic life and work skills. Total of 108 lecture hours.

#### **ESLN 1061B ENGLISH AS A SECOND LANGUAGE, LEVEL 1 B**

**Prerequisite:** *ESL 1061A or placement based on the ESL assessment process.*

Functioning at high literacy by employing basic grammatical functions. Emphasis on writing and speaking in complete sentences and on reading and listening competencies within the context of basic life and work skills. Total of 108 lecture hours.

#### **ESLN 1062A ENGLISH AS A SECOND LANGUAGE, LEVEL 2A**

**Prerequisite:** *ESL 1010 or ESL 1061B or placement based on the ESL assessment process.*

Development of low-beginning grammatical functions. Emphasis on simple oral and written communication form and on gathering general ideas through listening and reading in daily life and work. Total of 108 lecture hours.

#### **ESLN 1062B ENGLISH AS A SECOND LANGUAGE, LEVEL 2B**

**Prerequisite:** *ESL 1062A or placement based on the ESL assessment process.*

Functioning at low-beginning proficiency by employing accurate grammatical forms. Emphasis on increasing listening, speaking, reading and writing organization and development skills in daily life and work. Total of 108 lecture hours.

#### **ESLN 1063A ENGLISH AS A SECOND LANGUAGE, LEVEL 3A**

**Prerequisite:** *ESL 1015 or ESL 1062B or placement based on the ESL assessment process.*

Development of high-beginning reading, writing, listening, speaking English communication skills using complex language functions and forms. Total of 108 hours lecture.

#### **ESLN 1063B ENGLISH AS A SECOND LANGUAGE, LEVEL 3B**

**Prerequisite:** *ESL 1063A or placement based on the ESL assessment process.*

Functioning independently at high-beginning proficiency in most situations. Emphasis on building listening, speaking, reading and writing skills within life, work and educational settings. Total of 108 hours lecture.

#### **ESLN 1064A ENGLISH AS A SECOND LANGUAGE, LEVEL 4A**

**Prerequisite:** *ESL 1020 or ESL 1063B or placement based on the ESL assessment process.*

Development of low-intermediate English language skills in reading and writing. Emphasis on extended oral fluency and editing of incorrect language form. Total of 108 hours lecture.

**ESLN 1064B ENGLISH AS A SECOND LANGUAGE, LEVEL 4B**

**Prerequisite:** *ESL 1064A or placement based on the ESL assessment process.*

Functioning with low-intermediate proficiency in many real-world situations requiring listening and reading, some involving technology. Emphasis on producing correct complex language forms in speaking and writing. Total of 108 hours lecture.

**ESLN 1065A ENGLISH AS A SECOND LANGUAGE, LEVEL 5A**

**Prerequisite:** *ESL 1030 or ESL 1064B or placement based on the ESL assessment process.*

Development of high-intermediate English proficiency in listening, speaking, reading, and writing to meet many life and work-related demands. Emphasis is on reducing miscommunication through the correct use of grammatical functions and content organization. Total of 108 hours lecture.

**ESLN 1065B ENGLISH AS A SECOND LANGUAGE, LEVEL 5B**

**Prerequisite:** *ESL 1065A or placement based on the ESL assessment process.*

Functioning at high-intermediate English proficiency in life-skills listening, reading, speaking and writing to transition into academic English environments. Emphasis is on increased use of grammatical functions and formal writing styles. Total of 108 hours lecture.

**ESLN 2050 ESL FAMILY LITERACY, MODULE A**

Development of speaking, reading, and writing skills of limited English speaking parents with children in local elementary, middle and high schools. Family literacy emphasis covering reading with children, parental involvement, kinder readiness, school attendance, and assisting children of all ages with homework. Total of 36 hours lecture.

**ESLN 2051 ESL FAMILY LITERACY, MODULE B**

Development of speaking, reading, and writing skills of limited English speaking parents with children in local elementary, middle and high schools. Family literacy emphasis on academic skills, school attendance, assisting children with homework, basic college readiness, and financial aid information. Total of 36 hours lecture.

**ESLN 2052 ESL FOR HEALTH SCIENCES**

Introduction to the health care field for non-native speakers of English aimed at the development of language skills for careers in health care. Consists of communication skills and medical terminology. Total of 50 hours lecture.

**VOCATIONAL ENGLISH AS A SECOND LANGUAGE****ESLV 1012 VESL GREEN CONSTRUCTION, MODULE A**

Development of reading, speaking, listening and writing skills of beginning-high to intermediate-low ESL students for careers in green construction. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include basic tools and equipment, units of measurement, construction materials, and workplace readiness. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 1013 VESL GREEN CONSTRUCTION, MODULE B**

Development of reading, speaking, listening, and writing skills of beginning-high to intermediate-low ESL students for careers in green construction. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include communicating with supervisors and coworkers, basic safety, protective clothing and gear, safety signs, and worker rights. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 1014 VESL GREEN HOUSEKEEPING, MODULE A**

Development of reading, speaking, listening and writing skills of beginning-low to intermediate-high ESL students for careers in green housekeeping. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include basic green cleaning materials, tools and equipment, housekeeping tasks, safe equipment use, and workplace readiness. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 1015 VESL GREEN HOUSEKEEPING, MODULE B**

Development of reading, speaking, listening and reading skills of beginning-low to intermediate-high ESL students for careers in green housekeeping. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include communicating with supervisors and coworkers, social and personal relations, safety, and worker rights. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 2030 VESL: GREEN LANDSCAPING AND GARDENING, MODULE A**

Development of reading speaking, listening, and writing skills of beginning-high to intermediate-low ESL stu-



dents for careers in green gardening and landscaping. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include plant identification, selection and care, irrigation, safe use of hand and power tools, and workplace readiness. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 2031 VESL: GREEN LANDSCAPING AND GARDENING, MODULE B**

Development of reading speaking, listening, and writing skills of beginning-high to intermediate-low ESL students for careers in green gardening and landscaping. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include best plant placement, safe fertilizer and pesticide usage, yard maintenance, and worker rights. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 3000 VESL: CHILD CARE PROVIDER, MODULE A**

Development of reading, speaking, listening, and writing skills of beginning-high to intermediate-low ESL students for careers in child care. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with parents or future employers. Topics include basic child development theories, social emotional development, family constructs, common terms used in child care facilities, and workplace readiness. Total hours of 50 hours lecture and 10 hours laboratory.

**ESLV 3001 VESL: CHILD CARE PROVIDER, MODULE B**

Development of reading, speaking, listening and writing skills of beginning-high to intermediate-low ESL students for careers in child care. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with parents or future employers. Topics include infant, toddler and preschooler development, duties of child care providers, college child development programs, and worker rights. Total of 50 hours lecture and 10 hours of laboratory.

**ESLV 4000 VESL: HEALTH CARE, MODULE A**

Development of listening, speaking, reading, and writing skills of beginning-high to intermediate-low ESL students for careers in healthcare. Emphasis on occupation-specific terminology and communication skills for interacting with patients or future employers. Topics include health careers, patient needs, basic duties, hospital settings, nutrition, communication, office skills, measurements, and workplace readiness. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 4001 VESL: HEALTH CARE, MODULE B**

Development of listening, speaking, reading, and writing skills of beginning-high to intermediate-low ESL students for careers in health. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with patients or future employers. Topics include communication, safety, medical emergencies, CPR/First Aid and worker rights. Total of 50 hours lecture and 10 hours laboratory.

**IMMIGRANT EDUCATION**

**IMME 1000 CITIZENSHIP**

Preparation of non-citizens for naturalization. **Short term class.** Total of 32 hours lecture.

**IMME 3000 CITIZENSHIP PREPARATION**

Preparation for United States citizenship by navigating through the Naturalization process including preparation for taking the four tests for citizenship, the Oath of Allegiance, and by having the language skills and knowledge to live as productive citizens. Total of 40 hours of lecture.

**IMME 3001 DEVELOPMENT OF LITERACY SKILLS FOR NATIVE SPANISH SPEAKERS**

Development of Spanish literacy skills for native speakers. Includes reading, writing, and survival skills necessary for success in workplace, academic and social settings. Designed for native Spanish speakers. Total of 50 hours lecture and 10 hours laboratory.

**IMME 3002 ENGLISH FOR WRITTEN DRIVER'S TEST**

Preparation for the written driving test in English while acquiring the essential vocabulary needed to understand the questions and answers. Procedures for taking the test at the Department of Motor Vehicles (DMV) as well as the rules when driving in California. Total of 25 hours lecture.

**PARENTING EDUCATION**

**PAR 7603 PARENT EDUCATION DISCUSSION GROUPS – PRESCHOOL AGE**

Human growth and development with primary emphasis on the preschool age child. Parent roles and self-understanding; parental values and goals; family communication; analysis of varying philosophies of child rearing; health and nutrition; societal influences on the home. Total of 64 hours lecture.



**PAR 7608 PARENT EDUCATION DISCUSSION GROUPS – CHILD, FAMILY, SCHOOL**

Designed for parents who have a limited background in English. Parents learn and recognize basic daily English so that they can transmit improved literacy skills to their children and family. Provides an environment for adults with small children that promotes effective communication, child rearing, and family development in a contemporary American culture. Encourages a participatory role in the school and the community. Total of 32 hours lecture.

**PAR 7617A YOUR GROWING 2-YEAR-OLD**

Parents learn about the reality of, and the reasons for the behavior of the two-year old - known as the first adolescence. The unique needs of that child and that child's caring adults, and ways to meet these needs will be discussed. An emphasis will be on communication and listening skills, as well as the uniqueness of each child, adult, and family. The child accompanying the enrolled adult student must be **two years old by September 1 of the current school year**. Total of 32 hours lecture and 16 hours laboratory.

**PAR 7617B YOUR GROWING 3-YEAR-OLD**

Parents and their three-year old children attend classes together in a supportive, stimulating, age appropriate environment. Designed to emphasize effective communication and parenting skills that encourage positive family interaction. The child accompanying the adult student must be **three years old as of September 1 of the current school year**. Total of 32 hours lecture and 16 hours laboratory.

**PAR 7617C GETTING YOUR 4-YEAR-OLD READY FOR KINDERGARTEN**

Parents and their four-year old children attend classes together in a supportive, stimulating, age appropriate environment. The stages of child development of the four-year old, aspects of child self-esteem and effective parenting skills are explored. Designed to emphasize the parental role in the school process and deciding if the child is kindergarten ready. The child accompanying the enrolled adult must be **four years old as of December 2 of the current school year**. Total of 32 hours lecture and 16 hours laboratory.

**PAR 7618A STAGES OF DEVELOPMENT: 2 YEARS OLD**

Parents and their two-year old children attend classes together in a supportive, stimulating, age appropriate environment. Students will engage in course material that covers child development theory, recognize milestones, create healthy family habits, and support

child's optimal growth and development. The child accompanying the adult student must be **two years old as of September 1st of the current school year**. Total of 32 hours lecture and 16 hours laboratory.

**PAR 7618B YOUR GROWING FAMILY: 0-5 YEARS OLD**

Parents and their children attend classes together in a supportive, stimulating, age appropriate environment to learn effective discipline, sibling relationship strategies, and optimal family dynamics. Total of 32 hours lecture and 16 hours laboratory.

**PAR 7680A INFANT PARENTING: 0-6 MONTHS**

Parents with infant children participate in weekly class meetings to learn principles of child development, communication, and problem solving, creating positive parent-child interaction. The child accompanying the enrolled adult student must be **birth-6 months by September 1 of the current school year**. Total of 48 hours lecture.

**PAR 7680B PARENTING IN THE FIRST YEAR: 0-12 MONTHS OLD**

Parents with infant children participate in weekly class meetings to learn principles of child development, communication, and problem-solving, creating positive parent-child interaction. The child accompanying the enrolled adult student must be **birth-12 months after September 1 of the current school year**. Total of 48 hours lecture.

**PAR 7680C INFANT PARENTING: 7-12 MONTHS**

Parents observe, record, and discuss the development of the 7- through 12-month-old child to learn principles of child development, communication, and problem solving, creating positive parent-child interaction. The child actively explores every aspect of his/her world. The child accompanying the enrolled adult student must be **7 through 12 months by September 1 of the current school year**. Total of 48 hours lecture.

**PAR 7681A PARENTING YOUR TODDLER: 13-17 MONTHS**

Parents with children ages 13 through 17 months participate in weekly class meetings to learn principles of child development, discipline philosophies, communication and strengthening family relationships. Particular emphasis will be given to learning to understand the child's emerging motor skills, language acquisition and drive to independence. The child accompanying the enrolled adult student must be **13 through 17 months by September 1 of the current school year**. Total of 32 hours lecture and 16 hours laboratory.

**PAR 7681B PARENTING YOUR TODDLER:  
18-23 MONTHS**

Parents observe, record, and discuss the development of the 18- through 23-month-old child to understand their child's needs and develop stronger and more positive parental skills to help the child build self-esteem and confidence. Parents will discover with the child in an age-appropriate environment the many ways of learning through music, creative activities, play, and social interaction. Parents will share ideas, resources, and information. The child accompanying the enrolled adult student must be **18 through 23 months by September 1 of the current school year**. Total of 32 hours lecture and 16 hours laboratory.

**PAR 7682 PARENTING YOUR PRESCHOOL AGE  
CHILD: 2-4 YEARS OLD**

Parents and their pre-school children, **ages two to pre-kindergarten**, attend weekly classes together in a supportive, stimulating, anti-bias environment. Discussion on child growth and development, communication, and problem solving to create positive family interaction. Children accompanying the enrolled adult student must be **2 years to 4 years as of September 1 of the current school year**. Total of 32 hours lecture and 16 hours laboratory.

**PAR 7683 MULTI-AGE PARENTING: 0-5 YEARS OLD**  
Parents with pre-school age children participate in weekly class meetings to learn principles of child development, communication, problem-solving, and family interaction. The child accompanying the enrolled adult student must be **birth to 4 years old by December 2 of current school year**. Total of 32 hours lecture and 16 hours of laboratory.

**PAR 7684 PARENT EDUCATION DISCUSSION  
GROUPS – COURT MANDATED**

Designed for parents who have been assigned by the courts to attend a parent education discussion group. Emphasis on family dynamics, developmental stages of children, communication and discipline, developing self-esteem in children, and stress management for parents. Community resources of support and guidance. Meets court requirement. **Short term class**. Total of 32 hours lecture.

**PAR 7685 PARENT EDUCATION DAD'S CLASS**

Fathers or other male caregivers participate in weekly class meetings with children to learn principles of child development, discipline philosophies, communication and strengthening family relationships. Particular emphasis will be placed on the unique skills men bring to parenting as gender differences, societal expectations and family histories are addressed. Child accompanying

the enrolled adult must be **18 months to 4 years old by September 1 of the current school year**. **Short term class**. Total of 32 hours lecture.

**PAR 7686 SYSTEMATIC TRAINING FOR EFFECTIVE  
PARENTING OF PRESCHOOLERS**

Designed for parents of pre-school age children, birth to 5 years old. Parents learn to understand children and gain skills for effective parenting. Emphasis on parent interaction with materials and each other to learn sound child-rearing principles. **Short term class**. Total of 16 hours lecture.

**PAR 7687 SYSTEMATIC TRAINING/EFFECTIVE  
PARENTING OF SCHOOL AGE CHILDREN**

Designed for parents of pre-school age children, birth to 5 years old. Parents learn to understand children and gain skills for effective parenting. Emphasis on parent interaction with materials and each other to learn sound child-rearing principles. **Short term class**. Total of 16 hours lecture.

**PAR 7688 SYSTEMATIC TRAINING FOR EFFECTIVE  
PARENTING OF TEENS**

Designed to provide systematic training for improving parent-teen relationships. Parent learns to understand teenagers and gain skills for effective parenting. The parenting program helps parents find realistic, effective, and enjoyable ways to relate to the emerging young adults in their family. Total of 16 hours lecture.

**PAR 7710 FAMILY HEALTH AND WELL-BEING:  
DAD'S CLASS**

Family health and well-being with emphasis on skills fathers bring to parenting. Group discussions on physical and emotional health, safety, and family quality time. Child accompanying the enrolled adult must be 18 months to 4 years old by September 1 of the current school year. **Short term class**. Total of 18 hours lecture.

**PAR 7711 FAMILY HEALTH AND WELL-BEING**

Designed to promote family development in contemporary American culture for parents with a limited background in English. Introduction to proper nutrition, exercise, factors affecting physical and emotional growth and development and sleep strategies. **Short term class**. Total of 18 hours lecture.

**PAR 7712 FAMILY HEALTH AND WELL-BEING:  
COURT MANDATED**

Development of proactive parenting techniques. Determine and implement a family plan that focuses on health and safety including the physical and emotional factors. **Short term class**. Total of 18 hours lecture.

**PAR 7713 FAMILY HEALTH AND WELL-BEING:  
FAMILY GROUP OBSERVATION**

Strategies on how to cohesively address the various needs of multiple family members. Focusing on family health and well-being, nutrition, sleep and stress. The child accompanying the enrolled adult student must be birth to 4 years old by September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7714A FAMILY HEALTH AND WELL-BEING:  
INFANT OBSERVATION**

Development of a family health and well-being action plan focusing on proper nutrition, safety precautions, emotional health and how to best use community resources. The child accompanying the adult enrolled student must be birth to 6 months by September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7714B FAMILY HEALTH AND WELL-BEING:  
INFANT OBSERVATION**

Development of a family health and well-being action plan focusing on proper nutrition, safety precautions, emotional health and how to best use community resources. The child accompanying the adult enrolled student must be 7 through 12 months by September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7715 FAMILY HEALTH AND WELL-BEING:  
MULTIAGE GROUP**

Focus on proper nutrition, age appropriate exercise and effective sleep strategies as part of family health and well-being core content. The child accompanying the enrolled adult student must be 2 to 4 years old as of September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7716A FAMILY HEALTH AND WELL-BEING:  
2 YEARS OLD OBSERVATION**

Implement structure, routine and discipline during the "first adolescence" by focusing on family health and well-being. Establish good communication and listening skills, proper nutrition and feeding schedules. The child accompanying the adult enrolled student must be two years old by September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7716B FAMILY HEALTH AND WELL-BEING:  
3 YEARS OLD OBSERVATION**

Implement structure, routine and discipline by focusing on family health and well-being. Establish good communication and listening skills, proper nutrition and

feeding schedules. The child accompanying the adult enrolled student must be three years old as of September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7716C FAMILY HEALTH AND WELL-BEING:  
4 YEARS OLD OBSERVATION**

Create a family plan that focuses on health and well being especially as it relates to school readiness. Discuss social support networks, education resources, and stress management. The child accompanying the adult enrolled student must be four years old as of September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7717A FAMILY HEALTH AND WELL-BEING:  
TODDLER OBSERVATION**

Create a safe home environment for toddlers, implement healthy lifestyle models, identify strategies for effective parenting and learn about community resources and organizations. The child accompanying the adult enrolled student must be 13 through 17 months by September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7717B FAMILY HEALTH AND WELL-BEING:  
TODDLER OBSERVATION**

Implement structure, routine and discipline during the "first adolescence" by focusing on family health and well-being. Establish good communication and listening skills, proper nutrition and feeding schedules. The child accompanying the enrolled adult student must be 18 through 23 months by September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**SHORT-TERM CAREER AND TECHNICAL  
EDUCATION****BLDN 2300 INTRODUCTION TO OCCUPATIONAL  
SAFETY AND HEALTH FOR THE  
BUILDING TRADES**

Basic construction safety on an apprenticeship level. Training for workers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces and provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Total of 28 hours lecture.

**BLDN 2301 INTRODUCTION TO THE BUILDING  
TRADES AND CONSTRUCTION  
INDUSTRY**

Introduction to the building trades and construction industry, different unions representing crafts, and the

wide spectrum of careers. Course integrates academic and technical preparation with an emphasis on career awareness, exploration and skill preparation. Total of 48 hours lecture.

**BLDN 2302 BASIC CONSTRUCTION MATH FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY**

Introduction to basic mathematical skills required in a variety of construction trades. Emphasis on the basic arithmetic and geometry required to accurately perform routine tasks, estimate simple quantities, and read a standard metric ruler and scale. Total of 48 hours lecture.

**BLDN 2303 INTRODUCTION TO PLAN READING FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY**

Introduction to the various types of building plans used in the building trades and construction industry. Emphasis on interpreting different types of symbols, abbreviations, and keynotes found on construction drawings. Total of 48 hours lecture.

**BLDN 2304 BASIC MATERIAL HANDLING AND RIGGING**

Preparation for practice in basic material handling and rigging in the building trades and construction industry. Total of 28 hours lecture.

**CHDN 1100 INTRODUCTION TO TEACHING YOUNG CHILDREN**

Introduction to teaching in a professional early-childhood setting or program serving children under the age of six. Emphasis on writing a lesson plan and creating developmentally and culturally appropriate curriculum. Total of 24 hours of lecture.

**CHDN 1101 INTRODUCTION TO HOME, SCHOOL AND COMMUNITY RELATIONS**

Introduction to effective communication and best practices for child care providers for optimal home, school and community relations. Basic concepts of developing strong communication skills when working in a professional child care setting and critical techniques for communicating with diverse parents and co-workers. Total of 24 hours of lecture.

**CHDN 1102 BASIC SKILLS FOR CHILD CARE PROVIDER**

Introduction to basic theories of child growth and development, health and safety, and nutrition guidelines for infants, toddlers and preschool age children. Emphasis on CPR/First Aid training for child care providers. Total of 24 hours of lecture.

**CHDN 4000 FAMILY HOME CHILD CARE PROVIDER: INTRODUCTION TO CHILD DEVELOPMENT**

Introduction to stages of child development, best practices in supporting healthy growth and development of children birth to six years of age, and family and community resources. Emphasis on ages and stages of development, and effective communication and guidance for working in a diverse family home care setting. Total of 24 hours lecture.

**CHDN 4001 FAMILY HOME CHILD CARE PROVIDER: CULTURALLY RELEVANT CURRICULUM**

Introduction to developmentally appropriate and culturally relevant curriculum. Emphasis on developing age appropriate activities and creating effective learning environments for children in a diverse family home day care setting. Total of 24 hours lecture.

**CHDN 4002 FAMILY HOME CHILD CARE PROVIDER: LICENSING AND WORKFORCE READINESS**

Introduction to requirements for obtaining a license as a family home care provider. Review of the National Association for Education of Young Children (NAEYC) code of ethical conduct and California's licensing procedures. Emphasis on professionalism, health and safety, and licensing regulations. Total of 24 hours lecture.

**CHDN 4100 FAMILY HOME CHILD CARE PROVIDER: INTRODUCTION TO CHILD DEVELOPMENT - BILINGUAL**

Introduction to stages of child development, best practices in supporting healthy growth and development of children birth to six years of age, and family and community resources for the bilingual student. Emphasis on ages and stages of development, and effective communication and guidance for working in a linguistically diverse family home care setting. Total of 24 hours lecture.

**CHDN 4101 FAMILY HOME CHILD CARE PROVIDER: CULTURALLY RELEVANT CURRICULUM-BILINGUAL**

Introduction to developmentally appropriate and culturally relevant curriculum for the bilingual student. Emphasis on developing age appropriate activities and creating effective learning environments for children in a linguistically diverse family home day care setting. Total of 24 hours lecture.



**CHDN 4102 FAMILY HOME CHILD CARE PROVIDER: LICENSING AND WORKFORCE READINESS-BILINGUAL**

Introduction to requirements for obtaining a license as a family home care provider for the bilingual student. Review of the National Association for Education of Young Children (NAEYC) code of ethical conduct and California's licensing procedures. Emphasis on professionalism, health and safety, and licensing regulations. Total of 24 hours lecture.

**GRFN 3001 BASIC GRAPHIC DESIGN**

Introduction to the basic principles of graphic design and design production. Emphasis placed on basic layouts, fundamentals of typography, and scanning software for the pre-press production environment. Total of 36 hours lecture and 14 hours of laboratory.

**GRFN 3002 FUNDAMENTALS OF GRAPHICS AND PRODUCTION**

Designing graphics, introduction to document creation for print, effective use of graphics and type in web design. Emphasis in exploring strategies for developing personal design portfolios, and careers in graphic design. Total of 36 hours lecture and 14 hours laboratory.

**MAN 1001 INTRODUCTION: MEDICAL INTERPRETATION & TRANSLATION, MODULE A**

Introduction to basic skills for translation and interpretation during medical visits and procedures. Topics include medical terminology, discussions of cultural sensitivity and ethics related to the medical interpreter and translator, college academic programs, and job opportunities in interpretation and translation in a medical setting. Total of 20 hours lecture and 40 hours laboratory.

**MAN 1002 INTRODUCTION: MEDICAL INTERPRETATION & TRANSLATION, MODULE B**

Introduction to techniques for written translation, simultaneous, consecutive, summary interpreting and sight translation for assisting patients, nurses, doctors, and administrators in a medical setting. Topics include translation techniques, and requirements for state and federal medical interpretation certification. Total of 20 hours lecture and 40 hours laboratory.

**MAN 5000 MEDICAL FRONT OFFICE CLERK: OFFICE PROCEDURES**

Introduction to medical office procedures in preparation for entry-level positions in a medical front office setting. Includes medical terminology, medical transcription, medical billing and coding, patient confidentiality, and

workforce preparation skills. Keyboarding experience advised. Total of 80 hours lecture and 10 hours laboratory.

**MAN 5001 SOFTWARE APPLICATIONS FOR MEDICAL FRONT OFFICE SETTINGS**

Introduction to software applications for individuals entering the medical front office setting. Provides a basic introduction to spreadsheets, accounts receivable, insurance entry, patient demographic entry, and scheduling systems as they apply to the medical front office. Keyboarding experience advised. Total of 36 hours lecture and 108 hours laboratory.

**PCAN 3000 PERSONAL CARE ATTENDANT I: BASIC CARE**

Introduction to entry-level Personal Care Attendant skills, including non-medically directed personal care and home management activities. Emphasis on understanding and working with older patients, care giver ethics and skills, home safety, physical movement, communication, nutrition, medical guidelines, elder and dependent adult abuse, and workforce preparation. Total of 70 hours lecture.

**PCAN 3001 PERSONAL CARE ATTENDANT II: DEMENTIA AND END OF LIFE CARE**

Introduction to care giving needs for patients with dementia, including Alzheimer's disease, associated with end of life care. Emphasis on types of causes of dementia, principles of end-of-life-care, advance planning, emotional issues related to death and dying, cultural diversity, and community resources to support families and caregivers. Total of 36 hours lecture.

**PLGN 1001 INTRODUCTION: LEGAL INTERPRETATION & TRANSLATION, MODULE A**

Introduction to basic skills for interpretation and translation in the legal field. Topics include legal terminology, discussions of cultural sensitivity and ethics related to the legal interpreter and translator, college academic programs, and job opportunities in interpretation and translation in a legal setting. Total of 20 hours lecture and 40 hours laboratory.

**PLGN 1002 INTRODUCTION: LEGAL INTERPRETATION & TRANSLATION, MODULE B**

Introduction to techniques for written translations, simultaneous, consecutive, summary interpreting, and sight translation for assisting judges, attorneys, law enforcement, and individuals in court proceedings. Topics include translation techniques, and requirements for state and federal judicial interpretation certification. Total of 20 hours lecture and 40 hours laboratory.



## **BUSINESS (GENERAL)**

### **BUSN 2400 ENTREPRENEUR BUSINESS START-UP BASICS FOR SUCCESS**

Prepares students to be able to successfully start-up a small business and provides the skills for success as an entrepreneur. Provides the knowledge and skills to assess a business idea, create an individualized business plan, finance a business, open and market a business, and expand and manage business problems. Total of 32 hours lecture and 48 hours laboratory.

### **BUSN 2601A COMPUTER KEYBOARDING A**

Develop basic skills in keyboarding techniques using the touch method. Emphasis on keyboard mastery and preparation of basic documents. Total of 9 hours lecture and 27 hours laboratory.

### **BUSN 2611A COMPUTER KEYBOARDING A - BILINGUAL**

General overview of keyboarding techniques using the touch method for bilingual students. Emphasis on keyboard mastery and preparation of basic documents. Total of 10 hours lecture and 26 hours laboratory.

### **BUSN 2601B COMPUTER KEYBOARDING B**

Emphasis on development of speed and accuracy, good keyboarding techniques, and correct formatting of business documents to produce documents that meet business standards. **For** students with prior keyboarding experience. **Recommended** keyboarding speed of 25 words per minute. Total of 9 hours lecture and 45 hours laboratory.

### **BUSN 2611B COMPUTER KEYBOARDING B - BILINGUAL**

General overview of keyboarding techniques for bilingual students. Emphasis on the development of speed and accuracy, and correct formatting of business documents to produce documents that meet business standards. **For** students with prior keyboarding experience. **Recommended** keyboarding speed of 25 words per minute. Total of 10 hours lecture and 44 hours laboratory.

### **BUSN 4001 HOW TO START YOUR OWN SMALL BUSINESS**

Overview of knowledge, skills, and requirements for starting a new small business. Emphasis on attitudes, resources, technology, and networks involved in pursuing new business ventures. Total of 20 hours lecture.

### **BUSN 4002 MANAGING A SMALL BUSINESS**

Introduction to managing a small business. Topics include handling workplace conflict, human relations,

problem-solving, workplace diversity, marketing, and the role of the manager as leader for small business ownership. Total of 20 hours lecture.

### **BUSN 4003 FINANCING A SMALL BUSINESS**

Introduction to financial aspects of operating a small business. Topics include starting and operating a business, financing a small business, banking, and cash flow management. Total of 20 hours lecture.

### **BUSN 4004 DEVELOPING A SMALL BUSINESS PLAN**

Introduction to essential components of a small business plan. Topics include vision statement, product description, market analysis, management team, marketing, company analysis, cash flow statements, and revenue projections. Total of 20 hours lecture.

### **BUSN 4401 HOW TO START YOUR OWN SMALL BUSINESS - BILINGUAL**

Overview of knowledge, skills, and requirements for starting a new small business for bilingual students. Emphasis on attitudes, resources, technology, and networks involved in pursuing new business ventures in a bilingual environment. Total of 20 hours lecture.

### **BUSN 4402 MANAGING A SMALL BUSINESS - BILINGUAL**

Introduction to managing a small business for bilingual students. Topics include handling workplace conflict, human relations, problem-solving, workplace diversity, marketing, and the role of the manager as leader for small business ownership in a bilingual environment. Total of 20 hours lecture.

### **BUSN 4403 FINANCING A SMALL BUSINESS - BILINGUAL**

Introduction to financial aspects of operating a small business for bilingual students. Topics include starting and operating a business, financing a small business, banking, and cash flow management. Total of 20 hours lecture.

### **BUSN 4404 DEVELOPING A SMALL BUSINESS PLAN - BILINGUAL**

Introduction to essential components of a small business plan for bilingual students. Topics include vision statement, product description, market analysis, management team, marketing, company analysis, cash flow statements, and revenue projections. Total of 20 hours lecture.

**BUSN 2850 PERSONAL FINANCING AND BUSINESS START UP**

This course provides the student with resources to identify capital to start a business or focus on a financial road map that can lead to positive business funding strategies. Total of 54 hours lecture.

**BUSN 2851 EFFECTIVE BUSINESS PLAN DEVELOPMENT**

This course provides the organizational plan for developing a full business plan that can be utilized to identify business goals, growth, and opportunity. The course focuses on each component of a complete business plan that is acceptable to a venture capitalist, lending institution or business partner. Total of 54 hours lecture.

**BUSN 2852 BUSINESS OPPORTUNITY VENTURES**

Understanding the nature of a business opportunity, how the government regulates them, and the steps for developing, investing, or buying a business opportunity. Students will understand how to become a licensor or seller of a business opportunity and how statutes vary from state to state. Total of 54 hours lecture.

**BUSN 7301 COMPUTER MICROSOFT WINDOWS APPLICATIONS**

Prepares students to work efficiently within the Microsoft Windows operating system. Topics include Windows desktop, help, file and folder management, accessing applications and communicating, and customizing a computer using the control panel. **Recommended** BUS 2601A or keyboarding speed of 25 words per minute. Total of 36 hours lecture and 18 hours laboratory.

**BUSN 7302 BUSINESS OFFICE COMPUTER APPLICATIONS/BASIC WORD**

Information and hands-on training using word processing software programs such as Microsoft Word. Introduction to beginning application skills and knowledge to a wide variety of simple documents, such as letters and memoranda, columnar tables, text tables, manuscripts, mail merges, graphics, and mailing list documents. **Recommended** BUS 7301 and keyboarding speed of 25 wpm. Total of 36 hours lecture and 18 hours laboratory.

**BUSN 7303 BUSINESS OFFICE COMPUTER APPLICATIONS/BASIC EXCEL**

Basic study of business applications using Microsoft Excel software. Commands, formats, and functions of the software with emphasis on its use as a problem solving and financial analysis tool. Macros, customizing toolbars and menus, and integrating Excel with other applications. **Recommended** BUS 7301 and keyboarding

speed of 25 words per minute. Total of 36 hours lecture and 18 hours laboratory.

**BUSN 7304 OFFICE RECORDS MANAGEMENT AND FILING**

Basic principles and procedures of record storage, control, retrieval and management by manual, electronic, and micrographic methods. Emphasis is also placed on sustainable environmental policies regarding records storage and management. Speed and accuracy in indexing, filing and finding documents in such systems as alphabetic, numeric, geographic, and subject. Total of 18 hours lecture and 36 hours laboratory.

**BUSN 7305 BASIC BUSINESS ENGLISH AND COMMUNICATIONS**

Introduction to basic business memoranda, letters, e-mail messages, employment documents, and short reports. Creating messages that inform, persuade, and convey negative news is stressed. Emphasis is on the concepts of basic writing style such as organization, coherence, and unity as well as principles of grammar and punctuation of written business documents. Instruction in oral communication, speaking skills, and oral presentations. Communication technology, communication across cultures, listening skills, nonverbal communication, and workplace ethics are included. **Recommended** BUS 7301 or BUS 7302. Total of 36 hours lecture and 18 hours laboratory.

**BUSN 7306 CAREER SKILLS FOR THE WORKPLACE**

Techniques for effective time-management; goal setting; study skills; proper work habits, attitudes, ethics, and standards of dress for success in the workplace. Total of 36 hours lecture and 18 hours laboratory.

**BUSN 7307 BASIC BUSINESS MATH**

Basic Business math skills and its relevance to everyday applications. Solving mathematical problems, analyzing and interpreting data, and applying sound decision-making skills. **Recommended** BUS 7303. Total of 36 hours lecture and 18 hours laboratory.

**BUSN 7308 BASIC BOOKKEEPING**

Principles and practices of bookkeeping, including the fundamentals of double entry bookkeeping, worksheets, and preparation of basic financial statements. **Recommended** BUS 7303. Total of 36 hours lecture and 18 hours laboratory.

**BUSN 7310 COMPUTER MICROSOFT WINDOWS APPLICATIONS-BILINGUAL**

Introduction to the Microsoft Windows operating system for bilingual students. Topics include Windows desktop,

help, file and folder management, accessing applications and communicating, and customizing a computer using the control panel. Recommended keyboarding speed of 25 words per minute. Total of 36 hours lecture and 18 hours laboratory.

**WRKP 2101 WORKPLACE READINESS:  
BASIC ENGLISH**

Designed for students who are entering or re-entering the workforce with an interest in maintaining meaningful employment. Emphasis on skills needed to develop fundamental oral and written English skills for the workplace. Total of 20 hours lecture.

**WRKP 2102 WORKPLACE READINESS:  
BASIC MATH**

Designed for students entering or re-entering the workforce with an interest in maintaining meaningful employment. Emphasis on learning mathematical and computational skills for developing fundamental workplace skills. Total of 20 hours lecture.

**WRKP 2103 WORKPLACE READINESS:  
BASIC JOB SKILLS**

Designed for students entering or re-entering the workforce with an interest in maintaining meaningful employment. Emphasis on workplace diversity, and essential skills for searching and finding a new job to succeed in the workplace. Total of 18 hours lecture and 10 hours laboratory.

## ADDITIONAL SERVICES

### Learning Assistance Center

The Learning Assistance Center (LAC) at CEC offers students individualized support across the curriculum for noncredit instruction. Tutoring, supplemental materials, and independent skill improvement are provided for students, particularly in ESL, Adult Basic Education (ABE), Adult High School Diploma Program (AHSD), GED, and Career-Technical Education programs. Students can utilize tutoring, computerized educational programs, videos, audiocassettes, books, and other multimedia educational resources.

### Disabled Student Programs and Services (DSPS)

DSPS provides assistance and guidance for students with hearing, learning, physical, speech, or visual disabilities.

## Scholarships

Students should consider applying for PCC-sponsored scholarships. Scholarship eligibility varies. Most scholarships are based on merit (i.e., GPA), but not necessarily 3.0 or better. Normally, the PCC General Scholarship application is available in October and the deadline occurs mid-February.

## Parking

Students may purchase semester or intersession parking permits for parking at the Community Education Center (CEC) or at Student Business Services on the main PCC campus. A free shuttle service to and from the Colorado Campus is available.

NOTE: CEC Parking Permits are NOT valid for parking on the PCC campus.

## Student Identification Cards

All students are to obtain the LancerCard ID, student identification card. There is no fee for a student's first LancerCard ID. It provides services to: book buy-back and purchasing with checks at the PCC Bookstore, use of computer centers and labs, the Associated Students Computer Café, the Learning Assistance Center, math and music labs, physical fitness facilities, PCC's Shatford Library, and transactions at Student Business Services, Financial Aid, Fiscal Services. Student ID cards are available at the Community Education Center.

## Additional Services at PCC Colorado Campus

Noncredit students are encouraged to utilize available services to them at the main campus. A free shuttle service is available for students who wish to travel between the Community Education Center, the Allen Avenue Goldline Station, and the PCC Colorado Campus. The shuttle service operates between the hours of 6:30 a.m. and 10:45 p.m. and departs every 15-30 minutes from each location.

The Colorado Campus shuttle stop is located on the north east of the campus between Lots 6 and 7. The Community Education Center has two shuttle stop locations; one is in Lot C at the north end and one is in Lot D in the center. The shuttle can be met curbside at the Allen Avenue Goldline Station.

Students may want to use main campus services such as Shatford Library (open Monday-Saturday), Campus Bookstore (open Monday-Friday), Child Development Center (open Monday-Friday), and the CalWORKs Office (California Work Opportunities and Responsibility to Kids program).

PASADENA CITY COLLEGE  
**CATALOG**  
**2016-2017**

# *Pasadena City College Faculty*





# SECTION X

## PASADENA CITY COLLEGE FACULTY

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PASADENA CITY COLLEGE  
**CATALOG**  
**2016-2017**

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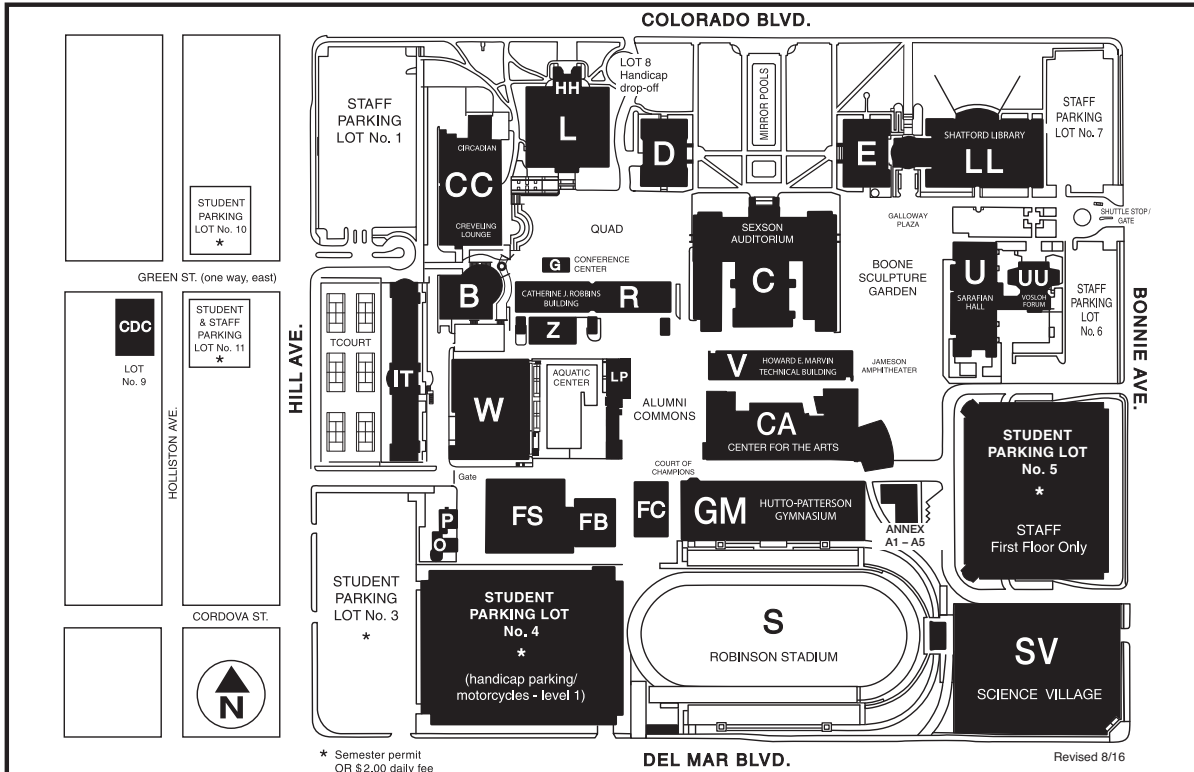
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# PASADENA CITY COLLEGE - CAMPUS MAP

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- Community Education Center**  
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- PCC at Rosemead**  
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- Child Development Center**  
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