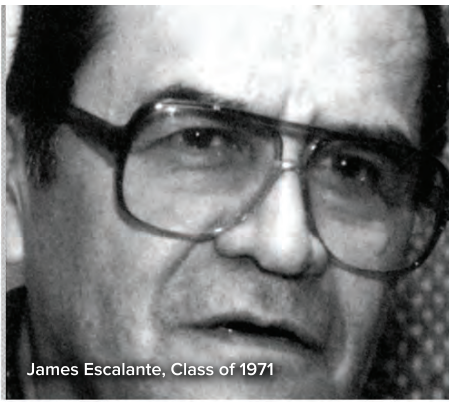


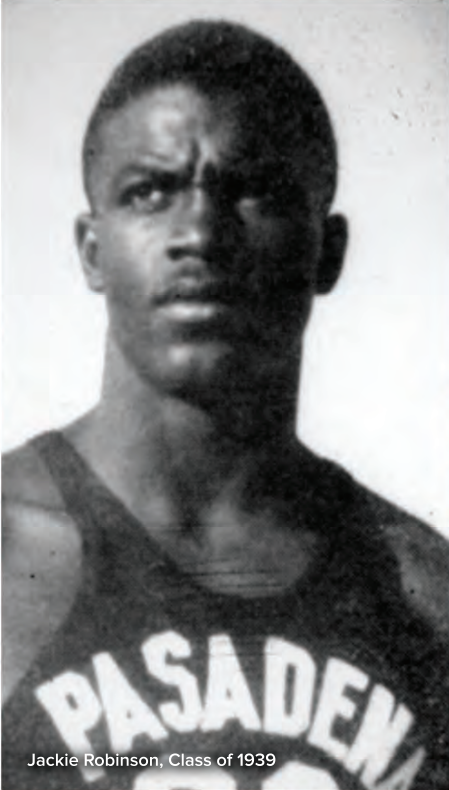
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James Escalante, Class of 1971



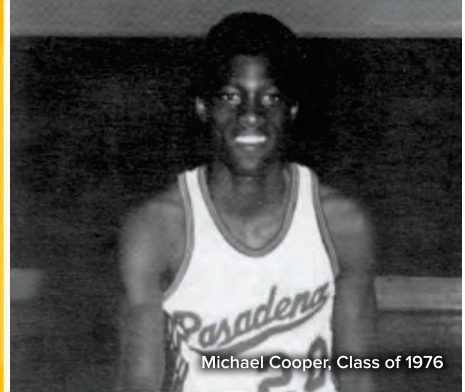
President John Harbeson (1927-1950) welcomes Esther Nishio back to PCC.



Jackie Robinson, Class of 1939



PROUD  
PAST



Michael Cooper, Class of 1976



PASADENA CITY COLLEGE

PCC Pathways



Stem Cell Research



GLOBAL  
FUTURE



Design Tech



Architecture



Performing and Communication Arts



90<sup>th</sup>  
ACADEMIC  
YEAR

Catalog available in alternate formats  
(Braille, enlarged text, e-text, etc.)

Please contact the  
Disabled Student Programs & Services  
at

(626) 585-3174 or Room D209

# PASADENA CITY COLLEGE

## 2013-2014 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 of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Accreditation reports are available in the Pasadena City College Library.

#### 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. Courses offered through Continuing Education and the Office of Economic Development are offered at other sites throughout the Community College District.







## WELCOME FROM THE PRESIDENT

*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.*

— Pasadena City College Mission Statement

On behalf of our entire faculty and staff, I warmly welcome you to the 90<sup>th</sup> Academic Year of Pasadena City College. Here you will encounter a patient, nurturing faculty and staff who stand ready to help you turn your dreams into reality.

I also want to congratulate you on making the good decision to enroll at PCC. You are now part of a long, proud tradition of excellence. Since 1924, the good people of Pasadena City College have dedicated themselves to student success. Indeed, the roll call of PCC alumni reads like a “Who’s Who” of American success stories, including of course the pioneering Jackie Robinson who helped change the course of American history.

In commending you on your good decision to enroll at PCC, I also expect you to honor your decision by working hard in your chosen field of study. If you work hard and never give up, we will get you through to your educational goal. Your first important step on your journey is to read this catalog carefully and learn about PCC’s programs and support services, as well as your responsibilities. Research studies show that a student who has identified a clear programmatic goal at the outset is much more likely to graduate. So, make a promise to yourself to identify a clear goal and to know where you are going. And make sure to obtain help from a counselor or any of our faculty and staff to make sure you have your own road map to success.

My own door is always open if you should ever have a question or need assistance. I’ll be looking for you out in the Quad and I look forward to hearing how you are doing and how we can help you. Together, we are partners working for that commencement day when you will celebrate your achievement with family and friends as I award you your degree or certificate. Imagine that!

Do good work and never tire.

In hope and heart,

Dr. Mark W. Rocha  
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 2013-2014

Geoffrey L. Baum . . . . .	Area 1
Dr. Jeanette W. Mann. . . . .	Area 2
Berlinda Brown . . . . .	Area 3
William E. Thomson, Jr. . . . .	Area 4
Linda Wah . . . . .	Area 5
John H. Martin. . . . .	Area 6
Dr. Anthony R. Fellow . . . . .	Area 7
Simon Fraser . . . . .	Student Trustee

### COLLEGE ADMINISTRATION

#### OFFICE OF THE SUPERINTENDENT-PRESIDENT

Superintendent-President. . . . .	Dr. Mark W. Rocha
Assistant Superintendent/Senior Vice President of Academic and Student Affairs . . . . .	Dr. Robert H. Bell
Assistant Superintendent/Senior Vice President of Business and College Services . . . . .	Robert B. Miller
Director of Governmental and Community Relations . . . . .	Juan Gutierrez
Interim Director of Public Relations. . . . .	Valerie Wardlaw

#### EXECUTIVE OFFICERS

General Counsel . . . . .	Gail S. Cooper
Executive Director, Pasadena City College Foundation . . . . .	Bobbi Abram Layton
Executive Director, Human Resources . . . . .	Terri Hampton
Executive Director, Business Services . . . . .	Joe Simoneschi
Executive Director, Facilities and Construction. . . . .	Rueben C. Smith





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# OFFICIAL ACADEMIC CALENDAR — 2013-2014

## (Dates Subject to Change)

### SUMMER 2013 TERM

June 24, 2013 .....	Summer session classes begin
July 4, 2013 .....	Independence Day (campus closed)
August 25, 2013.....	Summer Session ends
August 25, 2013.....	Last day of Summer Intersession and officially posted graduation date

### FALL 2013 TERM

August 26, 2013.....	First day of classes (16 weeks)
September 2, 2013 .....	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 20, 2013 .....	Last day to petition for December graduation
November 12, 2013.....	Veteran’s Day holiday (campus closed)
Refer to Class Schedule .....	Last day to drop and receive a “W”
November 15, 2013.....	Last day to withdraw from the college this semester
November 28 - December 1, 2013 .....	Thanksgiving holiday (campus closed)
December 9-15, 2013 .....	Final Examinations
December 15, 2013.....	Last day of the semester and officially posted date of graduation for this semester
December 24, 2013 -	
January 1, 2014 .....	Winter vacation (campus closed)





## SPRING 2014 TERM

January 13, 2014 . . . . .	First day of classes (16 weeks)
January 31, 2014 . . . . .	Last day to petition for Spring Graduation
February 14 -17, 2014 . . . . .	President's Day holiday (campus closed)
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 10-16, 2014 . . . . .	Spring Break – Classes not in session
March 14-16, 2014 . . . . .	Campus Closed
March 31, 2014 . . . . .	Cesar Chavez Day holiday (campus closed)
Refer to Class Schedule . . . . .	Last day to drop and receive a "W"
April 11, 2014 . . . . .	Last day to withdraw from the college this semester
May 5-11, 2014 . . . . .	Final Examinations
May 9, 2014. . . . .	Commencement ceremony for all 2013-2014 graduates
May 9, 2014. . . . .	Last day of the semester and officially posted date of graduation for this semester
May 26, 2014. . . . .	Memorial Day (campus closed)





# *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 community. With voter-approved Measure P bonds totaling \$150 million, PCC has constructed a new two-story bookstore, Industrial Technologies Building, a parking structure, as well as renovated the Campus Center. A new Center for the Arts building will house an art gallery, recital hall, and theater, and serve as the home of the Visual Arts and Media Studies and Performing and Communication Arts divisions.

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 Southern California. The Artist-in-Residence program, which brings prominent professionals to work with and teach PCC students, will again be offered this spring.

Career and 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 has showcased the College's commitment to Career and Technical Education and basic skills education. Similarly, the PCC Child De-

velopment Center has strengthened PCC's involvement in early childhood education.

In Fall 2002, the College modified its academic structure to reflect a more contemporary and accessible view of its offerings. The former Communications, Music and Art divisions were blended into two new divisions. Visual Arts and Media Studies incorporate classes in the arts, photography, computer-aided graphic design, and journalism. Performing and Communication Arts includes music and dance as well as debate and speech pathology. At the same time, English and Languages became separate divisions; the life and physical sciences merged into a Natural Sciences division, and Health Sciences combined the practical trades of nursing, dentistry, medical assisting, and others.

### 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 to help 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 [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

The Office of 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.

### 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.

### **PCC EXTENSION**

PCC Extension offers classes for both Professional and personal development. Rethink your career, stay competitive; be inspired, live your lifestyle. Extension Contract Education offers workforce training, certificate programs, and customized classes for company employees. Extension classes and programs are self-supporting and are designed to meet the diverse education needs of community members. For further information, please see our webpage [pcclern.org](http://pcclern.org) or 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.



# *Admissions and Registration*



# SECTION I

## ADMISSIONS AND REGISTRATION

### MATRICULATION

Matriculation is a process to help each student in achieving his/her educational goal. The matriculation process includes services throughout the entire educational experience including:

- Admission
- Orientation to College
- Assessment tests to identify which English, math and science courses to select for registration
- Advising to interpret test scores; review transcripts to clear pre-requisites
- Counseling to assist with developing an educational plan and selecting courses
- Academic Probation Counseling
- Early Alert to help students who are not progressing successfully through courses

Matriculation is a partnership between the student and the College to work together until goal completion. Students take responsibility for goals which means identifying educational goals and participating in these services. Some students are exempt from certain components of the process, but all students are encouraged to participate.

### Who Participates in Matriculation?

Depending on your background and educational goals, you may be exempt from some parts of the matriculation 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 are exempt from orientation if any of the following describes you:

1. Already have an associate or higher degree from a regionally accredited educational institution.
2. Are currently enrolled at a four-year college or university.
3. Are currently enrolled in the 12th grade or below **AND** will enroll in nine or fewer units at PCC.
4. Have an educational goal of "educational development/personal development/interest" **AND** will enroll in six or fewer units.

development/personal development/interest" **AND** will enroll in six or fewer units.

5. Were in attendance within the past two semesters.

### 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.

**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 on what to expect on the exam. Review materials are available on the Assessment Center website: <http://www.pasadena.edu/student-services/assessment/>.

### Consequences of Not Taking Placement Exam Seriously

- Students may be placed in a course that is either too easy or too difficult for them.
- Students may spend more time taking courses that do not count toward a degree.

- Students may spend additional money to take these courses.

### 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. Current Permit to Register (issued once a student is admitted to PCC).

#### Continuing Students

PCC Lancer Card ID.

### 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.

#### Matriculation Rights

#### 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>. Please bring the form to Advising, L103D, or fax it to (626) 585-7187 with the appropriate documentation. Forms received without documentation will be denied.



## ADMISSIONS

### Application for Admission

Individuals who wish to enroll in Pasadena City College for credit in day or evening classes must submit an application for admission and any required official documents with complete and accurate information to the Admissions and Records Office. Some curricula have special admissions procedures and deadlines. Application forms may be obtained in the Admissions and Records Office. Applications may also be completed and submitted online, through the PCC website. A re-entering student with a lapse of enrollment in a Fall or Spring semester must submit a new application. Students who withdrew from the College prior to the third week of the previous semester must also 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.**

Processing of applications for the Summer intersession and Fall semester begins April 1 each year, and on October 1 for the following Winter intersession and 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.

### 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.

### Deadlines for Submitting Applications

The last date to apply for admission to the College and have all required documents on file is the Friday immediately prior to the opening date of the College term.

### Nongraduates of High School

Nongraduates of high school who are 18 years of age or older may be admitted to Pasadena City College if it appears that they can profit from instruction at the college level. However, it is recommended that students who have not had a semester lapse in high school attendance contact the Community Education Center regarding alternatives to completing their high school graduation re-

quirements. Students who completed the California High School Proficiency Examination with satisfactory scores will be admitted to Pasadena City College.

### Accredited High School Graduates

Graduates of accredited high schools are eligible for admission to Pasadena City College. Many courses have prerequisites, or academic preparation that are strongly recommended. Certain two-year curricula have special admission requirements. See Curriculum section.

### 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 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, have the approval of the parent(s) and the Associate Dean of Admissions and Records, and meet special admission criteria. Such students are limited to 9 units during the Fall or Spring semester and 6 units during the Winter or Summer session.

### English as a Second Language (ESL) Students

A placement test is strongly recommended if English is not the native language of the student. Based on the results of this test and other measures, Counseling Services helps the student choose courses in which he or she will be most likely to succeed.

### 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 and given an Add Code. The stu-

dent must add/register for the class promptly. 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 a Late 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, physical education, physical sciences, social sciences, technology and Career & 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**

With the exception of concurrent enrollment students, all students receive an appointment to register. Students register by using the online Lancerlink Services. For information concerning the registration process, consult the current semester schedule of classes which is available online at [www.pasadena.edu](http://www.pasadena.edu).

### **Changes in the Student's Schedule (Adding or Dropping Classes)**

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.

Classes may be **added** to the student's schedule, subject to available class space, by following required procedures. A class **drop** is defined as an action which removes a student's name from enrollment in a specific class. The following sections concerning voluntary class drops and drops for absence apply to regular semester-length Fall or Spring semester classes. **Deadlines are different for short-term or intersession classes.** Specific deadline dates are available in the semester Schedule of Classes and on PCC's website.

A drop from a 16-week class is not recorded on the student's Permanent Record if the effective date is with-

in the first two weeks of the semester. A "W" entry is recorded from the third week through the 11th week when such a class is dropped. Short-term courses will have different dates.

**The final date to drop a regular semester-length class, whether initiated by student or instructor, is Friday of the 11th week of the semester. Short-term and intersession classes will have different dates.** Refer to the calendar at the beginning of this Catalog or in the semester Schedule of Classes for specific deadlines.

### **Class Drops Upon Faculty Recommendation Drops – Absence**

Students considered as "no-shows" will be dropped during the census period of classes. Students must make arrangements with instructors prior to any planned absences from class. Census for semester-length courses is the time frame before the third Monday of the semester for 16 week courses. Census periods for short-term courses vary. Students may be dropped from a semester-length class for continuous or cumulative absences which total the number of hours the class is scheduled to meet in a two-week period. For short-term courses students may be dropped after missing 11% of the total class hours. Three tardies may be considered the equivalent of one absence.

### **Drops for Other Causes**

- a. 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.
- b. 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 (a) or (b) above will be counseled by the instructor and the division 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 division 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 Vice President of Student and Learning Services.

The Vice President of Student and Learning Services will obtain and review information available and take action deemed appropriate. The Vice President of Student and Learning Services will inform the student of due process rights if the class drop or other discipline is imposed.

### Withdrawal from College

Students who need to withdraw from the College (drop all courses in a given session) must go to the Registration Office to obtain specific information on the procedure. Withdrawals according to the regulations of the College and clearance of all obligations will provide the student with a withdrawal in good standing. This clearance includes payment of funds owed to the College such as library fines and breakage fees, locker key return.

The final date for completely withdrawing from the College is Friday of the 12th week of the Fall or Spring semester for semester-length classes. Short-term and intersession classes have proportionate deadlines. A grade of W is recorded for all courses in which the student is enrolled at the time of withdrawal.

### 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. Such students will receive priority registration over new and re-entering students.

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 PCC's website. Students may also go to the Records Office (L113).

### 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 apply to the Petitions Committee through a counselor. 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 lim-

ited to 9 units during Fall or Spring semesters and 6 for Winter or 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 a six-week intersession 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 recommended 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 2.00. 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 2.00 grade-point average.
5. The load requirements for Chapter 30, 31, 32, 33, 1606, and 1607 (Veterans), and for Chapter 35 (Dependents) is given below.

### Semester

- Full-time . . . . . 12 or more units
- Three-fourths time . . . . . 9 - 11.8 units
- One-half time . . . . . 6 - 8.8 units
- Less than one-half time . . . . . 4 - 5.8 units
- One-fourth time . . . . . 1 - 3.5 units

### Summer/Winter Intersession Load

To determine the equivalent semester unit load for certification purposes during Summer intersession, 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.

### Minimum Scholastic Requirements

Scholastic standards at Pasadena City College have been maintained at a consistently high level since establishment of the institution. While all students are expected to maintain the highest scholastic standard of which they are capable, the College interprets an average grade of C as acceptable scholarship.

## 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 students 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 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 in the office of the associate dean of admissions and records (room L113) as early as possible to avoid delays in processing, but no later than 4 p.m. Friday before the applicable residence determination date. (The residence determination date for a given semester or intersession is the last Saturday before the semester or intersession 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 in writing to the Associate Dean 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, O-1, R 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 click on "Steps to Register."

### **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, the Office of the Vice President of Student and Learning Services, 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 intersession.

##### 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 alien students with visas other than F-1 may be eligible for admission subject to approval of the Associate Dean 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 ad-

vised 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, June 2012.

### **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 intersession 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 Fall 2010, all non-residents and non-citizens will be required to pay out-of-state tuition of \$207 per unit and \$11 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. Re-

fund 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.





# *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)

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, Health & Athletics, physical sciences, social sciences, technology, and Career & Technical Education. Counselors can advise students regarding educational plans, career goals and personal problems. They interpret tests and analyze interests, abilities, opportunities for improvement, 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.

### Degree and Transfer Center -

Room L110, (626) 585-7287

Services provided by the Degree and Transfer Center include advisement by representatives from CSU, UC and independent institutions; application, essay and other transfer-related workshops; degree and transcript pre-screening for degree and 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 text, software and videotape.

### Career Center -

Room L103, (626) 585-3377

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

New job listings are posted daily and there is a weekly Hot Jobs bulletin. Our monthly **Focus** calendar lists jobs on campus, Job Club meetings and workshops offerings on topics such as resume writing, interviewing, skills clarification, and career choice. There is a large selection of books, videos, software programs, career counselors and student employment interviewers 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) 585-7897

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 L104, (626) 585-7892

The Pasadena City College Ujima Program is student-centered, small learning community dedicated to the success of African-American students in higher education. The word *Ujima* (pronounced oo-JEE-ma) is a Swahili word that means "collective work" and "responsibility." Ujima provides an environment that seeks to nurture student development and connection to the greater academic community by serving as a conduit for students' social and academic adjustment during the first year of college.

This Program seeks to improve the basic skill levels and overall success and academic achievement of its African American student population by offering a unique and rigorous learning experience designed to integrate this population into the greater College community and to thrive successfully in the world of academia. Ujima offers a structured academic, personal, and social support system geared toward increasing the retention, basic skill level persistence and completion, as well as the transfer rates of students. The Ujima learning community addresses these and other significant areas influencing the academic and personal success, growth and development of students in higher education within the context of a culturally sensitive, intimate, and collectively responsible learning cohort. For additional information please visit the Ujima Program website at [http://www.Pasadena.edu/student\\_services/ujima/](http://www.Pasadena.edu/student_services/ujima/)

### **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 Partnership 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 Partnership Program is designed to assist eligible students phase off welfare and become self-sufficient.

Eligible students must currently be receiving cash assistance (welfare) and have children. PCC CalWORKs students are enrolled in county-approved education/training programs and participate in work-study employment that will not reduce their cash aid. Students received assistance with GAIN and county paperwork, counseling and job placement assistance, and may receive financial assistance with child care fees. Access our website by going to [www.pasadena.edu/student\\_services/calworks](http://www.pasadena.edu/student_services/calworks).

### **SCHOLARSHIPS AND 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 Scholarships and 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.

#### **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 in January of each year for the next academic school year.

The Cal Grant Entitlement Program is a State funded program. The deadline is March 2. Cal Grant requires a supplemental GPA Verification Form and the FAFSA. 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.

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.

B. **Board of Governors Grants** Fee Waiver 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*.

C. 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.

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, the Academic Competitiveness (ACG) grant, and Federal Supplemental Educational Opportunity Grants (FSEOG) programs. State grants such as the Cal Grants B or C and EOPS are also available to eligible applicants.

**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 of each of the loan programs. Nursing and Direct Loans are not automatically offered in the initial financial aid award package.

**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 college and private sources. Check the weekly Campus Crier for the many scholarship opportunities and our website.

**Short-term and emergency loans** are available for books or other special needs throughout the year. These are short-term loans that must be repaid in 30 days.

**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.

## Disabled Student Programs and Services (DSP&S) - Room D209, (626) 585-7127

The Disabled Student Programs and Services is designed to enable eligible students with verified disabilities to participate fully in all of the College's general education, transfer, certificate, and associate degree programs and activities for which they qualify. Students who have learning, physical, visual, speech/language, hearing, and/or psychological disabilities are encouraged to inquire about services in the appropriate offices.

Supportive educational services may include: psycho educational assessment, sign language interpreting, test accommodation, real-time captioning, and access to printed material in alternate formats, assistive technology training, registration assistance and consultation with faculty and staff. Anyone interested in applying for services or obtaining further information may visit DSP&S or access the website [www.pasadena.edu/student-services/dsps](http://www.pasadena.edu/student-services/dsps).

For information on services for students with psychological disabilities, please contact the Psychological Services Office in room L108.

## 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
- Cessation of smoking 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 a more detailed review of the services 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, Office of Psychological Services. Related website: [www.pasadena.edu/studentervices/psychservices](http://www.pasadena.edu/studentervices/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.

## Veterans Services -

Room W108, (626) 585-7294 ext. 4

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

In addition to filing an application for admission, a veteran wishing to attend under one of the assistance bills must submit certain documents to the Veterans Office. For example, within the first term of attendance at PCC, veterans must submit for evaluation, official transcripts of all college and military training. **In addition to the academic standards required of all students, certain additional restrictions apply to students receiving Veterans 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.**

A monthly housing allowance for Chapter 33 is available for students attending at more than 50% of full-time. They will also receive an allowance for books and supplies up to \$1,000 per year depending upon units taken. Tuition and mandatory fees will be paid by the VA to the College. The College will refund this money to the

student once it has been received from the VA. Chapter 33 recipients training at 50% of full-time or less will receive payments for books and supplies and tuition and fees. No monthly housing allowance is paid to Chapter 33 participants for training at 50% of full-time or less.

A monthly assistance allowance for Chapters 30, 31, 32, 1606, 1607 and 35 is available for full-time, three-quarter-time or half-time students. Chapters 30, 32, 1606 and 1607 recipients training at less than half time will receive a one-time 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. The veterans website is <http://www.pasadena.edu/veterans/>

## 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 once each week 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 weekly meetings between mentors and students, a guidance seminar and special programs are offered to foster student success.

## STUDENT ACTIVITIES AND ORGANIZATIONS

### Office of Student Affairs

Room CC105

Located in the Campus Center, the Office of Student Affairs 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 Affairs 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/Commission on Athletics.

### 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 Affairs 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 weekly during the Fall and Spring semesters, as well as the Winter intersession, 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 C121, (626) 585-7216

### 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 orches-

tra, 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. During winter and summer sessions, the Center closes at 8:45pm, Monday through Thursday. A valid PCC Lancer Card is required 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, 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 42-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 the College's gateway to a world of information resources. In this progressive library, students find a substantial collection of print and online resources that have been carefully selected to meet research needs. Access to the Library's online catalog and subscription databases is available on the web at: <http://www.pasadena.edu/library>. Current students, faculty and staff will need their PCC network ID and password to access the library's subscription databases from off campus.

Reference and research help is available in the library and online through the library's website. The library offers workshops, credit classes in basic library and internet research skills and a Library Technology Certificate program. The library has a large computer lab for student use with access to the Internet and a variety of software applications. Wireless internet access is also available in the library.

### **Library Borrowing Privileges**

Library borrowing privileges are granted to all current PCC students, faculty and staff with a PCC LancerCard ID. In addition, borrowing privileges are extended to 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.

### **Media Services**

The Media Services collection of over 4,000 DVD and VHS titles are now integrated into the Library collection. Faculty may place media resources on reserve. Media Services staff provide technology support for the College's instruction programs and events. Faculty and staff can request instructional equipment to be delivered to the

classroom and ask for assistance in using technology in the classroom. Reserved media equipment are now available for pick-up at the Library's Circulation Desk. If you need equipment, technical assistance, or smart classroom training, please contact Media Services staff at (626) 575-7282 or at [mediacenter@pasadena.edu](mailto:mediacenter@pasadena.edu).

Media Services also provides videoconferencing support and digitization of media for instructional use.

### **Library telephone numbers:**

Reference desk	(626) 585-7360
Circulation desk including renewals	(626) 585-7174
Librar Computer Labs	(626) 585-3363
Interlibrary Loans status checks	(626) 585-7835
Media Services	(626) 585-7292
General Information	(626) 585-7221

### **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 CIS, CS, and BIT 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) 585-7315.

## **SUPPORT SERVICES**

### **Food Services**

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

The ground floor of the Campus Center houses food services for students, faculty and staff. The Campus Center cafeteria serves made-to-order breakfasts and a variety of hot meals, deli sandwiches, beverages and bakery items. The Lancer's Pass is located in the center of campus, adjacent to the swimming pool, for hot meals, beverages, snacks and sandwiches. The Java Garden, located near the Shatford Library and the C, E and U buildings at the Galloway Plaza, 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 services during selected events.

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

### **Bookstore and Student Business Services - Room B101 & B203, (626) 585-7378**

The Pasadena City College Bookstore is the place where students and faculty members may purchase books, sup-

plies, 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.

Student Business Services serves faculty, staff and student groups by maintaining accounts, records, expenditures and budgets of student activities. It also handles the collection of most student fees. No personal banking services are available.

### **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. & Saturday 9:00 a.m. – 3:00 p.m. Cash, credit card, personal & 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, enforcing traffic and parking laws, and provides transportation for field trips and athletic events. 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."

### **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), Al-



len 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.

### **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 Business Center at the Community Education Center (CEC) two to three weeks prior to the beginning of each semester/intersession. On the first day of each semester/intersession, students may purchase parking permits at the 411 Trolley located in the Quad until they are sold out. Hours of operation are 8:00 a.m. to 7:00 p.m. (411 Trolley hours subject to change.) Staff parking permits will be available at the front counter of Campus Police. Exact cash or checks are accepted only; credit cards are not 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/studentervices](http://www.pasadena.edu/studentervices) (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. or on Fridays *by appointment only*. 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 designed 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 Affairs, 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 “Drops-Absence” 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 -**

*Room LL120F, (626) 585-7189*

The Distance Education program offers 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 course management system, 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.

### **Independent Study**

Under the independent study program, the student may pursue topics or problems of special interest be-

yond the scope of a regular course under the supervision of a faculty advisor. The work is of a research or creative 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 Transfer Program provides highly motivated students with an intellectually challenging educational experience designed to prepare them for a successful transition from community college to university. The Program includes partnerships between PCC and UCLA (Transfer Alliance Program), Pomona College (PATH), Occidental College (Preferred Admission Agreement), UC Riverside (HART), UC Irvine (Honors Transfer Program) and other institutions. The program offers high-achieving students strong academic preparation and curriculum planning to help them succeed in their major and achieve the B.A./B.S. degree after transfer. In addition to the academically enriched program, Honor students receive support services from a specially designated counselor and faculty coordinator at the College. Students also begin to forge links with the transfer institutions by attending special orientation programs at the universities.

## 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 3.5000 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 C221, (626) 585-7203*

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. Students live in shared apartments. The program is accepted by the PCC Honors Program. For more information, call (626) 585-7203 or visit [www.pasadena.edu/travel](http://www.pasadena.edu/travel).

**Fall Semester Study Abroad: Beijing, China.** PCC offers a semester of study in the capital of the People's Republic of China. Students select a program of 11-21 units of transferable credit. Field-study excursions include such places as the Mutianyu Great Wall, the Forbidden City, the Hongluo Temple, and more. The programs is accepted by the PCC Honors Program. For more information, call (626) 585-7203 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) 585-7203 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) 585-7203 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 V105, (626) 585-3053

The Mathematics, Engineering, Science Achievement (MESA) program is designed to assist educationally disadvantaged students attain degrees in math, engineering and science 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 science, technology, engineering, and math (STEM). The program's components including academic workshops/tutoring, field trips, mentoring, and cultural exchange, help build an academically-based peer community to provide student motivation. This community of learners is what sets MESA apart from other programs. The MESA Lab is located in V105. Eligibility includes (but is not limited to): financial need, academic disadvantage such as 1st generation college status, and STEM major declaration. MESA is open to Dream Act qualified students. For more information, see our webpage, [www.pasadena.edu/mesa](http://www.pasadena.edu/mesa) or email us at [mesa@pasadena.edu](mailto:mesa@pasadena.edu).

## Teaching and Learning Communities

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

PCC's Teaching and Learning Communities (TLC) Program was created in 2000 to serve the needs of basic skills math, English, and ESL students and faculty. Since then, the program has expanded to include a variety of summer bridge/first-year experience programs, career pathways, ESL blocks, transfer and probation workshops, faculty development projects, and campus-wide initiatives. The TLC has been the recipient of several public and private grants which have supported a variety of programs: XL; Math Jam; MathPath; Math, Engineering, and Science Achievement (MESA); and Conexion Tutoring and Mentoring. The TLC center, including a computer lab and staff offices, 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> . . . . .		4
	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.	
<b>B Good</b> . . . . .		3
	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.	
<b>C Satisfactory</b> . . . . .		2
	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.	
<b>D Less Than Satisfactory</b> . . . . .		1
	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.	
<b>I Incomplete</b> . . . . .		0
	This symbol identifies UNFINISHED WORK OTHERWISE PASSING at a "C" or better level, indicating that an important assignment such as term 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.

<b>F Failing</b> . . . . .		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.	
<b>W Withdrawn</b> . . . . .		0
	A symbol recorded for a course when a student voluntarily withdraws; student is dropped from class by teacher; 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.	
<b>MW Military Withdrawal</b> . . . . .		0
	A symbol used to record a student withdrawal due to unexpected military obligations.	
<b>P Passing</b> . . . . .		0
	PASSING GRADE, level of "C" or better, not considered in grade-point average but it is included in the computation of progressive probation.	
<b>NP No Pass</b> . . . . .		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.	
<b>IP In Progress</b> . . . . .		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.	
<b>RD Report Delayed</b> . . . . .		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 grade points earned by the total number of units attempted. As an example, if in any given semester the number of grade points earned is 28 and the total number of units attempted is 14, the grade-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 should be made at the time of registration. However, it is possible to make a request for pass/no pass grading 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 intersession are considerably earlier; check with the Registration Office for details.
4. The pass/no pass grading option is not available through online registration. You must go to the Registration 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.
8. Any restriction listed above does not apply when a class is offered only on a pass/no pass basis.

### Incomplete Grades

A grade of "I" is given by a teacher only in cases where a student is doing passing work at a 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 teacher 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 Assignment of an Incomplete Grade" must be completed and signed by the teacher 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 remain-

ing 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 2.00 to be eligible to graduate.

### Authority on Grades

**The teacher is the final authority on assignment of grades.** When reported to the Records Office on the Permanent Class Roster, grades represent the teacher'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 midsemester the instructor issues progress reports to all students. Final semester grades are available to students on the Web approximately twelve days after the end of the semester. Resolution of grade disputes must be made within three years after completion of the course.

### 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).



## PROBATION

### Academic Probation

Students who achieve less than a cumulative 2.00 grade-point average in 12 or more units attempted are placed on academic probation.

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

Students enrolled on academic probation are subject to dismissal if they do not achieve a cumulative grade-point average of 1.75 in each of the two subsequent semesters of enrollment. Dismissal calculations are based upon classes taken from Spring 1982 to the present. If a student has a semester grade-point average of 2.00 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 the telephone and Web grade reporting systems. Dismissal students who are enrolled for the following semester are withdrawn from the College.

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 vio-

late 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 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

Students will be placed on progress probation when 12 or more cumulative units are attempted and W, I and NP units reach or exceed half the cumulative units attempted. Students may be removed from progress probation status when the cumulative number of W, I and NP units recorded is less than half the cumulative units attempted.

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. Probation calculations are based upon courses taken from Spring 1982 to the present.

### Progress Dismissal

Students enrolled on progress probation are dismissed when the cumulative number of W, I and NP units reaches or exceeds half the cumulative units attempted for two consecutive semesters. Dismissal calculations are based upon classes taken from Spring 1982 to the present. If a student attempts over six units during a semester while on progress probation and is graded in over one-half of them, the student is not dismissed and is continued on probation. Students will be notified of the progress dismissal by the telephone and Web grade reporting systems. 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 academic 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

The general rules for repetition of courses are as follows (see exceptions below in Courses Repeatable for Credit):

1. A student may not repeat a class in which he or she earned a grade of C or better. Only under exceptional circumstances may a student petition to repeat a previously completed class in which a C grade or better was earned. If such a petition is approved, only the original grade is calculated in the cumulative grade-point average.
2. A student is allowed up to three enrollments to earn credit 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, such as a grade W, I, NP, or other mark, whether or not credit is received.
3. No student may enroll in two sections of the same course in any one semester, regardless of whether or not the course is repeatable for credit.

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

1. A course may be repeated only when the grade received was substandard (D, F, W, NP). Exceptions may be granted by petition where the previous grade was the result of extenuating circumstances (defined as verified cases of accident, illness, or similar difficulties).
2. No additional units of credit will be allowed for repeated courses.
3. 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 grade-point average. 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 course-work completed at PCC.

**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 grade-point average (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 Without Course Repetition

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 (2.00 grade-point average) and/or enable qualified students to transfer to a four-year college or university (2.00 to 2.40 grade-point average). 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 2.00) 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 3.00 GPA.
  - b. 30 semester units attempted with a minimum 2.50 GPA.
  - c. 45 semester units attempted with a minimum 2.00 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. 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 through the Office of the Vice President, Student Services, Building L, room 112.

## 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 Associate Dean of Admissions and Records will be forwarded to designated institutions or individuals. Such requests may be submitted in the Office of Admissions and Records or 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.

## Grades and Transfer Units

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 con-

sidered 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 graduate, a student must achieve at least a C average (2.00 GPA) for all lower division college units attempted, including transferred grades and a 2.00 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 2.00 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 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 following list 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.collegeboard.com/student/testing/ap/exgrd\\_rep.html](http://www.collegeboard.com/student/testing/ap/exgrd_rep.html)) 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	CSU-UNITS EARNED TOWARD TRANSFER	IGETC	UC-UNITS EARNED TOWARD TRANSFER
<b>Art History</b>	Score of 4 or 5 - <b>Art 001A or 001B</b> (3 semester units)	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B 3 semester units	8 quarter/ 5.3 semester units
<b>Art (Studio)</b>	Drawing Portfolio - <b>Art 011A</b> General Portfolio - <b>Art Elective</b> Subject to division recommendation (3 semester units)	N/A	3 semester units	N/A	8 quarter/ 5.3 semester units
<b>Biology</b>	Score of 3, 4, or 5 - <b>Biology 011</b> (4 semester units)	Area B2 and B3 4 semester units	6 semester units	Area 5B (with lab) 4 semester units	8 quarter/ 5.3 semester units
<b>Calculus AB</b>	Score of 3 or 4 - <b>Math 009</b> (5 semester units) and placement into <b>Math 005A</b> Score of 5 - <b>Math 005A</b> (5 semester units) and placement into <b>Math 005B</b>	Area B4 3 semester units	3 semester units*	Area 2A 3 semester units	4 quarter/ 2.7 semester units**
<b>Calculus BC</b>	Score of 3 or 4 - <b>Math 005A</b> (5 semester units) and placement into <b>Math 005B</b> Score of 5 - <b>Math 500B</b> (5 semester units) and placement into <b>Math 005C</b>	Area B4 3 semester units	6 semester units*	Area 2A 3 semester units	8 quarter/ 5.3 semester units**



EXAM	PCC (MAJOR AND/OR GE)	CSU GE	TRANSFER	IGETC	UC-UNITS EARNED TOWARD TRANSFER
<b>AP CALCULUS EXAM LIMITATIONS</b>			<b>*Only one exam may be used toward transfer</b>		<b>**Maximum credit 8 quarter/5.3 semester units for both</b>
<b>Chemistry*</b>	Score of 3 or 4 - <b>Chemistry 022</b> (4 semester units) and placement into <b>Chem 001A</b> Score of 5 - <b>Chemistry 001A</b> (5 semester units)	Areas B1 and B3 4 semester units	6 semester units	Area 5A (with lab) 4 semester units	8 quarter/ 5.3 semester units
<b>Chinese Language &amp; Culture</b>		Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/ 5.3 semester units
<b>Computer Science A</b>	Score of 3, 4, or 5 - <b>CS 001</b> (5 semester units)	N/A	3 semester units**	N/A	2 quarter/ 1.3 semester units
<b>Computer Science AB</b>	Score of 3, 4, or 5 - <b>CS 002</b> (5 semester units)	N/A	6 semester units**	N/A	4 quarter/ 2.7 semester units***
<b>AP CS EXAM LIMITATIONS</b>			<b>**Maximum one exam toward transfer</b>		<b>***Maximum 4 quarter/ 2.7 semester units for both</b>
<b>Economics - Macroeconomics</b>	Score of 3, 4, or 5 - <b>Economics 001A</b> (3 semester units)	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/ 2.7 semester units
<b>Economics - Microeconomics</b>	Score of 3, 4, or 5 - <b>Economics 001B</b> (3 semester units)	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/ 2.7 semester units
<b>English - Language &amp; Composition</b>	Score of 3, 4 or 5 - <b>English 001A</b> (4 semester units)	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	8 quarter/ 5.3 semester units*
<b>English - Literature &amp; Composition</b>	Score of 3, 4 or 5 - <b>English 001A</b> (4 semester units)	Area A2 and C2 6 semester units	6 semester units	Area 1A or 3B 3 semester units	8 quarter/ 5.3 semester units*
<b>AP ENGLISH EXAM LIMITATIONS</b>					<b>*8 quarter/ 5.3 semester units maximum for both</b>
<b>Environmental Science</b>	Score of 3, 4, or 5 - <b>Envs 001</b> (formerly <i>Biology 37/Physical Science 37</i> ) (4 semester units)	Area B1 and B3 (regardless of when taken) or Area B2 and B3 (if taken prior to Fall 2009)	4 semester units	Area 5A (with lab) 3 semester units	4 quarter/ 2.7 semester units



EXAM	PCC (MAJOR AND/OR GE)	CSU GE	TRANSFER	IGETC	UC-UNITS EARNED TOWARD TRANSFER
<b>French Language</b>	Score of 3 - <b>French 001</b> (5 semester units) Score of 4 - <b>French 002</b> (5 semester units) Score of 5 - <b>French 003</b> (5 semester units)	Area C2 3 semester units	6 semester units	Area 3B <b>and</b> 6A 3 semester units	8 quarter/ 5.3 semester units
<b>French Literature</b>		Area C2 3 semester units <i>(if taken prior to Fall 2009)</i>	6 semester units	Area 3B <b>and</b> 6A 3 semester units	8 quarter/ 5.3 semester units
<b>German Language</b>	Score of 3 - <b>German 001</b> (5 semester units) Score of 4 - <b>German 002</b> (5 semester units) Score of 5 - <b>German 003</b> (5 semester units)	Area C2 3 semester units	6 semester units	Area 3B <b>and</b> 6A 3 semester units	8 quarter/ 5.3 semester units
<b>Government and Politics - Comparative Government</b>	Score of 3, 4, or 5 - <b>Political Science 002</b> (3 semester units)	Area D8 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/ 2.7 semester units
<b>Government and Politics - U.S. Government</b>	Score of 3, 4, or 5 - <b>Political Science 001</b> Also requires passing California state and local exam - Social Sciences Division (3 semester units)	Area D8 <b>and</b> US 2* 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/ 2.7 semester units
		<b>*Does not fulfill AHI California Government requirement</b>	<b>Student can satisfy the AHI requirement after transfer</b>		
<b>History - European</b>	Score of 3, 4, or 5 - <b>History 001B</b> (3 semester units)	Area C2 <b>or</b> D6 3 semester units	6 semester units	Area 3B <b>or</b> 4F 3 semester units	8 quarter/ 5.3 semester units
<b>History - U.S.</b>	Score of 3, 4, or 5 - <b>History 007A</b> (3 semester units)	Area C2 <b>or</b> D6 <b>and</b> US 1 3 semester units	6 semester units	Area 3B <b>or</b> 4F 3 semester units	8 quarter/ 5.3 semester units
<b>History - World</b>		Area C2 <b>or</b> D6 3 semester units	6 semester units	Area 3B <b>or</b> 4F 3 semester units	8 quarter/ 5.3 semester units
<b>Human Geography</b>		Area D5 3 semester units	3 semester units	Area 4E 3 semester units	4 quarter/ 2.7 semester units

EXAM	PCC (MAJOR AND/OR GE)	CSU GE	CSU-UNITS EARNED TOWARD TRANSFER	IGETC	UC-UNITS EARNED TOWARD TRANSFER
Italian Language & Culture		Area C2 3 semester units <i>(if taken prior to Fall 2009)</i>	6 semester units	Area 3B <b>and</b> 6A 3 semester units	8 quarter/ 5.3 semester units
Japanese Language & Culture		Area C2 3 semester units	6 semester units	Area 3B <b>and</b> 6A 3 semester units	8 quarter/ 5.3 semester units
Latin - Vergil		Area C2 3 semester units	3 semester units	Area 3B <b>and</b> 6A 3 semester units	4 quarter/ 2.7 semester units
Latin - Literature		Area C2 3 semester units <i>(if taken prior to Fall 2009)</i>	6 semester units	Area 3B <b>and</b> 6A 3 semester units	4 quarter/ 2.7 semester units
Music Theory	Score of 3, 4, or 5 - <b>Music 001</b> (3 semester units)	Area C1 <i>(if taken prior to Fall 2009)</i> 3 semester units	6 semester units	N/A	8 quarter/ 5.3 semester units
Physics B	Score of 3, 4, or 5 - <b>Physics 010</b> (3 semester units)	B1 <b>and</b> B3 4 semester units	6 semester units*	Area 5A <i>(with lab)</i> 4 semester units	8 quarter/ 5.3 semester units**
Physics C - Mechanics*	Score of 3, 4, or 5 - <b>Physics 031A</b> (4 semester units)	Area B1 <b>and</b> B3 4 semester units*	4 semester units*	Area 5A <i>(with lab)</i> 3 semester units	4 quarter/ 2.7 semester units**
Physics C - Magnetism*	Score of 3, 4, or 5 - <b>Physics 031B</b> (4 semester units)	Area B1 <b>and</b> B3 4 semester units*	4 semester units*	Area 5A <i>(with lab)</i> 3 semester units	4 quarter/ 2.7 semester units**
AP PHYSICS EXAM LIMITATIONS			<b>*Maximum 4 semester units toward GE and 6 semester units toward transfer</b>		<b>**Maximum 8 quarter/ 5.3 semester units for both</b>
Psychology	Score of 3, 4, or 5 - <b>Psychology 001</b> (3 semester units)	Area D9 3 semester units	3 semester units	Area 4I 3 semester units	4 quarter/ 2.7 semester units
Spanish Language	Score of 3 - <b>Spanish 001</b> (5 semester units) Score of 4 - <b>Spanish 002</b> (5 semester units) Score of 5 - <b>Spanish 003</b> (5 semester units)	Area C2 3 semester units	6 semester units	Area 3B <b>and</b> 6A 3 semester units	8 quarter/ 5.3 semester units

EXAM	PCC (MAJOR AND/OR GE)	CSU GE	CSU-UNITS EARNED TOWARD TRANSFER	IGETC	UC-UNITS EARNED TOWARD TRANSFER
Spanish Literature		Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/ 5.3 semester units
Statistics	Score of 3 or 4 - <b>Statistics 015 or 018</b> (4 semester units) Score of 5 - <b>Statistics 050</b> (4 semester units) Maximum credit - one Statistics course only	Area B4 3 semester units	3 semester units	Area 2 3 semester units	4 quarter/2.7 semester units

**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-Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath 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-Breath requirements.

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

**\*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).

### 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 (<http://clep.collegeboard.org/about/score>) send CLEP exam results to the Admissions and Records Office (unopened 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://calstate.edu/app/general-ed-transfer.shtml>

EXAM	PASSING SCORE	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 D8 3 semester units <i>(does not meet CSU American Inst. 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 <i>(no laboratory)</i> 3 semester units	3 semester units
CLEP Calculus	50	Area B4 3 semester units	3 semester units
CLEP Chemistry	50	Area B1 <i>(no laboratory)</i> 3 semester units	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 D2 3 semester units	3 semester units
CLEP Economics Principles of Microeconomics	50	Area D2 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 French <sup>3</sup> Level II	59	Area C2 3 semester units	12 semester units
CLEP Freshman College Composition	50	n/a	0
CLEP German <sup>3</sup> Level I	50	n/a	6 semester units
CLEP German <sup>3</sup> Level II	60	Area C2 3 semester units	12 semester units

EXAM	PASSING SCORE	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 History, United States I	50	Area D6+US History Requirement for CSU 3 semester units	3 semester units
CLEP History, United States II	50	Area D6 + US History Requirement for CSU 3 semester units	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 D9 3 semester units	3 semester units
CLEP Introductory Sociology	50	Area D0 3 semester units	3 semester units
CLEP Natural Sciences	50	Area B1 or B2 ( <i>no lab</i> ) 3 semester units	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





EXAM	PASSING SCORE	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 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 Spanish <sup>3</sup> Level II	63	Area C2 3 semester units	12 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 C2 or D6 3 semester units	3 semester units

- 1 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).
- 2 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.
- 3 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 (without lab)
IB Chemistry HL	5A (without lab)
IB Economics HL	4B
IB Geography HL	4E
IB History (any region) HL	3B or 4F*
IB Language A1 (any language, except English) HL	3B and 6A
IB Language A2 (any language, except English) HL	3B and 6A
IB Language A1 (any language) HL	3B
IB Language A2 (any language) HL	3B
IB Language B (any language) HL	6A
IB Mathematics HL	2A
IB Physics HL	5A (without lab)
IB Psychology HL	4I
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://www.universityofcalifornia.edu/admissions/counselors/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 (without lab)	3	6
IB Chemistry HL	5	B1 (without lab)	3	6
IB Economics HL	5	D2	3	6
IB Geography HL	5	D5	3	6
IB History (any region) HL	5	C2 or D6	3	6
IB Language A1 (any language, except English) HL	4	C2	3	6
IB Language A2 (any language, except English) HL	4	C2	3	6
IB Language A1 (any language) HL	4	C2	3	6
IB Language A2 (any language) HL	4	C2	3	6
IB Language B (any language) HL	4	n/a	0	6
IB Mathematics HL	5	B4	3	6
IB Physics HL	5	B1 (without lab)	3	6
IB Psychology HL	5	D9	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://calstate.edu/app/general-ed-transfer.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 2.00 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 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 Associate Dean 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 deter-

mining 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 nonclassroom 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 within the first term of attendance at Pasadena City College. 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 Veteran's 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.

### Same Course Enrollment

Students are not permitted to enroll in two sections of the same course during any semester or intersession.

### Auditing of Classes

Pasadena City College does not permit attending classes without being officially registered. It is the responsibility of the student to register officially in 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 or her financial

obligation to the District. A student may appeal in writing the decision to withhold College services to the Vice President of Student and Learning Services or designee, who shall review the matter and make a determination on behalf of the District. When, in the judgment of the District, the financial obligation has been satisfied, College services will be reinstated.

### 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 and Learning 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 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 teacher 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 Associate Dean 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 Associate Dean 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 and Learning Services.
- B. Formal  
If the student is not satisfied with the determination made by the Vice President of Student and Learning 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 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 Associate Dean 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.



# *Policies and Regulations*



## SECTION III

# POLICIES AND REGULATIONS

### Sexual Harassment and Discrimination

It is the policy of the College to provide a work and study environment that is free of sexual harassment and discrimination. The policy and procedures on sexual harassment and discrimination are in PACCD Policies 2200 and 2230 and Procedures 2230.10 and are available in the Human Resources Office (C204). The Policies and Procedures can also be found at [www.pasadena.edu/ipro/policies/pcc2230](http://www.pasadena.edu/ipro/policies/pcc2230) and [www.pasadena.edu/ipro/policies/pcc2200](http://www.pasadena.edu/ipro/policies/pcc2200).

### Pasadena City College Sexual Harassment Policy

It is the policy of the College to provide a work and study environment free of sexual harassment. All students and District employees should be aware that the College prohibits any conduct that constitutes sexual harassment and will take disciplinary measures to ensure compliance. All complaints will be investigated and appropriate action taken.

Managers and supervisors have an obligation to maintain a positive and productive work and study environment for students and employees. They are expected to halt any harassment by calling attention to this policy or, if necessary, by taking more direct disciplinary action. When a situation involving sexual harassment is discovered, corrective action must be taken immediately.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's continuation or a grade in a class or other activity; (2) submission to or rejection of such conduct by an individual is used as the basis for an employee's decision affecting such an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive study environment.

Individuals who experience sexual harassment are encouraged to make it clear to the offending party that such behavior is offensive and contrary to College policy. If the behavior continues, it should be brought to the attention of an appropriate supervisor, dean or the Equal Employment Opportunity Officer, Associate Dean

of Counseling, Dean of Human Resources, Section 504 coordinator, or Title IX officer. The Student Grievance Procedure also may be used.

The full policy, definitions and procedures are available from the Equal Employment Opportunity Office, Room C204, (626) 585-7388.

### Affirmative Action/Equal Opportunity Policy

Pasadena Area Community College District is committed to the protection of all members of the College community from violation of human rights and discrimination. The Board of Trustees has adopted a policy and procedure pursuant to Government Code 11135 et seq. to ensure that its programs and activities are available to all persons without regard to ethnic group identification, religion, age, gender, sexual orientation, color, physical or mental disability. For more specific information on this policy, please contact the Dean of Human Resources in the Human Resources Office, Room C204, (626) 585-7388.

The lack of English language skills will not be a barrier to admission and participation in the College's vocational education programs.

El distrito de Pasadena Area Community College se compromete a proteger todos los miembros de la comunidad de Pasadena City College de violaciones a los derechos humanos y discriminación. La Junta Directiva del colegio ha adoptado la política según el código gubernamental, comenzando con la sección número 11135, de ofrecer a la comunidad sus programas y actividades sin distinción de raza, religión, edad, género, color, y/o impedimento mental o físico. Para más información acerca de esta política, favor de dirigirse al Director de Recursos Humanos en la oficina encargada de Recursos Humanos, edificio C, cuarto 204, (626) 585-7388.

La falta de habilidad en inglés no impedirá admisión y participación en los programas de educación vocacional de College.

### Academic Regulations Academic Freedom

**Policy No. 3100: It is the policy of the Pasadena Area Community College District** that academic free-



dom 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.



# *Associate Degree Requirements*



# SECTION IV

## ASSOCIATE DEGREE REQUIREMENTS

### THE ASSOCIATE DEGREES

Pasadena City College offers the following Associates degrees:

Associate in Arts Degree (**AA**), (p.73)  
Associate in Arts for Transfer (**AA-T**), (p.89)  
Associate in Science for Transfer (**AS-T**), (p.89)  
Associate in Science Degree (**AS**) (p.117) with the Certificate of Achievement (p.117)

- 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 122).
- **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 77.
- 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 106.
  - c. The Intersegmental General Education Transfer Curriculum (IGETC) detailed on page 105.

The Associate in Arts is awarded in the following disciplines:

- 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 servicemembers 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, 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 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, 133AB, 134AB, 139, 141, 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 75. 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 (lecture and lab must be in the same discipline.) . . . . . 3 units

Anatomy 025  
Anthropology 001<sup>†</sup> and 001L  
Astronomy 001  
Biology 001A, 001B, 001C, 002, 003, 004, 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, 008, 012 and 012F or 012L, 016 and 040, 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, 002A, 002B

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

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

### C. Humanities . . . . . 3 units

American Sign Language 010A, 010B  
Arabic 001, 002  
Armenian 001, 002  
Architecture 024A, 024B  
Art 001A, 001B, 002<sup>†</sup>, 003A<sup>†</sup>, 003B<sup>†</sup>, 004A<sup>†</sup>, 004B<sup>†</sup>, 004C<sup>†</sup>, 004D, 005, 007<sup>†</sup>, 008<sup>†</sup>, 009<sup>†</sup>  
Chinese 001, 002, 002A, 003, 004, 010<sup>†</sup>, 012<sup>†</sup>, 022  
Dance 021A<sup>†</sup>, 021B<sup>†</sup>  
English 001B, 005A, 005B, 009, 010, 011, 012<sup>†</sup>,

024, 025A, 025C<sup>†</sup>, 025D, 025E, 025F, 025G, 025H, 025I<sup>†</sup>, 025J, 026, 030A, 030B, 030C, 044A<sup>†</sup>, 044B<sup>†</sup>, 044C<sup>†</sup>, 045A, 045B, 046A<sup>†</sup>, 046B<sup>†</sup>, 047<sup>†</sup>, 048<sup>†</sup>, 049A, 050<sup>†</sup>, 051<sup>†</sup>, 052<sup>†</sup>, 053, 054, 057, 059, 060, 061, 078A, 078B, 082A, 082B, 082C  
French 001, 002, 003, 004, 005A<sup>†</sup>, 005B<sup>†</sup>, 006, 010<sup>†</sup>, 012, 016, 050  
German 001, 002, 003, 004, 005<sup>†</sup>, 010<sup>†</sup>, 012  
Greek 001, 002  
Hebrew 001, 002, 003  
Humanities 001, 002, 003, 004  
Italian 001, 002, 003, 004, 010<sup>†</sup>, 012, 050<sup>†</sup>  
Japanese 001, 002, 003, 004, 005<sup>†</sup>, 010<sup>†</sup>, 012<sup>†</sup>  
Latin 001, 002  
Linguistics 010, 011, 012<sup>†</sup>  
Music 007A, 007B, 021<sup>†</sup>, 022, 023<sup>†</sup>, 024A, 24B, 025<sup>†</sup>, 026<sup>†</sup>, 027<sup>†</sup>, 028  
Philosophy 001, 003, 007, 008, 020A<sup>†</sup>, 020B<sup>†</sup>, 031<sup>†</sup>, 037  
Portuguese 001, 002, 003, 004  
Religious Studies 001, 002<sup>†</sup>, 003<sup>†</sup>  
Russian 001, 002, 003, 004, 011<sup>†</sup>  
Spanish 001, 002, 002A, 003, 004, 005<sup>†</sup>, 006A<sup>†</sup>, 006B<sup>†</sup>, 012, 025<sup>†</sup>, 042A<sup>†</sup>, 042B<sup>†</sup>, 044A<sup>†</sup>, 044B<sup>†</sup>, Theater Arts 001, 005, 007A, 007B

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

1. **English Composition** . . . . . 3 units  
English 001A, 001B
2. **Oral Communication** . . . . . 3 units  
Speech 001, 010
3. **Critical Thinking** . . . . . 3 units  
\*\*Business 014A, 014B  
Computer Information Systems 062  
Computer Science 002, 004, 006, 008, 010, 012, 043, 045  
English 001C  
\*\*Mathematics 003, 005A, 005B, 005C, 007A, 007B, 008, 009, 010, 012, 015, 022, 038, 055  
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**

- Biology 019  
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 021A and 021B 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 (Physical Anthropology)  
Art 002 (History of African and African-American Art)  
Dance 004A (World Ethnic Dance: Africa)  
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)  
Music 038B (African Drumming)

**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)  
Dance 004C (World Ethnic Dance: Central and Southeast Asia)  
Dance 004E (World Ethnic Dance: India)  
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)  
Dance 004D (World Ethnic Dance: British Isles/Europe)  
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 004B (World Ethnic Dance – The Americas)  
 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)  
 Music 026 (Latin American Music)  
 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)  
 Dance 004G (World Ethnic Dance: Mediterranean/Middle East)  
 History 016 (History of the Middle East)  
 History 024E (Special Topics in History – Middle East)  
 Music 038D (Middle East Music Ensemble)  
 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 (Cultural Anthropology)  
 Child Development 024E (Special Topics – Multicultural Issues)  
 Geography 002 (Cultural Geography)  
 Geography 003 (World Regional Geography)  
 Dance 021A-B (Dance History: Cultural and Social Heritage)

English 012/Linguistics 012 (Intercultural Communication)  
 English 025I (Post-Colonial Literatures)  
 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 111 (Applied Human Behavior)  
 Dental Assisting 110 (Introduction to Dental Essentials)  
 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 119A (Community Dental Health)  
 Dental Hygiene 109 (Dental Health Education and Communication)  
 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 113B (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.*

**Business Associate in Arts Degree**

**Responsible Division: Business and Computer Technology**

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 Division: Languages

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:

Chnse 002, 002A, 003, 004, 008A, 008B, 009A, 009B, 009C, 010, 012, 022

### Communication Arts Associate in Arts Degree

#### Responsible Divisions: Performing and Communication Arts, Visual Arts and Media Studies, English

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 trans-*



fer 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, 052, 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, 005A, 005B, 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, 005, 006, 008, 010A, 010B, 012A, 012B, 013, 015, 026, 029, 030, 041, 075

## Engineering and Technology Associate in Arts Degree

**Responsible Divisions: Business and Computer Technology, Engineering and Technology, Mathematics, Natural Sciences**

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

#### *Engineering Design Technology:*

Engr 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 Division: English**

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 Division: Languages**

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 fos-

ter 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:*

Frcn 002, 003, 004, 005A, 005B, 006, 008A, 008B, 009A, 009B, 010, 011, 012, 014, 015, 016, 050

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

**Responsible Division: Performing and Communication Arts, Visual Arts and Media Studies, English, Languages, Social Sciences, Natural Sciences**

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.*

**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, Dance 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 04C, 04E, Engl 048, 052, Hist 018, 019, 041, Japn 010, 011, 012, Musc 027, Psyc 041, Soc 041

*Mexican American/Chicano/Latino Studies:*

Anthr 031, Art 007, 008, Dance 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 Division: Languages**

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 fos-

ter 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, 008A, 008B, 008C, 009A, 009B, 009C, 010, 012

**Humanities  
Associate in Arts Degree**

**Responsible Divisions: Engineering and Technology,  
Performing and Communication Arts, Visual Arts and  
Media Studies, English, Languages, Social Sciences**

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 or Ling 010, 011, 012 or Ling 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

*Foreign Language:*

(includes all courses numbered between 001-099 in American Sign Language, Arabic, Armenian, Chinese, French, German, Hebrew, 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, 005, 006, 007A, 007B, 008, 012A, 012B

**Italian  
Associate in Arts Degree**

**Responsible Division: Languages**

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, 008A, 008B, 009A, 009B, 009C, 010, 012, 050

**Japanese  
Associate in Arts Degree**

**Responsible Division: Languages**

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, 008A, 008B, 009A, 009B, 009C, 010, 011, 012

**Kinesiology and Wellness  
Associate in Arts Degree**

**Responsible Divisions: Kinesiology, Health and Athletics, Natural Sciences, Social Sciences, Counseling, Health Sciences**



The area of emphasis in Kinesiology and Wellness provides for a student with an understanding of physical education, 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, 097

*Kinesiology/Physical Education and Movement (3 units minimum):*

Kint 005, 006, 027C, 031A, 031B, 048, Hed 020, Kina 003A – 081C, Kath 082A – 095C  
Any Physical Education/Kinesiology Activity Course  
(Maximum credit 4 units)

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

Psyc 001, 005, 025, Soc 001, 014, 029, 031, 041, Coun 010, 011, 012, 017

*Scientific and Nutrition Background (7 units minimum):*

Anat 025 **or** Pyso 002A

Pyso 001 **or** Pyso 002B

Chem 001A **or** Chem 002A **or** Envs 003

Biol 011, Biol 001A, Biol 001B **or** Biol 001C

Micr 002, Nutr 011

Phys 010 and 010L, Phys 001A, 002A **or** 031A

## Linguistics Associate in Arts Degree

### Responsible Divisions: Languages, English, Social Sciences, Performing and Communications Arts

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 011Ling 012 **or** Engl 012

Ling 014, 016, 017, 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

*Greek:*

Grek 001, 002

*Hebrew:*

Hebr 001, 002, 003

*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 Division: Performing and Communication Arts**

A degree in the Music major from Pasadena City College enables students to develop musical proficiency and prepares students to successfully audition on their primary instrument for acceptance into a university music department or to fulfill the needs of students who wish to have career goals in the field of music. This major is intended to align student course work with preparation for transfer to universities in Music, Music (Performing), Music Education, Music Industry and Technology, Musical Theatre, and other similar fields of study. Such majors are widely available in many CSU, UC, and private schools. Students completing this degree typically continue in the fields of music performance and/or teaching.

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. Present successful solo performances using appropriate repertoire for their chosen instrument/voice with technical proficiency, musicality and stylistic awareness.
2. 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.
3. Write analytical, historical, critical, biographical, and research oriented projects on topics in music, covering each of the musical-historical periods from the Middle Ages to the modern era.
4. Use standard music references and resources (reference works, periodicals, software, etc.) in both their on and off line formats.

- Use a variety of technological resources and tools to enhance their performing, composing and music production.

### Requirements for the major (38 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 001, 002A, 002B, 002C, 003A, 003B, 003C, 004A, 004B, 004C, 004D, 007A, 007B, 010 (Musc 010 must be completed 4 times)

Students must complete four additional units from the following courses:

#### Music:

Musc 008, 009A-L

Recommended:

#### Music:

Musc 005A, 005B

## Natural Sciences Associate in Arts Degree

### Responsible Division(s): Natural Sciences, 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:

- Successfully apply the scientific method to solve problems and act as a responsible global citizen.
- Synthesize the major paradigms in 3 of the 5 disciplines in the Natural Sciences Division.

- 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 five categories listed below:

#### Biological Sciences:

Anth 001 and 001L

Anat 025 **or** Pyso 002A

Biol 001A, 001B, 001C, 002, 003, 004, 005AB, 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, 030, Geol 001 & 001F, 002 & 002F, 003 & 003F, 004, 006, 008, 016, 022, 023, 024, 030A-M, 040

Geol 012 & 012F & 012L

#### Mathematics and Statistics:

Math 003, 005A, 005B, 005C, 007A, 007B, 008, 009, 010, 022, 055, Stat 050

#### Physics & Physical Sciences:

Astro 001, 012

Phsc 003 & 003L

Phys 001A, 001B, 001C, 001D, 002A, 002B, 010 & 010L, 031A, 031B

## Russian Associate in Arts Degree

### Responsible Division: Languages

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 Division: 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 010, 011/Engl 011, 012/Engl 012, 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 Division: Languages

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

## Speech Communication Associate in Arts Degree

### Responsible Division: Performing and Communication 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 personal 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 complete 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, 005A, 005B, 008, 009, 012



## ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T) AND ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER (AS-T) TO CSU

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

### 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 in an “AA-T” or “AS-T” major as detailed in the catalog or addenda. All courses in the major must be completed with a grade of C or better or a “P” if the course is taken on a Pass/No Pass basis.
- 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 106 or the Intersegmental General Education Transfer Curriculum (IGETC), see page 105.

The AA-T and AS-T degrees 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)
- Geology (AS-T)
- History (AA-T)
- Mathematics (AS-T)
- Physics (AS-T)
- Psychology (AA-T)
- Sociology (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 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 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.

### 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 COURSE 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) transferrable 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 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 Associate 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) 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

**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)
- MATH 022 – Finite Math (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 (5)
- 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) 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 005A – Competitive Speech (1)  
 SPCH 005B – Forensics (1)  
 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.

### 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)



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 course-



work 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 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) 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 009 – 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)
- HIST 050 – History And Historians (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 37 – 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)

**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 history to create a plan for fulfilling civic responsibilities as community and international citizens.

**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.

**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.

**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) 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 (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 (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.

**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) 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  
 C SU 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.

**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) 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.

**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) 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)

**DEGREE TOTAL ..... 60**

#### 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 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 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)

THRT 028 – Studio Production (1)

**OR**

THRT 029 – Rehearsal and Performance (1)

**OR**

THRT 030 – Stage Techniques (1)

**LIST A: SELECT 3 COURSES (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 (1)

**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)

**DEGREE TOTAL ..... 60**

**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*



# 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.

#### 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 253 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 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.

The Internet address for the ASSIST website is *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.

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. 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 prior to transfer.



# 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 002A & 002B Choose 1 course: Hist 007A or 007B 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

## IGETC COURSES

### AREA 1 – ENGLISH COMMUNICATION

All students must complete two courses (6 semester units), one from Group A and one from Group B. Students transferring to a CSU must also complete a course (3 semester units) from Group C.

**GROUP A: English Composition** ..... 3 units  
English 001A

**GROUP B: Critical Thinking/English Composition** ..... 3 units  
English 001C  
Philosophy 025  
Physical Science 002

**GROUP C: Oral Communication (CSU Only)**..... 3 units  
Speech 001, 010

**AREA 2 — MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING** ..... 3 units  
Math 003<sup>†</sup>, 005A, 005B, 005C, 007A, 007B, 009<sup>†</sup>, 010, 012, 015, 022, 055  
Statistics 018<sup>†</sup>, 050<sup>†</sup>

**AREA 3 — ARTS AND HUMANITIES** ..... 9 units  
Complete three courses, 9 semester 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  
Dance 021A, 021B  
French 050  
Italian 050  
Music 007A, 007B, 021, 022, 023, 024A, 024B, 025, 026, 027, 028  
Photo 025  
Theater Arts 001, 005, 007A, 007B

**3B HUMANITIES**  
Chinese 010, 012  
English 001B, 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 005A, 005B, 006, 010, 012, 016  
German 005, 010, 012  
History 001A, 001B, 002A, 002B, 005A, 005B, 007A<sup>†</sup>, 007B<sup>†</sup>, 008, 009A, 009B, 012, 016, 018, 019, 025A, 025B, 025C, 025D, 025F, 025I, 027A, 027B, 029A<sup>†</sup>, 029B<sup>†</sup>, 030, 031, 038, 041, 050

Humanities 001, 002, 003, 004  
Italian 010, 012  
Japanese 005, 010, 012  
Linguistics 010, 011, 016  
Philosophy 001, 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 from at least two disciplines.

Anthropology 001\*, 001L\*, 002, 003, 004, 005, 012, 031  
Economics 001A, 001B  
English 012  
Environmental Studies 002  
Geography 002, 003, 005, 010  
\*History 001A, 001B, 002A, 002B, 005A, 005B, 007A<sup>†</sup>, 007B<sup>†</sup>, 008, 009A, 009B, 012, 016, 018, 019, 025A, 025B, 025C, 025D, 025F, 025I, 027A, 027B, 029A<sup>†</sup>, 029B<sup>†</sup>, 030, 031, 038, 041  
Linguistics 012, 014, 016  
Political Science 001, 002, 006, 007, 021, 022  
Psychology 001, 002, 021, 022, 023, 024, 025, 029, 031, 033, 041  
Sociology 001, 002, 014, 015, 016, 022, 029, 031, 041

**AREA 5 — PHYSICAL AND BIOLOGICAL SCIENCES**..... 7 units  
Complete at least two courses, 7 to 9 semester units; one Physical Science course and one Biological Science course; at least one must include a laboratory.

**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, 003  
Geography 001  
Geology 002, 003<sup>†</sup>, 004, 006, 008, 012<sup>†</sup>, 016, 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<sup>†</sup>  
Anthropology 001\*

Biology 001A, 001B, 001C†, 002, 003†, 004, 011†, 014, 016†, 035†, 038†, 039  
 Microbiology 002  
 Physiology 001†, 002A†, 002B†  
 Psychology 002

6 units required: one course from (A) and one course from (B)

\*(A) Political Science 001

\*(B) History 007A†, 007B†, 025A, 025B, 029A†, 029B†, 031, 041

**5C Science Courses With Laboratory Component (may be same course from 5A or 5B)**

Anatomy 025†  
 Anthropology 001L\*  
 Astronomy 001†  
 Biology 001A, 001B, 001C†, 002†, 003†, 004†, 011†, 014, 016†, 038†, 039  
 Chemistry 001A†, 001B†, 002A†, 002B†, 008A, 008B, 022  
 Environmental Studies 001, 003  
 Geography 001L  
 Geology 001†, 001F†, 002, 002F, 003†, 003F†, 006, 008, 012F†, 012L  
 Microbiology 002  
 Physical Sciences 003L†  
 Physics 001A†, 001B†, 001C†, 001D†, 002A†, 002B†, 010†, 010L†, 031A†, 031B†  
 Physiology 001†, 002A†, 002B†

\*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 - COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING ..... 9 units**

Students must complete 9 semester units with at least one course each from A1, A2, and A3.

**A1 - ORAL COMMUNICATION ..... 3 units**  
 Speech 001, 010

**A2 - WRITTEN COMMUNICATION ..... 3 units**  
 English 001A

**ADDITIONAL REQUIREMENTS**

**I. FOREIGN LANGUAGE – UC REQUIREMENT ONLY**

Students must provide proof of proficiency equivalent to two years of high school study in the same language. A copy of high school transcript(s) must be submitted for IGETC certification.

**The following courses fulfill this requirement:**

American Sign Language 010B, 010C, 010D  
 Arabic 002; Armenian 002; Chinese 002, 002A†, 003, 004; French 002, 003, 004; German 002, 003, 004; Greek 002; Hebrew 002, 003; 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.

- A3 - CRITICAL THINKING** ..... 3 units  
 English 001C  
 Philosophy 025, 030, 033  
 Physical Science 002  
 Speech 006, 012

**AREA B - PHYSICAL UNIVERSE AND ITS LIFE FORMS** ..... 9 units  
 Students must complete 9 semester units with at least one course each from B1, B2, and B4. At least one of the science courses must contain a laboratory component from B3.

- 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, 008, 012, 016, 022, 030A-M  
 Physical Sciences 003  
 Physics 001A, 001B, 001C, 001D, 002A, 002B, 010, 031A, 031B

- B2 - LIFE SCIENCE**  
 Anatomy 025  
 Anthropology 001  
 Biology 001A, 001B, 001C, 002, 003, 004, 011, 014, 016, 030, 035, 038, 039  
 Microbiology 002  
 Physiology 001, 002A, 002B  
 Psychology 002

- B3 - LABORATORY ACTIVITY**  
 Anatomy 025  
 Anthropology 001L  
 Astronomy 001  
 Biology 001A, 001B, 001C, 002, 003, 004, 011, 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, 008, 012F, 012L, 030A-M  
 Microbiology 002  
 Physical Sciences 003L  
 Physics 001A, 001B, 001C, 001D, 002A, 002B, 010L, 031A, 031B  
 Physiology 001, 002A, 002B

- B4 - MATHEMATICS / QUANTITATIVE REASONING**  
 Business 014B  
 Computer Science 002, 004, 006, 008, 010, 012, 043, 045  
 Mathematics 003, 005A, 005B, 005C, 007A, 007B, 008, 009, 010, 012, 015, 022, 038, 055  
 Statistics 015, 018, 050

**AREA C - ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE**..... 9 units  
 Students must complete 9 semester units with at least one course each in Arts and Humanities areas.

- C1 - ARTS (Art, 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, 026, 027, 028, 038A  
 Photo 025  
 Theater Arts 001, 005, 007A, 007B

- C2 - HUMANITIES (Literature, Philosophy, Foreign Languages)**  
 American Sign Language 010A, 010B  
 Arabic 001, 002  
 Armenian 001, 002  
 Chinese 001, 002, 002A, 003, 004, 010, 012  
 English 001B, 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, 005A, 005B, 006, 010, 012, 016  
 German 001, 002, 003, 004, 005, 010, 012  
 Greek 001, 002  
 Hebrew 001, 002, 003  
 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  
 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, 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, POLITICAL, AND ECONOMIC INSTITUTIONS AND BEHAVIOR, HISTORICAL BACKGROUND..... 9 units**

Students must complete 9 semester units with courses in at least two areas.

**D0 - SOCIOLOGY AND CRIMINOLOGY**

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

**D1 - ANTHROPOLOGY AND ARCHAEOLOGY**

Anthropology 001, 001L, 002, 003, 004,  
 005, 012, 031

**D2 - ECONOMICS**

Economics 001A, 001B  
 Geography 005

**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, 005

**D6 - HISTORY**

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

**D7 - INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE**

Communication 001  
 English 012  
 Environmental Studies 002  
 Linguistics 012, 014, 016

**D8 - POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS**

Political Science 001\*, 002, 006, 007, 021,  
 022

**D9 - PSYCHOLOGY**

Psychology 001, 002, 005, 021, 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, 025A, 025B, 029A, 029B,  
 031, 041

**AREA E - LIFELONG LEARNING AND SELF-DEVELOPMENT ..... 3 units**

Students must complete 3 semester units.

Anthropology 002

Biology 019

Counseling 012

Dance 001, 002, 003, 004A-H, 005A-B,  
 006A-B, 007A-B, 008A-C, 009A-C, 010,  
 011A-C, 013, 015A-B, 019A-C, 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, 034B, 036, 037, 038,  
 039A-B, 046A-C, 048A-C, 049A-B, 053,  
 054A-C, 065A-C, 069, 081A-C (maximum  
 of 1 unit)

Psychology 001, 021, 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 FOR TRANSFER** - The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission



to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to 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. For more details, refer to *www.sb1440.org*.

The AA-T and AS-T degrees, detailed on pages 89-99 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)
- Geology (AS-T)
- History (AA-T)
- Mathematics (AS-T)
- Physics (AS-T)
- Psychology (AA-T)
- Sociology (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 physical 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 CR) 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.

**Transfer Course** – A course accepted for credit toward a bachelor's degree at a four-year institution.

**Transcript** – The official historical record of a student's high school or college work.

**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://www.universityofcalifornia.edu/admissions/transferpreparation-paths/major/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/>

**Yahoo.com**  
<http://dir.yahoo.com/Education/>

The following websites provide links with many college and university home pages:

**California Colleges**  
<http://www.californiacolleges.edu>

**The University of California**  
<http://www.universityofcalifornia.edu/admissions/>

**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**  
<http://www2.ed.gov/about/inits/list/whhbcu/edlite-list.html>  
[http://www.hacu.net/hacu/default\\_EN.asp](http://www.hacu.net/hacu/default_EN.asp)  
<http://www.aihec.org/>  
<http://www.molis.org/default.asp>

**University Links**  
<http://www.ulinks.com/main.tem.php>

**Princeton Review's College Service**  
<http://www.princetonreview.com>

**US News & World Report College Rankings**  
<http://www.usnews.com/sections/education/index.html>

## TRANSFER CURRICULA

The following list of transfer curricula includes those majors most commonly selected by Pasadena City College students for the purpose of transfer to a university. A qualified student can complete all the lower division requirements for almost any major. Students should consult Counseling Services. Additional programs, majors, and colleges for transfer are located on the Web at [www.Assist.org](http://www.Assist.org), the PCC Transfer Requirements Tool (at [www.pasadena.edu/transfer/](http://www.pasadena.edu/transfer/)), or other websites listed above.

Accounting  
African American Studies  
Animation Arts  
Anthropology  
Architecture  
Art  
Art History  
Asian American Studies  
Biochemistry  
Biology  
Business Administration  
Chemical Engineering  
Chemistry  
Child Development  
Civil Engineering  
Classics  
Communication  
Computer Engineering  
Computer Information Systems  
Computer Science  
Criminal Justice  
Dance  
Dental Hygiene (Transfer)  
Economics  
Education (Teacher Preparation Programs)  
Electrical Engineering  
Engineering Technology  
English  
Environmental Science  
European Studies  
Fashion Design  
Fashion Marketing  
French  
Geography  
Geology  
Global Studies  
History  
Hotel and Restaurant Management  
Humanities  
International Relations

Kinesiology/Physical Education  
Latin American Studies  
Liberal Studies  
Mathematics  
Mechanical Engineering  
Mexican American Studies  
Music  
Nursing (Transfer)  
Nutrition and Dietetics  
Occupational Therapy  
Philosophy  
Physics  
Political Science  
Psychology  
Public Policy and Administration  
Radio, Television, and Film  
Religious Studies  
Sociology  
Spanish  
Speech- Language, Pathology and Audiology  
Theater Arts  
Tourism  
Urban Studies

## 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. Currently, students who wish to teach may choose from two options. The first option is a five-year traditional program leading to the basic teaching 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 at that point. 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. 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 - \*see concentrations listed below), University of California, Riverside (Liberal Studies), Mount St. Mary's College (Liberal Studies), Pacific Oaks College (Human Development.), and University of La Verne (Liberal Studies).

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. Currently, Pasadena City College has a Blended partnership for the Single Subject Teaching Credential with CSULA in the subject area of Natural Sciences; a Single Subject Streamlined Teacher Education Program plan in the subject area of English with CSUF; and an Integrated route with a major in Mathematics and Science at UCR.

Specific program and major course requirement sheets for the various colleges/universities, for all levels of teaching mentioned above, are available in the Teacher Preparation Programs Office in C350 and at the Pasadena City College Teacher Preparation website: <http://pasadena.edu/divisions/social-sciences/teacherprep/>.

For more information about teacher credentialing in the state of California, please visit [www.ctc.ca.gov](http://www.ctc.ca.gov).

Information about graduate student teaching internships may be obtained from the Teacher Preparation Program Office.

## I TEACHING CREDENTIALS

### **Elementary School Teaching with a Multiple Subject Credential:**

For instruction in multiple subjects as commonly taught in California elementary schools.

### **Middle 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 mat-

ter 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, History, 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.

### **Middle School Teaching with a Single Subject Credential:**

Most middle school teachers hold a Single Subject Teaching credential. The single subject credential authorizes the individual to teach in the subject identified on the credential in grades K-12. So while most single subject credential holders teach at the middle school or high school levels, some teach in the lower grades. For example, many music teachers who teach at elementary schools hold single subject credentials. Areas for single "core" subjects of instruction (per NCLB) are: Agriculture, Art, Biological Sciences, Business, Chemistry (Specialized), English, Foundational-Level General Sciences, Foundational Level-Mathematics, Geosciences (Specialized), Health Sciences, Home Economics, Industrial and Technical Education, Languages Other Than English (specify), Mathematics, Music, Physical Education, Physics (Specialized), Science, Biological Sciences, Science: Chemistry, Science: Geosciences. Science: Physics, Social Science (Economics, Geography, Government and History).

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.

### **High School Teaching With a Single Subject Credential:**

High School Teachers and most middle school teachers hold single subject credentials. The single subject credential authorizes the individual to teach in the subject identified on the credential in grades K-12. So while most single subject credential holders teach at the middle or high school levels, some teach in the lower grades. For example, many music teachers who teach at elementary schools hold single subject credentials. See middle school teaching section above for listing of core subjects of instruction.

**Education Specialist:** For instruction in one of the following areas: communication handicapped, mild/moderate disabilities, moderate/ severe disabilities, physically handicapped, visually handicapped.

**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 often required for teaching at the university level.

**Attainment of credentials requires:**

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
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 be attained at both public and independent colleges and universities. Current information may be obtained at the Teacher Preparation Office (C350) or at Counseling Services (L104).

**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 Bachelors 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 001A, 001B, 001C (or Biology 010A, 101B, 010C)
- Chemistry 001A, 001B, 008A, 008B
- English 001A
- Physics 031A, 031B (or 002A, 002B or 001A, 001B, 001C)
- Psychology 001



## 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 001A, 001B, 001C (or 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

## 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), [stu.findlaw.com](http://stu.findlaw.com)

Pre-Law courses at PCC typically include the following:

English 001C  
 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](http://www.aamc.org), [www.aacom.org](http://www.aacom.org), [www.e-mcat.com](http://www.e-mcat.com)

Pre-Med courses at PCC typically include the following:

Biology 001A, 001B, 001C (or 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:  
 Physics 001, 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 001A, 001B, 001C (or Biology 010A, 010B, 010C)  
 Chemistry 001A, 001B, 008A, 008B  
 English 001A  
 Physics 031A, 031B (or 002A, 002B or 001A, 001B, 001C)  
 Mathematics 005A  
 Microbiology 002  
 Psychology 001  
 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. 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.pharmacas.org](http://www.pharmacas.org), [www.pharmacy.ca.gov](http://www.pharmacy.ca.gov), or [www.pcat.web](http://www.pcat.web).

Pre-Pharmacy courses at PCC typically include the following:

Anatomy 025 & Physiology 001  
Biology 001A, 001B, 001C (or Biology 010A, 010B, 010C)  
Chemistry 001A, 001B, 008A, 008B  
Economics 001A or 001B  
Mathematics 005A  
Microbiology 002  
Physics 031A, 031B (or 002A, 002B or 001A, 001B, 001C)  
Psychology 001  
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 001A, 001B, 001C (or 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, 024  
Speech 001 or 010  
Statistics 018 or 050

## PHYSICIAN ASSISTANT (pre-PA classes)

There are several 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 Community 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 001A, 001B, 001C (or Biology 010A, 010B, 010C)  
Chemistry 001A, 001B (or 002A & 002B)  
Mathematics 003 or 007B or 005A  
Microbiology 002  
Anthropology 002  
Psychology 001  
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 Univer-

sity 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 001A, 001B, 001C (or Biology 010A, 010B, 010C)  
Chemistry 001A, 001B, 008A, 008B  
Physics 031A, 031B (or 002A, 002B or 001A, 001B, 001C)  
Statistics 050





# ASSOCIATE IN SCIENCE DEGREE

## GENERAL INFORMATION

1. A minimum of 60 units and completion of a Certificate of Achievement (see pp. 129-200).
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, 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, 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, 133AB, 134AB, 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.

tion. 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† and 001L
- Astronomy 001
- Biology 001A, 001B, 001C, 002, 003, 004, 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, 008, 012 and 012F or 012L, 016 and 040, 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, 002A, 002B, 100

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

- Anthropology 001†, 001L, 002†, 003, 004, 005, 012†, 031†
- Communication 001
- Economics 001A, 001B
- English 012†
- Environmental Studies 002
- Geography 002†, 003†, 005, 010
- History 001A†, 001B†, 002A†, 002B†, 005A†, 005B†, 007A, 007B, 008†, 009A†, 009B†, 012†, 016†, 018†, 019†, 024A†, 024B†, 024C†, 024D†, 024E†, 024F, 024G†, 025A, 025B†, 025C, 025D, 025E, 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, 021, 022, 023, 024, 025, 029†, 031†, 033, 041†, 120
- Sociology 001, 002, 014†, 015, 016, 022, 024, 025, 029†, 031†, 041†, 130

### C. Humanities . . . . . 3 units

- American Sign Language 010A, 010B, 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<sup>†</sup>, 012<sup>†</sup>, 022
- Dance 021A<sup>†</sup>, 021B<sup>†</sup>
- English 001B, 005A, 005B, 009, 010, 011, 012<sup>†</sup>,  
024, 025A, 025C<sup>†</sup>, 025D, 025E, 025F, 025G, 025H,  
025I<sup>†</sup>, 025J, 026, 030A, 030B, 030C, 034, 035,  
036, 037, 044A<sup>†</sup>, 044B<sup>†</sup>, 044C<sup>†</sup>, 045A, 045B,  
046A<sup>†</sup>, 046B<sup>†</sup>, 047<sup>†</sup>, 048<sup>†</sup>, 049A, 049B, 050<sup>†</sup>, 051<sup>†</sup>,  
052<sup>†</sup>, 053, 054, 057, 059, 060, 061, 078A, 078B,  
082A, 082B, 082C, 119
- French 001, 002, 003, 004, 005A<sup>†</sup>, 005B<sup>†</sup>, 006, 010<sup>†</sup>,  
012, 016, 050
- German 001, 002, 003, 004, 005<sup>†</sup>, 010<sup>†</sup>, 012
- Greek 001, 002
- Hebrew 001, 002, 003
- Humanities 001, 002, 003, 004
- Italian 001, 002, 003, 004, 010<sup>†</sup>, 012, 050<sup>†</sup>
- Japanese 001, 002, 003, 004, 005<sup>†</sup>, 010<sup>†</sup>, 011, 012<sup>†</sup>
- Latin 001, 002
- Linguistics 010, 011, 012<sup>†</sup>
- Music 007A, 007B, 021<sup>†</sup>, 022, 023<sup>†</sup>, 024A, 024B,  
025<sup>†</sup>, 026<sup>†</sup>, 027<sup>†</sup>, 028
- Philosophy 001, 003, 007, 008, 020A<sup>†</sup>, 020B<sup>†</sup>, 031<sup>†</sup>,  
037
- Portuguese 001, 002, 003, 004
- Religious Studies 001, 002<sup>†</sup>, 003<sup>†</sup>
- Russian 001, 002, 003, 004, 011<sup>†</sup>
- Spanish 001, 002, 002A, 003, 004, 005<sup>†</sup>, 006A<sup>†</sup>,  
006B<sup>†</sup>, 012, 025<sup>†</sup>, 031<sup>†</sup>, 042A<sup>†</sup>, 042B<sup>†</sup>, 044A<sup>†</sup>,  
044B<sup>†</sup>
- Theater Arts 001, 005, 007A, 007B

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

1. **English Composition . . . . . 3 units**  
Business 011A  
English 001A, 001B, 001C
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, 004, 006, 008, 010,  
012, 043, 045  
English 001C  
\*\*Mathematics 003, 005A, 005B, 005C, 007A,  
007B, 008, 009, 010, 012, 015, 022, 038,  
055, 131, 133AB, 134AB, 139, 141  
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, 025A, 025B, 025C, 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, 019, 100
- Counseling 012
- Dental Hygiene 109
- Health Education 002A, 002E, 044
- Nursing 050, 051, 052, 053, 125, 126, 127, 137,  
138
- Nutrition 011
- Physiology 001, 002A, 002B, 100

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

A maximum of 4 units of Physical Education/Kinesiology Activity or Dance (Dance 021A and 021B 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 127. 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 (Physical Anthropology)  
Art 002 (History of African and African-American Art)  
Dance 004A (World Ethnic Dance: Africa)  
History 002A/002B (History of World Civilizations To/From 1500)  
History 024A (Special Topics in History-Africa)  
History 027A (Traditional Africa)  
History 027B (Modern Africa)  
Music 038B (African Drumming)

### 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)  
Dance 004C (World Ethnic Dance: Central and Southeast Asia)  
Dance 004E (World Ethnic Dance: India)  
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)  
Dance 004D (World Ethnic Dance: British Isles/Europe)  
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 004B (World Ethnic Dance – The Americas)  
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)  
Music 026 (Latin American Music)  
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)  
 Dance 004G (World Ethnic Dance: Mediterranean/  
 Middle East)  
 History 016 (History of the Middle East)  
 History 024E (Special Topics in History – Middle  
 East)  
 Music 038D (Middle East Music Ensemble)  
 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 (Cultural Anthropology)  
 Child Development 024E (Special Topics – Multicultural Issues)  
 Geography 002 (Cultural Geography)  
 Geography 003 (World Regional Geography)  
 Dance 021A-B (Dance History: Cultural and Social Heritage)  
 English 012/Linguistics 012 (Intercultural Communication)  
 English 025I (Post-Colonial Literatures)  
 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 111 (Applied Human Behavior)  
 Dental Assisting 110 (Introduction to Dental Essentials)  
 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 119A (Community Dental Health)  
 Dental Hygiene 109 (Dental Health Education and Communication)  
 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 113B (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)

# *Career Technical Education*



# SECTION VI

## CAREER TECHNICAL EDUCATION

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 117). 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 – Bookkeeping Assistant
- Accounting Clerk

#### 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 Software Specialist
- Data Entry Technician

#### Child Development



Computer Information Systems

- Microcomputer Support
- Operations
- Programming
- Small Computer 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
- Interactive Multimedia Design

Electrical Technology

Engineering Design Technology – CAD/CAM Technician

Fashion

- Fashion – Design
- Fashion Assistant

Fire Technology

Graphic Communications Technology

- Computer Imaging and Composition
- Screen Printing

Hospitality Management

Journalism

- Photojournalism
- Printed Media
- Public Relations

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

Spch-Language Pathology Assistant

Television and Radio

- Audio Production
- Broadcast Journalism
- Post-Production
- Television Operations
- Television Production

Theater Arts

- Theater Technology
- Theater Technology - Makeup 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:

Accounting – Cashier

Archaeological Field Work

BIT – Executive Assistant

BIT – Office Assistant

BIT – Office Applications Specialist I

BIT – Office Applications Specialist II

Biological Technology – Laboratory Skills

Building Construction – Cabinetmaking and Millwork

Building Construction – Construction Law

Business Administration – Customer Service

Business Administration – E-Commerce

Certified Nursing Assistant

Child Development – Instructional Assistant

Child Development – Music and Movement

Education for Young Children

Child Development – Special Education Assistant

CISCO Certified Network Associate (CCNA) Preparation  
(Interdisciplinary Occupational Skills Certificate: Business & Computer Technology; Engineering & Technology)

CISCO Certified Network Professional (CCNP) Preparation

Commercial Music

Culinary Arts – Baking and Pastry

Culinary Arts – Catering

Culinary Arts – Kitchen Assistant

Design Technology Pathway

Digital Image Editing

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

Emergency Medical Technician I-A



Engineering Design Technology – CAD Modeling and Animation – Architecture/Engineering/Construction	Manufacturing Technology I
Engineering Design Technology – CAD Designer – Architectural/Engineering/Construction	Manufacturing Technology II
Engineering Design Technology – CAD Technician – Architectural/Engineering/Construction	Medical Office Receptionist
Engineering Design Technology – CAD Technician – Mechanical Design and Manufacturing	Medical Office Transcription
Fashion – Fashion Marketing	Microsoft Certified Systems Engineer Preparation (MCSE)
Fashion – Historical Costume Making	Oracle Database Fundamentals
Fire Technology – Fire Academy Preparation	Photography – Cinema-Cinematography
Foundation in Photography	Photography – Cinema Production/Filmmaking
Graphic Communications Technology – Apparel Graphics and Printing	Portrait Photography
Graphic Communications Technology – Electronic Prepress	Television and Radio – Broadcast Journalism
Graphic Communications Technology – Screen Printing for Small Business	Television and Radio – Media Programming and Management
Industrial Design	Television and Radio – Radio Broadcast Operations
Interior Design	Television and Radio – Audio Production
Jewelry/Metalworking	Television and Radio – Television Production
	Television and Radio – Television Post Production
	Television and Radio – Video Operations
	Television and Radio – Writing for Film, Television and Radio
	Welding – Basic Welding

## ACHIEVEMENT AND OCCUPATIONAL SKILLS CERTIFICATES BY DIVISION

### ■ ARTS, MEDIA AND DESIGN DIVISION

#### CERTIFICATES OF ACHIEVEMENT

Digital Media .....	162
• Computer Assisted Photo Imaging .....	162
• Graphic Design .....	162
• Interactive Multimedia Design.....	163
Fashion .....	169
• Fashion – Design .....	169
• Fashion Assistant.....	170
Journalism.....	177
• Photojournalism .....	177
• Printed Media.....	177
• Public Relations.....	178
Photography .....	188
Product Design Programs .....	190
• Graphics .....	191
• Technology .....	191
Speech-Language Pathology Assistant.....	193
Television and Radio .....	193
• Audio Production .....	194
• Broadcast Journalism.....	194
• Post-Production .....	195
• Television Operations.....	195
• Television Production.....	195

Theater Arts.....	198
• Theater Technology .....	198
• Theater Technology - Makeup Technology.....	198

#### **OCCUPATIONAL SKILLS CERTIFICATES**

Commercial Music .....	150
Fashion .....	170
• Fashion Marketing.....	170
• Historical Costume Making.....	171
Industrial Design .....	176
Interior Design.....	176
Jewelry/Metalworking.....	176
Photography .....	188
• Cinema-Cinematography.....	188
• Cinema Production/Filmmaking .....	189
• Digital Image Editing .....	189
• Foundation in Photography.....	189
• Portrait Photography .....	190
Television and Radio .....	196
• Broadcast Journalism.....	196
• Media Programming and Management.....	196
• Radio Broadcast Operations .....	196
• Radio Production .....	197
• Television Post Production.....	197
• Television Production.....	197
• Video Operations.....	197
• Writing for Film, Television and Radio .....	198

### **■ BUSINESS AND COMPUTER TECHNOLOGY DIVISION**

#### **CERTIFICATES OF ACHIEVEMENT**

Accounting .....	129
• Accounting – Bookkeeping .....	129
• Accounting – Bookkeeping Assistant .....	129
• Accounting Clerk .....	130
Business Administration.....	140
• Entrepreneurship.....	140
• Financial Investment .....	141
• International Business/Trade .....	141
• Management .....	142
• Retail Management .....	142
• Marketing Merchandising .....	143
Business Information Technology .....	144
• Administrative Assistant .....	144
• Business Software Specialist .....	145
• Information and Records Specialist.....	145
Computer Information Systems .....	151
• Microcomputer Support.....	151
• Operations .....	151
• Programming .....	152
• Small Computer Applications.....	152
Hospitality Management .....	175
Paralegal Studies .....	187

**OCCUPATIONAL SKILLS CERTIFICATES**

Accounting – Cashier.....	130
Business Administration.....	143
• Customer Service.....	143
• E-Commerce .....	144
Business Information Technology .....	145
• Executive Assistant .....	145
• Office Applications Specialist I .....	146
• Office Applications Specialist II .....	146
• Office Assistant .....	146
CISCO Certified Network Associate (CCNA) Preparation .....	153, 166
CISCO Certified Network Professional (CCNP) Preparation .....	153
E-Commerce .....	154
Fashion .....	170
• Fashion Marketing.....	170
• Historical Costume Making.....	171
Oracle Database Fundamentals .....	154

**■ COMMUNITY EDUCATION CENTER**

**CERTIFICATES OF ACHIEVEMENT**

Cosmetology .....	155
Instructional Techniques in Cosmetology .....	156

**■ ENGINEERING AND TECHNOLOGY DIVISION**

**CERTIFICATES OF ACHIEVEMENT**

Administration of Justice .....	130
Automotive Technology .....	132
• All Automotive Systems .....	132
• Air Conditioning Technician .....	133
• Electrical/Electronics Systems .....	133
• Engine Performance Technician .....	134
• Powertrain Technician.....	135
• Undercar Technician .....	135
• Underhood Technician.....	136
Building Construction .....	139
Construction Inspection.....	155
Culinary Arts .....	156
Electrical Technology.....	164
Engineering Design Technology – CAD/CAM Technician .....	167
Fire Technology .....	171
Graphic Communications Technology.....	172
• Computer Imaging and Composition.....	173
• Screen Printing.....	173
Machine Shop Technology .....	179
Welding (Metal Processes Technology) .....	199
• Construction Welding.....	199
• Gas Tungsten and Gas Metal Welding.....	199

## **ENGINEERING AND TECHNOLOGY DIVISION**

### **OCCUPATIONAL SKILLS CERTIFICATES**

Building Construction .....	140
• Cabinetmaking and Millwork .....	140
• Construction Law .....	140
CISCO Certified Network Associate (CCNA) Preparation .....	153, 166
Culinary Arts .....	156
• Baking and Pastry .....	156
• Catering .....	157
• Kitchen Assistant .....	157
Design Technology Pathway .....	161
Electrical Technology .....	165
• Applied Circuits and Systems .....	165
• Basic Photovoltaic Design and Installation .....	165
Electronics Technology – Basic Digital Technician .....	166
Engineering Design Technology .....	168
• CAD Modeling and Animation – Architecture/Engineering/Construction .....	168
• CAD Designer – Architecture/Engineering/Construction .....	168
• CAD Technician – Architecture/Engineering/Construction .....	168
• CAD Technician – Mechanical Design and Manufacturing .....	169
Fire Academy Preparation .....	172
Graphic Communications Technology .....	174
• Apparel Graphics and Printing .....	174
• Electronic Prepress .....	174
• Screen Printing for Small Business .....	175
Manufacturing Technology I .....	180
Manufacturing Technology II .....	180
Microsoft Certified Systems Engineer Preparation (MCSE) .....	154
Welding – Basic Welding .....	200

## **■ HEALTH SCIENCES DIVISION**

### **CERTIFICATES OF ACHIEVEMENT**

Anesthesia Technician .....	131
Dental Assisting .....	158
Dental Hygiene .....	159
Dental Laboratory Technology .....	160
Medical Assisting .....	180
• Administrative – Clinical .....	180
• Medical Office – Administrative .....	181
• Medical Office Insurance Biller .....	181
Nursing .....	182
• Registered .....	183
• Vocational .....	184
Radiologic Technology .....	192

### **OCCUPATIONAL SKILLS CERTIFICATES**

Certified Nursing Assistant .....	186
Emergency Medical Technician I-A .....	166
Medical Office Receptionist .....	182
Medical Office Transcription .....	182

■ **LIBRARY SERVICES**

**CERTIFICATES OF ACHIEVEMENT**

Library Technology..... 178

**OCCUPATIONAL SKILLS CERTIFICATES**

Digitization Skills for Libraries and Cultural Heritage Institutions ..... 179

■ **NATURAL SCIENCES DIVISION**

**CERTIFICATES OF ACHIEVEMENT**

Biological Technology..... 136

- Computational Biology..... 137
- Laboratory Assistant..... 137
- Stem Cell Culture ..... 138

**OCCUPATIONAL SKILLS CERTIFICATES**

Biological Technology – Laboratory Skills ..... 138

■ **SOCIAL SCIENCES DIVISION**

**CERTIFICATES OF ACHIEVEMENT**

Child Development..... 147

**SOCIAL SCIENCES DIVISION**

**OCCUPATIONAL SKILLS CERTIFICATES**

Archaeological Field Work ..... 132

Child Development..... 148

- Instructional Assistant..... 148
- Music and Movement Education for Young Children ..... 149
- School Age Instructional Assistant..... 149
- Special Education Assistant ..... 149



## ACCOUNTING – BOOKKEEPING

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 (40-41 units):

*Recommended sequence:*

Semester I  
Acct 010\*  
BIT 011A  
Bus 016

Semester II  
Acct 001A  
Acct 104A  
Bus 011A  
Bus 012A

Semester III  
Acct 001B  
Acct 104B  
Bus 009

Semester IV  
Acct 104C  
Bus 114  
or Bus 115  
or Bus 014A

### Recommended elective:

Bus 013

\*Students who have already taken Acct 001A and Acct 001B do not need to take Acct 010.

## ACCOUNTING – BOOKKEEPING ASSISTANT

The curriculum prepares students to work in smaller organizations with full-charge bookkeepers to record debits and credits, compare current and past balance sheets, summarize details of ledgers, and prepare reports for supervisors and managers. In large offices bookkeeper assistants are more specialized and their titles may reflect the type of bookkeeping they do, such as accounts payable clerk or accounts receivable clerk. Knowledge of accounting and spreadsheet software is necessary.

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.

### Requirements for the Certificate of Achievement (30-31 units):

*Recommended sequence:*

Semester I  
Acct 010\*  
or Acct 001A  
BIT 011A  
Bus 016

Semester II  
Acct 001A  
or Acct 001B  
Acct 104A  
Bus 011A

Semester III  
Acct 104B  
BIT 025  
Bus 009  
Bus 114  
or Bus 115  
or Bus 014A

\*Students who qualify to enroll in Acct 001A their first semester should do so and enroll in Acct 001B their second semester.

## ACCOUNTING CLERK

The curriculum prepares students to do such tasks as recording daily transactions in journals, posting figures into ledgers, and handling payments and receipts. Positions may require doing general office work. Knowledge of business math and the principles of bookkeeping, as well as skills in the operation of 10-key calculators and computers, are essential.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Note:** *Students who qualify to enroll in Acct 001A their first semester should do so and enroll in Acct 001B in their second semester.*

### Program Outcomes:

1. Use basic accounting terminology and analyze transactions and transform them into financial statements.
2. Identify key issues, select relevant data, and think critically and analytically about the possible solutions for the financial problems encountered.
3. Receive and process written and oral financial information and prepare an appropriate response for management, clients, or other fellow professionals.
4. Use technology effectively in accounting practice and procedure.
5. Analyze and interpret financial activities to identify and anticipate problems and find acceptable solutions for the individual or organization served.

### Requirements for the Certificate of Achievement (18-19 units):

*Recommended sequence:*

Semester I  
Acct 010\*  
or Acct 001A  
BIT 011A  
or BIT 025  
Bus 016

Semester II  
Acct 001A  
or Acct 001B  
Acct 104A  
Bus 011A

### Recommended electives:

BIT 133A  
BIT 133B

## ACCOUNTING OCCUPATIONAL SKILLS CERTIFICATE

### Cashier

The curriculum prepares students to work in a wide variety of businesses. Emphasis on basic mathematical skills, good manual dexterity, oral and written communication skills, ability to deal tactfully and pleasantly with customers, problem solving, business etiquette and ethics.

An Occupational Skills Certificate is awarded upon successful completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Demonstrate the appropriate use of computer keyboarding skills and documents processing.
2. Demonstrate mathematical skills essential to employment in the accounting field and the proper use of the ten-key electronic calculator.
3. Demonstrate an understanding of the communication process including: written, oral (including non-verbal) electronic communication, and active listening to communicate effectively in a business and professional setting.
4. Demonstrate an understanding of the basic functions of a business enterprise.

### Requirements of the Occupational Skills Certificate (11-12 units):

Bus 011A  
Acct 010  
Bus 016  
BIT 011A  
or BIT 025

## 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 001A

Semester II

AJ 014  
AJ 016  
AJ 185  
KINA 037

Semester III

AJ 018  
AJ 019  
Spch 001 or 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 (67-72 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.

**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, pre-delivery 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  
EDT 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 (NATEF) 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 (NATEF) 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

Eln 109A

**or** Tech 107A

Semester II

Eln 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 (49-55 units):**

*Recommended sequence:*

Semester I  
Engl 001A  
Chem 001B  
Biol 001A  
Biol 102A

Semester II  
Biol 001B  
Biol 102B  
Phsc 002

Semester III  
Chem 008A  
Micr 002  
Stat 018  
or Stat 050

Semester IV  
Biol 001C  
Biol 102C

Summer  
Biol 102D

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 certificate in one year.

**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 28 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 (18-19 units):**

*Recommended sequence:*

Semester I  
CIS 200

One of the following:

Biol 102A  
Biol 039  
Biol 001A  
Biol 001B  
Biol 001C

Semester II  
Stat 018  
or Stat 050  
CS 010  
or CS 012  
or CISO 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 qual-

ity 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 (39-45 units):**

*Recommended sequence:*

Semester I  
 Engl 001A  
 Chem 002A  
 Biol 011  
 or Bio 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 (33-39 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 insur-

ance 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 (28-30 units):

*Recommended sequence:*

Semester I  
Acct 001A  
    **or** Acct 010  
BIT 025  
Bus 009  
Bus 116  
    **or** Bus 010  
Bus 002  
    **or** Bus 122

Semester II  
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 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 (25-27 units):

*Recommended sequence:*

Semester I  
Acct 001A  
    **or** Acct 010  
BIT 025  
Bus 009  
    **or** Bus 010  
Bus 002  
    **or** Bus 122

Semester II  
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 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 (24-26 units):**

*Recommended sequence:*

Semester I  
 Acct 001A  
     **or** Acct 010  
 BIT 025  
 Bus 009  
 Bus 150  
     **or** Bus 151  
     **or** Bus 152

Semester II  
 Bus 011A  
 Bus 002  
     **or** Bus 122  
 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 pay-check, etc.
4. Demonstrate the ability to work cooperatively with others.

**Requirements for the certificate (27-29 units):**

*Recommended sequence:*

Semester I  
 Acct 001A  
     **or** Acct 010  
 BIT 025  
 Bus 002  
 Bus 013  
 Bus 009

Semester II  
 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.

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, and 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 pay check etc. Calculate percentage discounts.
3. Identify the five mental stages of a sale. Write a features and benefits analysis on a product.

**Requirements for the certificate (27-29 units):***Recommended sequence:*

## Semester I

BIT 025

Bus 016

or Bus 115

or Bus 014A

or Stat 015

or Bus 114

## Semester II

Bus 011A

Spch 001 or 010

## Semester III

Mrkt 020

Acct 010

or 001A

## Semester IV

Mrkt 125

or Mrkt 123

Bus 117

or Bus 160

Bus 128

or Bus 010

**Recommended electives:**

Mrkt 128

Bus 013, 161

## **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 (38 units):***Recommended sequence:*

## Semester I

Mrkt 126

Bus 160

Bus 013

Mrkt 128

## Semester II

Mrkt 125

Bus 114

Mrkt 128

## Semester III

Mrkt 020

Acct 001A or 010

Bus 010

## Semester IV

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 pay-check, 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 (11-12 units):**

- Bus 009
- Bus 011A
- Bus 160
- or** Bus 117
- BIT 011A
- or** BIT 025

**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.

**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:
  - Develop a fully-functioning e-commerce website
  - 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 (17 units):**

- CIS 010
- BUS 199
- 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.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Manage administrative responsibilities including document processing and use computer applications such as presentation graphics and spreadsheets.
2. Schedule appointments, research and organize information, and arrange travel and meetings.

**Requirements for the Certificate of Achievement (35 units):**

*Recommended sequence:*

- Semester I
- BIT 011A
- BIT 025
- Bus 009
- Bus 112
- or** Bus 011A

- Semester II
- BIT 011B
- BIT 107
- BIT 115
- BIT 128A
- BIT 128B
- BIT 133A
- BIT 133B

Semester III  
BIT 108  
BIT 122  
BIT 123  
BIT 124  
BIT 105A  
BIT 105B  
BIT 109

**Recommended electives:**

Acct 010  
Acct 104A  
Bus 010, 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, desktop publishing, email, Internet research, and the design and maintenance of websites. 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. Accurately and efficiently apply commonly used computer applications to solve business tasks including presentation, document, and Web site development, database and spreadsheet development and maintenance, and Internet research.
2. Use computers to collaborate with others to solve business problems.

**Requirements for the Certificate of Achievement  
(25 units):**

*Recommended sequence:*

Semester I  
BIT 011A  
BIT 128A  
BIT 128B  
BIT 025  
BIT 133A  
BIT 133B  
BIT 107  
BIT 109

Semester II  
BIT 011B  
BIT 105A  
BIT 105B  
BIT 108  
BIT 122  
BIT 123

**BUSINESS INFORMATION TECHNOLOGY –  
INFORMATION AND RECORDS SPECIALIST**

The curriculum prepares students for office positions such as data entry technician, in which data is entered using a keyboard or alternative input technologies. Employees in these types of positions manipulate data such as customers' personal information, medical records, and membership lists.

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 such as Microsoft SharePoint.
2. In an enterprise environment, understand and apply tools for effective workflow management on collaborative Web sites.
3. In an enterprise environment, use collaborative software tools to manage the work of Web-based teams.
4. Function effectively as a team member using collaborative Web-based workspaces.

**Requirements for the Certificate of Achievement  
(22 units):**

*Recommended sequence:*

Semester I  
BIT 011A  
BIT 107  
Bus 106  
BIT 115  
BIT 025  
BIT 108

Semester II  
BIT 118  
BUS 009  
BIT 124  
BIT 122  
BIT 117

**BUSINESS INFORMATION TECHNOLOGY  
OCCUPATIONAL SKILLS CERTIFICATES**

**Executive Assistant**

The curriculum prepares individuals with administrative support experience to advance to positions such as Executive Assistant, Senior Administrative Assistant, and Administrative Coordinator. Employees in these types of positions usually report directly to and work solely for a single high-level executive and typically earn substantially more than Administrative Assistants and Secretaries. Employees in these types of positions perform a va-

riety of tasks common to Administrative Assistants such as document processing, meeting coordination, business computer applications, and travel arrangements. Additionally, Executive Assistants are assigned high-level tasks such as preparing proposals, monitoring budgets, tracking data, researching special topics and projects for the executive on the Internet, developing the content of an executive's presentations, creating correspondence for an executive, tracking and following through on action items for an executive's meeting reports, placing calls on an executive's behalf, serving as a liaison for an executive with other departments, and developing meeting agendas.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Prepare proposals, monitor budgets, track data, and research special projects for a single high-level executive.
2. Develop and create an executive's presentations, create correspondence, place calls on an executive's behalf, and develop meeting agendas.

**Requirements for the Occupational Skills Certificate (16 units):**

BIT 104  
BIT 106  
BIT 107  
BIT 108  
BIT 122  
BIT 123  
BIT 132

**Office Applications Specialist I**

The curriculum prepares individuals who have some work experience to use computer software to perform common tasks in a variety of businesses and organizations.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Use business computer software to perform common tasks in a variety of businesses and organizations.
2. Communicate with customers, employees, and other individual to disseminate or explain information.
3. Operate office equipment such as a photocopier, fax machine, and printer.

**Requirements for the Occupational Skills Certificate (12 units):**

BIT 128A  
BIT 128B  
BIT 133A  
BIT 133B  
BIT 105A  
BIT 105B  
BIT 109  
BIT 107

**Office Applications Specialist II**

The curriculum prepares individuals who have some work experience to use word processing, spreadsheet, presentation, desktop publishing, communication, and Web design software in a business environment and also to integrate various types of software applications.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Apply the knowledge and skills of word processing, spreadsheet, presentation graphics, desktop publishing, communication, and Web design in a variety of organizational settings.
2. Review files, records and other documents to obtain information to respond to requests.

**Requirements for the Occupational Skills Certificate (12 units):**

BIT 128A  
BIT 128B  
BIT 133A  
BIT 133B  
BIT 109  
BIT 123  
BIT 108

**Office Assistant**

The curriculum prepares students for positions such as general office assistant, receptionist, records clerk, and file clerk. Employees in these types of positions perform a variety of tasks including typing and document processing, greeting visitors, handling telephone calls, using office equipment, and managing of business records.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Perform a variety of tasks including document processing, greeting visitors, handling telephone calls, using office equipment, and managing business records.
2. Apply appropriate business software to complete tasks.
3. Compute, record, and proofread records or reports; review files, records, and other documents to obtain information.

**Requirements for the Occupational Skills Certificate (16-16 ½ units):**

## Semester I

BIT 011A  
 BIT 025  
 BIT 107  
 BIT 102  
 or BIT 133A  
 or BIT 133B

## Semester II

BIT 011B  
 BIT 128A  
 BIT 128B  
 BIT 115  
 BIT 124

**Recommended elective:**

Bus 009

**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 require-

ments 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 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 120

Semester III  
 CHDV 013B  
 CHDV 015

Semester IV  
 CHDV 013C  
 CHDV 116

**\*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, 117, 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  
 Engl 059

Semester 2  
 CHDV 015  
 CHDV 120

Semester 3  
 \*CHDV 013A

\*Enrollment in 7 units or more including field practice.



**Recommended electives:**

CHDV 118, 024A-H, 116\*, 117, 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 (12 units):**

Musc 030  
 or Musc 130  
 Musc 131  
 Musc 134  
 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, 116\*, 117, 196  
 Educ 030  
 Engl 059  
 Music 030 or 130  
 PETH 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.

**Note:** *Semester II requires a minimum of 2 units selected from the "Recommended Electives."*

### Requirements for the Occupational Skills Certificate (15 units):

Semester I  
 Psyc 021  
 SET 100  
 SET 122

Semester II  
 SET 105  
 SET 122  
 Minimum 2 units from recommended electives

#### Recommended electives:

ASL 010A-D  
 BIT 010, 011A, 100, 122  
 Bus 160  
 CHDV 016\*, 017, 118, 128  
 Coun 111, 112  
 Educ 100, 132  
 Engl 110, 400, 403, 410, 411, 412, 413, 415, 434, 450  
 Math 402  
 Kint 005  
 Psyc 022, 024  
 Soc 130  
 SET 108  
 Span 001  
 SpSv 400  
 Spch 001, 120, 121, 125  
 SLPA 018, 119

\*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.

### 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, 004, 040 or 041A

### Requirements for the Occupational Skills Certificate (17 units):

Musc 096A - Introduction to Music Recording and Production (3.0 Units)  
 Musc 096B - Music Recording & Production Applications (3.0 Units)  
 Musc 096C - Music Recording & Production Workshop (3.0 Units)  
 Musc 093 - The Music Business (2.0 Units)

#### Required Electives - six units from the following:

Musc 034A - Jazz Keyboard Skills (1.0 Unit)  
 Musc 034B - Advanced Jazz Keyboard Skills (1.0 Unit)  
 Musc 036A - Pop-Jazz - Theory (3.0 Units)  
 Musc 036B - Jazz-Commercial Theory (3.0 Units)  
 Musc 041A - First Year Piano (1.0 Unit)  
 Musc 071A - Voice Techniques (1.0 Unit)  
 Musc 083A - Beginning Guitar (1.0 Unit)  
 Musc 105 - Popular Songwriting (3.0 Unit)  
 Musc 112A - Electric Bass Techniques (1.0 Unit)  
 Musc 112B - Electric Bass Repertoire (1.0 Unit)  
 Musc 115 - Contemporary Guitar Techniques (1.0 Unit)  
 Musc 116 - Drum Set Techniques (1.0 Unit)  
 Musc 117 - Rhythm Section Techniques (1.0 Unit)  
 Musc 121 - Latin Percussion Techniques (1.0 Unit)  
 Musc 144 - Introduction To Improvisation (1.0 Unit)  
 Musc 171A - Techniques Of Popular Singing (1.0 Unit)  
 Musc 171B - Techniques Of Popular Singing (1.0 Unit)  
 Musc 171C - Vocal Jazz Performance Techniques (1.0 Unit)

## 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:  
Troubleshoot hardware and software systems for a desktop as well as a network.  
Install, maintain, and repair hardware and software systems for a desktop as well as a network.  
Set up and maintain a network within a small-to medium-sized business.  
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 (22 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:  
Keep track of all processing on a CPU and respond to the needs of the system.  
Use computer-based technology to locate, access, evaluate, store and retrieve information.  
Create and maintain a basic spreadsheet.  
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 (20 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
2. Apply skills needed to:
  - Design and layout the sequence of steps to solve a problem.
  - Write program code using the syntax of the programming language skills obtained during the course of this program.
  - Test program code, using different sets of data.
  - Maintain documentation to communicate the purpose of the program steps.
3. Secure an entry-level programming job.

### Requirements for the Certificate of Achievement (21 units):

*Recommended sequence:*

Semester I  
CIS 010  
CIS 062

Semester II  
CIS 011  
CIS 036  
CIS 016  
or CIS 038

Semester III  
CIS 014  
CIS 020

### Recommended electives:

CIS 030, 064, 081, 114, 132, 181, 182, 190, 192, 195  
Engl 100  
Spch 125

## COMPUTER INFORMATION SYSTEMS – SMALL COMPUTER APPLICATIONS

This curriculum prepares students with entry-level skills to seek employment in the field of small computer application use of Internet, Web development/publishing, and use of multimedia in creating Web pages. Instruction includes training in general understanding of information systems and applications with an emphasis on programming with HTML, Java, and JavaScript. 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 how to use the Internet and how to create web-page content using HTML, Java and JavaScript.
2. Apply skills needed to:
  - Operate a personal computer with industry-standard operating systems.
  - Install and maintain common application software packages,
  - Troubleshoot hardware and software for desktops,
  - Use multimedia software to design and maintain a web site,
  - Use Desktop Publishing Software to create professional documents,
  - Use Database Management software to set up and maintain a database,
3. Be able to secure an entry-level position as a computer applications specialist.

### Requirements for the Certificate of Achievement (22 units):

*Recommended sequence:*

Semester I  
CIS 010  
CIS 062

Semester II  
CIS 011  
CIS 036

Semester III  
CIS 016  
CIS 115  
CIS 192

### Recommended electives:

CIS 014, 030, 038, 114, 132, 135, 136, 190  
Engl 100  
Spch 125

## COMPUTER INFORMATION SYSTEMS OCCUPATIONAL SKILLS CERTIFICATES

### CISCO Certified Network Associate (CCNA) Preparation

*(Interdisciplinary Occupational Skills Certificate:  
Business & Computer Technology, Engineering &  
Technology)*

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 network management and design utilizing CISCO products.
2. Apply skills needed to:  
Construct a CISCO-based network from the "ground up."  
Manage a CISCO-based network.  
Design and develop network routes and virtual networks.
3. Obtain the appropriate CISCO certification and an entry-level position within industry.

#### Requirements for the Occupational Skills Certificate (17 units):

Summer  
CIS 010

Semester I  
*First 8 Weeks:*  
CIS 161  
or Eltn 161

*Second 8 Weeks:*  
CIS 162  
or Eltn 162

Semester II  
*First 8 Weeks:*  
CIS 163  
or Eltn 163

*Second 8 Weeks:*  
CIS 164  
or Eltn 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 Eltn 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.

### 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:
  - Develop a fully-functioning e-commerce website.
  - 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 (17 units):

CIS 010  
BUS 199  
CIS 055  
CIS 060  
CIS 050

### Recommended electives:

Bus 009, 012A, 012B, 116, 151, 153  
CIS 190

## Microsoft Certified Systems Engineer Preparation (MCSE)

**(This program to be discontinued Summer 2014)**

The Microsoft Certified Systems Engineer Preparation occupational skills certificate provides a student with the necessary skills and knowledge for entry-level employment in the Information Technology (IT) field. The Microsoft Certified Systems Engineer certification is one of the most popular and recognized industry certifications in the Information Technology (IT) field. The following sequence of courses is designed to fulfill the core requirements of Microsoft's MCSE program. To become an

MCSE a student must pass on industry level certification examination.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

### Program Outcomes:

1. Establish the necessary environment to manage a small to medium sized business utilizing Microsoft products for networking, servers, and so forth.
2. Apply skills needed to:
  - Establish and maintain a Windows Server.
  - Establish and maintain an Exchange email server.
  - Establish and maintain a proper desktop environment for a small to medium sized business.
  - Establish and maintain a SQL database.
3. Obtain the corresponding Microsoft certifications and an entry-level position within industry.

### Requirements for the Occupational Skills Certificate (14-16 units):

Summer Session I  
CIS 010

Summer Session II  
CIS 137

Fall Semester  
CIS 139

Spring Semester  
CIS 136

or CIS 138  
or CIS 141  
or CIS 142

## 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:  
 Demonstrate an ability to form SQL query statements to generate reports.  
 Demonstrate an ability to combine SQL statements with a programming language.  
 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 (30-31 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 curriculum prepares students to seek employment as cosmetologists in beauty salons. The program includes all phases of Cosmetology. Upon successful completion of this full-time day program (1,600 hours), a student is eligible to take the State Bureau of Barbering and Cosmetology Examination for licensure as a cosmetologist.

Continuous enrollment until completion of the program is required. COSM 114A-D and 117AB are offered each semester. New day students may enter at the beginning of each eight-week period. COSM 115 and 116 are offered in an eight-week Summer session.

Continuing or returning students who do not attend the Summer session will be readmitted in the Fall semester on a space-available basis only, starting with the second nine weeks of instruction. Eligibility for an subsequent enrollment is based on a grade of C or better in each prior cosmetology course.

A student must have proof of completion of 10th grade in high school, good finger dexterity and coordination, and show evidence of good physical and emotional health. An approved uniform is required for the program. Tuition, books, uniforms, and cosmetology supplies totaling approximately \$1,200 will be needed in the first week of the program.

A student who is dropped from a cosmetology class for unsafe practices and/or inappropriate conduct, or withdraws twice from the course, and/or drops twice for excessive absences 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.

**Requirements for the Certificate of Achievement (44 units/1600 hours):**

*Recommended sequence:*

Semester I  
 COSM 114A  
 COSM 114B

Semester II  
 COSM 114C  
 COSM 114D

Summer Session  
 COSM 115 (new students)  
 or 116A  
 or 116B (continuing students)

**Recommended electives:**

Bus 112  
 COSM 117AB (Recommended for students to meet required hours.)  
 Spch 121

**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 is 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 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>.

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 (31 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, 200A, 200B  
BIT 025

## DENTAL HYGIENE

The 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. Students must provide their own transportation to some off-campus clinical sites.

The program is approved by the California Board of Dental Examiners 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 the California State Board examination 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.

The program in dental hygiene 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 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 Associate in Science Degree be satisfied prior to enrolling in the program. Degree requirements must be met to be eligible to sit for licensure 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 may also be considered. Please see Pasadena City College Dental Hygiene Information Brochure for current application instructions and selection criteria.

**Program Outcomes:**

1. Develop communication, clinical, and professional skills that will allow them to provide safe and comprehensive dental health care to their clients/patients.
2. Provide competent dental care under general and direct supervision within the scope of their practice as specified in the Dental Practice Act.

**Requirements for the Certificate of Achievement (57.5 units):**

*Recommended sequence:*

Semester I

Anat 115  
DH 101A  
DH 109  
DH 117  
DH 122

Semester II

DH 101B  
DH 105  
DH 116  
DH 141  
DH 200A

Summer Intersession I

DH 104A  
DH 107

Semester III

DH 104B  
DH 108  
DH 113A  
DH 119A  
DH 200B  
DH 121

Semester IV

DH 104C  
DH 111  
DH 113B  
DH 121

**Recommended electives:**

DH 200C  
DH 119B

## 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 (63 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. Design a solution based on needs and criteria through the integration of problem solving, design principles, and technology within a design-based major.
2. Analyze prototype solutions based on empirical information to optimize material costs, production volume, time to fabricate, per unit costs, and sustainability.
3. Develop cogent arguments which communicate a design solution supported by evidence and presentation techniques.

**Requirements for the Occupational Skills Certificate (17 units):**

*Recommended sequence:*

Semester I  
 Engl 100  
 Math 402  
 DT 100

Semester II  
 Math 125  
 DT 101

**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 110A for qualified students  
Art 024, 031B, 034A, 051B, 118  
Bus 002, 009, 010, 011A  
Mrkt 020, 133  
Phot 023A, 024A, 026A-C  
Grfx 010

**DIGITAL MEDIA –  
INTERACTIVE MULTIMEDIA DESIGN**

This curriculum prepares the student to enter the interactive multimedia design industry as an entry level designer and/or multimedia technician. The program stresses the creative process as well as the professional and production methods used currently in industry. Projects will emphasize content development, interface and information design, authoring environments, programming for multimedia, and repurposing and output of materials to various platform and delivery systems including video, CD-ROMs, portable disks, and the Web.

Students completing this program will have developed a 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.

**Program Outcomes:**

Students completing this program will have developed a portfolio, as well as participated in an advanced team project.

1. Demonstrate various modes of communication appropriate to enter the interactive multimedia design industry as an entry level designer and/or multimedia technician.
2. Use critical thinking skills to analyze, synthesize, and evaluate ideas and information in the creative design and problem solving process.
3. Employ research skills to achieve educational, professional and personal objectives.
4. Demonstrate sensitivity to and respect for others while participating in group decision making.
5. Demonstrate self-management, maturity, and growth through practices that emphasize content development and interface and information design.

**Requirements for the Certificate of Achievement (48 units):**

*Recommended sequence:*

Semester I

Art 011A  
Art 031A  
Phot 021  
Art 001A

Semester II

Art 032A  
Art 050A  
Art 056  
Phot 030



## Semester III

Art 012A

or Art 015

or Art 018

Art 156

Music 129A

or Phot 130

Art 050B

## Semester IV

Art 154

Art 155A

Art 158

Art 198

**Recommended electives (select according to emphasis):****Fine Arts, Graphic Design, Interface Design, Animation:**

Art 001AB, 004D, 012AB, 015, 020A-C, 023A-C, 025, 031B, 033A-C, 040, 051AB, 052, 118, 124, 155B

Art 110A-D for qualified students

**Programming:**

CIS 010

CS 002, 004

**Music, Sound, and Audio:**

Musc 094, 096AB

**Film and Narration:**

Phot 025, 026A-C, 126

**Video, Television, and Broadcasting:**

TVR 002A, 007, 017A, 103AB, 107, 141B

**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. 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.

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.

**Recommended Preparation:**

High school algebra, geometry, physics, and general electricity

**Program Outcomes:**

1. Demonstrate knowledge and skills required to perform basic apprentice-level electrical duties per electrical codes, standards and related codes.
2. Apply and understand Material Safety Data Sheet, Occupational Safety and Health Administration, manufacturers' instructions and safety directions for all electrical systems.
3. Demonstrate an understanding of the basic principles of electricity, electrical laws, alternate current, circuit concepts, electron flow and the application of DC and AC series, parallel and combination circuits.
4. Differentiate and apply the proper selection of tools and materials for electrical service, installation and repairs.
5. Demonstrate an understanding of the basic applications of single and polyphase systems for transformers, motors and generators.
6. Demonstrate an understanding of the principles of power production, generation, transmission and distribution of electrical energy.
7. Demonstrate an understanding of battery terminology, classification and characteristics in order to connect batteries in series and parallel to obtain the desired output voltage and current.
8. Differentiate between the operation of solar cells, thermocouples and the piezoelectric effects of electrical energy.

- Design and evaluate the use of Programmable Logic Controller systems and their use in the manufacturing process.

### **Requirements for the Certificate of Achievement (39 units):**

*Recommended sequence:*

Semester I  
Elty 240A  
Eltn 109A

Semester II  
Elty 240B  
Eltn 109B

Semester III  
Elty 240C

Semester IV  
Elty 240D

### **Recommended electives:**

Elty 012, 217, 218  
EDT 008A  
Phys 010, 010L

## **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:**

- Demonstrate an understanding of the basic principles of electricity, electrical laws, circuit concepts, application of DC and AC, and series/parallel/combo circuits.
- Demonstrate knowledge and skills required to perform basic apprentice level electrical duties per electrical codes, and safety practices.
- Differentiate and apply the proper selection of tools and materials for electrical service, installation and repairs.
- Demonstrate an understanding of the principles of power production, generation, transmission and distribution of electrical energy.
- 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

### **Basic 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.

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):***Recommended sequence:*

Elty 250  
 Elty 251  
 Tech 107A

**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 microprocessor 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

**CISCO Certified Network Associate (CCNA) Preparation**

*(Interdisciplinary Occupational Skills Certificate: Engineering & Technology, Business & Computer Technology)*

This Cisco Academy curriculum provides a student with the necessary skills to seek entry-level employment in the configuration and installation of Cisco routers in either a LAN, WAN, or switched LAN environment. This certificate course is designed to follow the CCNA program, and is the first level of three Cisco certification designations. Students completing this certification

program will have the ability to install, configure, and operate simple-routed LAN, WAN, and switched LAN networks. To become a CCNA a student must pass an industry level certification examination.

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 network management and design utilizing CISCO products.
2. Apply skills needed to:
  - Construct a CISCO-based network from the "ground up."
  - Manage a CISCO-based network.
  - Design and develop network routes and virtual networks.
3. Obtain the appropriate CISCO certification and an entry-level position within industry.

**Requirements for the Occupational Skills Certificate (17 units):**

Summer  
 CIS 010

Semester I  
*First 8 Weeks:*  
 CIS 161  
 or Eltn 161

*Second 8 Weeks:*  
 CIS 162  
 or Eltn 162

Semester II  
*First 8 Weeks:*  
 CIS 163  
 or Eltn 163

*Second 8 Weeks:*  
 CIS 164  
 or Eltn 164

**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

**ENGINEERING DESIGN TECHNOLOGY – CAD/CAM TECHNICIAN**

The Engineering Design Technology – CAD/CAM Technician program prepares students to work in mechanical design, industrial design, or manufacturing areas as entry level designers, virtual prototype builders, or Computer-Aided Design (CAD)/Computer-Aided Manufacturing (CAM) technicians.

The emphasis is on designing CAD parametric solid models for analysis, engineering drawings, and prototyping in the design of mechanical devices. Entry level students will learn to create engineering drawings which range from sketches used in preliminary design to finished working drawings that document mechanical designs based on current industry standards. Intermediate courses prepare students to use complex CAD models of parts and assemblies in advanced material analysis, CAM programming to generate CNC code and extracting complex engineering drawings from these models. In the advanced course sequence, students learn to apply methodologies of the engineering design process in the development of design ideas for prototyping as a Stereolithography or a machined model. Graduating stu-

dents work under supervision by qualified engineers at professional offices meeting customer requirements and deadlines by realizing products in a production system.

A Certificate of Achievement is awarded upon completion of all courses with a grade of C or better.

**Program Outcomes:**

1. Communicate effectively using technical, graphical, oral and written formats.
2. Demonstrate appropriate mastery of industry drawing standards and Computer-Aided Design techniques in the design of components, systems or processes of mechanical design or architectural design.
3. Demonstrate an ability to conduct, analyze and interpret experiments using emerging applications of mathematics, science, engineering and technology to improve processes.
4. Demonstrate an ability to function effectively on teams to identify, analyze and solve technical problems of contemporary professional, societal and global issues while respecting diversity.
5. Demonstrate an ability to function effectively on teams to identify, analyze and solve technical problems of contemporary professional, societal and global issues while respecting diversity.

**Requirements for the Certificate of Achievement (31 units):**

*Recommended sequence:*

Semester I  
EDT 008A  
EDT 150  
Mach 220A  
Tech 107A

Semester II  
EDT 008B  
EDT 140  
EDT 240  
Weld 044A

Semester III  
EDT 220  
EDT 230  
Engl 100

Semester IV  
EDT 008C

## ENGINEERING 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  
EDT 008A

Semester II  
EDT 017

Semester III  
EDT 118  
EDT 114

### CAD Designer – Architecture/ Engineering/Construction

The curriculum prepares students to be advanced users of three-dimensional CAD systems to solve building and construction design problems. A CAD designer leads design activities with knowledge of production processes and industry standards. Job functions include interpret-

ing formulas or data for engineering design, geometric problem solving, presentations of design reviews, and collaborating in design projects.

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 (15 units):

Semester I  
EDT 008A  
Tech 107A

Semester II  
EDT 017  
Bldg 213  
or Bldg 214

Semester III  
EDT 118

### 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  
EDT 008A  
Tech 107A

Semester II  
EDT 017

**CAD Technician – Mechanical Design and Manufacturing**

The curriculum prepares students to read and create engineering drawings 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, drawings and analysis. 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. Students will demonstrate an ability to communicate effectively using technical, graphical, oral and written formats.
2. Students will demonstrate appropriate mastery of industry drawing standards and Computer-Aided Design techniques in the design of components, systems or processes of mechanical design.
3. Students will demonstrate appropriate mastery of industry drawing standards in the analysis of technical drawings of mechanical design components, systems or processes.

**Requirements for the Occupational Skills Certificate (11 units):**

Semester I  
EDT 008A  
EDT 150  
Tech 107A

Semester II  
EDT 008B  
EDT 240

**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 (17 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

## **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.

**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

## 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 communica-

tions, 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 (44-45 units):

Semester I  
Hosp 001  
Bus 010  
BIT 025  
Engl 100  
or Engl 001A

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  
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.

### 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 018

Semester II  
Art 033A  
Art 118  
or Art 015

Semester III  
Art 033B

Semester 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 or 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

**JOURNALISM – PUBLIC RELATIONS**

This curriculum prepares students to seek employment as public relations or organizational communications specialists in mass communications media as well as in specialty occupational areas such as corporate, entertainment, marketing, community/non-profit, academic and other targeted fields.

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 releases, and news stories, features and sports stories by producing a portfolio of published stories.

**Requirements for the Certificate of Achievement (31-32 units):**

*Recommended sequence:*

Semester I  
 Jour 002  
 Jour 009  
 Jour 199  
 Mrkt 123

Semester II  
 Jour 007A

Semester III  
 Jour 005  
 or Jour 007B  
 TVR 018  
 Bus 010

Semester IV  
 Jour 110  
 Spch 001

**Recommended electives:**

BIT 025  
 Bus 011A  
 Jour 004A

**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. Instruction is offered in all phases of library services and provides training and use of automated systems (public access catalogs, cataloging, circulation, database search techniques, and the Web).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

**Program Outcomes:**

1. Apply knowledge and skills gained through all required courses to perform library technician level tasks in various types of libraries.
2. Identify and differentiate the roles and be able to perform job duties of technicians in a library organization.
3. Experience and reflect on activities, problem-solving exercises and assignments simulating real job situations.
4. Communicate clearly and effectively on the job, verbally, in writing and online (i.e. using word processing and e-mail)

**Requirements for the Certificate of Achievement (20 units):**

*Recommended sequence:*

Semester I  
 Lib 001  
 Lib 010A  
 BIT 025  
 or CIS 001

Semester II  
 Lib 101  
 Lib 102

Semester III  
 Lib 104

Semester IV  
 Lib 103  
 Lib 105A



**Recommended electives:**

Lib 010B, 020, 105B, 106, 111  
 Engl 059  
 Spch, 010, 124  
 BIT 107

**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.

**Program Outcomes:**

1. Assess collection materials to determine feasibility for digitization.
2. Identify copyright issues that impact digital projects.
3. Demonstrate use of imaging equipment to create archival and derivative images.
4. Follow established protocols to create quality metadata for digital objects to provide access to these items in digital databases.
5. Discuss the current software/system options available for managing and providing end user access to digital collections.

**Requirements for the Occupational Skills Certificate (11 units):**

*Recommended sequence:*

BIT 025  
 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  
 EDT 008A

Semester III  
 Mach 220G  
 Mach 220H  
 Mach 220I

Semester IV  
 Mach 220J  
 Mach 220K  
 Mach 220L

**Recommended electives:**

EDT 008BC, 017, 118  
 Mach 230  
 Phys 010, 010L  
 Weld 044AB

## MACHINE SHOP TECHNOLOGY OCCUPATIONAL SKILLS CERTIFICATES

### Manufacturing Technology I

This curriculum prepares students to seek employment as an entry-level machine operator. Emphasis is on entry level skills: drill press, lathes, horizontal and vertical milling machine operation, part set up, basic inspection. Technical mathematics applications for industry. Theory of tool sharpening. Use of shop measuring tools.

**Note:** Mach 220B-L requires enrollment in or completion of the preceding course in this sequence.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

#### Program Outcomes:

1. Demonstrate skills and knowledge at the beginning level in: drill press, lathes, horizontal and vertical milling machine operation, setting up parts, basic inspection, use of shop measuring tools, and theory of tool sharpening.
2. Secure entry-level employment as a machine operator.

#### Requirements for the Occupational Skills Certificate (15 units):

Mach 220 **or**  
Mach 220A **and**  
Mach 220B **and**  
Mach 220C  
Mach 220D  
Tech 107A

#### Recommended electives:

EDT 008ABC, 017, 118  
Mach 230  
Phys 010, 010L  
Weld 044AB

### 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  
EDT 008A

#### Recommended electives:

EDT 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, book-keeping 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 insur-

ance 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  
Psync 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 (12 units):

MA 109  
MA 110  
MA 111A  
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 (14 units):

MA 109  
MA 110  
MA 113  
MA 115  
MA 125A  
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 AHA CPR/Basic Life Support Card for health care providers 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.  
Note: A copy of course syllabi and/or catalog description must be attached to the petition.

### 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 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.
5. Each theory course has two corequisites, a seminar course and a laboratory course that must be taken concurrently with the theory course.
6. Nursing students must have the ability to communicate effectively. 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, Pyso 002A and Pyso 002B or 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 curriculum provides and enhances the student's opportunity to seek employment in hospitals, clinics, private physician's offices, and skilled nursing in extended and long-term care.

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 nursing skills and concepts utilizing 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 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.

*NOTE: 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:

#### Required Courses

##### Prerequisites:

Engl 001A  
Micr 002  
Pyso 002A and 002B (or Anat 025 and Pyso 001)  
Math 400A and B or Math 402 or higher  
Valid AHA CPR/Basic Life Support Card Course for health care providers

##### Required Non-nursing Courses:

Nutri 011  
Psysc 024  
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 104](#))

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 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 050/050S/050L, 051/051S/051L, 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)

### Registered Nursing Curriculum

#### Requirements for the Certificate of Achievement (38 units):

##### Sequence to be followed:

Semester I  
 Nurs 050  
 Nurs 050L  
 Nurs 050S  
 Nurs 137  
 Nurs 138

Semester II  
 Nurs 051  
 Nurs 051L  
 Nurs 051S

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

### VOCATIONAL NURSING

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 lifespan.

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 coursework is required to meet the California Board of Vocational Nurse and Psychiatric Technician Examiners 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 125/125S/125L, 126/126S/126L, 127/127L.)
2. Communicate theoretical knowledge and concepts of nursing roles through beginning nursing care, intermediate care, and advanced nursing care, ending with the program outcomes of advocate, clinician, critical thinker, leader and teacher. (All Nursing courses.)

*NOTE: The following sequence must be followed.*

### Vocational Nursing Curriculum

#### Requirements for the Certificate of Achievement

*NOTE: The following sequence must be followed:*

##### Prerequisites:

Nurs 103 or a valid CNA Certificate  
 Nutr 011  
 Math 400A or B or 402 or higher  
 Pyso 100  
 Psyc 024  
 Valid AHA CPR/Basic Life Support Card Course for health care providers

## Required Nursing Classes (38 units)

### Semester I

Nurs 108A  
Nurs 123A  
Nurs 125  
Nurs 125L  
Nurs 125S

### Semester II

Nurs 108B  
Nurs 123B  
Nurs 126  
Nurs 126L  
Nurs 126S

### Summer Intersession

Nurs 127  
Nurs 127L

## 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  
Psys 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 104)  
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 (19<sup>1/2</sup> 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, clin-

ics, 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 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 (19<sup>1</sup>/<sub>2</sub> 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.**

- 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:**

- Cope with case management, complete paralegal tasks, and understand the client relationship.
- Should have the people skills to be a competent paralegal.
- 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.

**Program Outcomes:**

- Demonstrate technical knowledge through the effective use of tools.
- Analyze aesthetic and cultural values inherent in photographic works.

- 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 100  
**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 (15 units):**

*Recommended sequence:*

Semester I  
Phot 026A

Semester II  
Phot 026B  
Phot 126

Semester III  
Phot 026C

Semester IV  
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.

**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.

**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 process. 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.

**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  
EDT 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  
Art 110A for qualified students  
Bus 002, 009, 010, 011A  
EDT 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  
EDT 008A

Semester III  
 Art 033B  
 Phot 030  
 EDT 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. 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 (68-71.5 units):**

*Recommended sequence:*

**First Summer Session** First Year Students

Rdtc 100  
 Rdtc 101

**First Fall Semester** First Year Students

Rdtc 102  
 Rdtc 103A  
 Rdtc 110  
 Rdtc 112A  
 Rdtc 117A

**First Spring Semester** First Year Students

Rdtc 103B  
 Rdtc 104  
 Rdtc 112B  
 Rdtc 117B

**Second Summer Session**

Rdtc 113A  
 Rdtc 119

**Second Fall Semester** Second Year Students

Rdtc 103C  
 Rdtc 105  
 Rdtc 111  
 Rdtc 117C

**Second Spring Semester** Second Year Students

Rdtc 116  
 Rdtc 117D  
 Rdtc 118

## Second Spring Semester (ELECTIVES)

Rdtdc 121

or Rdtdc 123

## Third Summer Session

Rdtdc 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 (47 units):

*Required sequence:*

SLPA 018

SLPA 119

SLPA 123A

SLPA 123B

SLPA 126

Spch 003

Spch 010

SET 100

SET 105

SET 122

ASL 010A

CHDV 015

Psyc 024

Engl 001A

Eng 010

or Ling 010

Engl 012

or Ling 012

## 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 1, 2A, and 7 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.



## AUDIO PRODUCTION

The 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, and announcing and writing for broadcast, cable and digital medias. Practical internships are offered in professional facilities, including commercial and public broadcast companies, cable television, production and post-production companies. Audio students are prepared for such positions as radio hosts/announcers, news reporters, production assistants, program producers, and audio editors (including dialogue, effects and music editing).

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 (31-33 units):

*Recommended sequence:*

Semester I  
TVR 001  
TVR 002A  
TVR 014A

Semester II  
TVR 007  
TVR 012

Semester III  
TVR 014B  
TVR 015  
TVR 143

Semester IV  
TVR 021  
TVR 117  
or TVR 119  
or TVR 120  
or TVR 128F

### Required Electives (additional 3 units from:)

Musc 129A  
or TVR 002B  
or TVR 103A  
or TVR 104

## 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.

**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

**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 (33-35 units):***Recommended sequence:*

Semester I

TVR 001  
TVR 002A  
TVR 007

Semester II

TVR 107  
CIS 010

Semester III

TVR 024  
TVR 108  
CIS 030  
TVR 141A

**Required electives (one of the following):**

TVR 117, 119, 120, 124, 128A

**TELEVISION 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. 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 (36-37 units):***Recommended sequence:*

Semester I

TVR 001  
TVR 002A  
TVR 007  
TVR 012

Semester II  
TVR 014A  
TVR 016A  
TVR 024  
BIT 025

Semester III  
TVR 016B  
TVR 021

Semester IV  
TVR 015  
TVR 128E  
or TVR 129E

#### Recommended electives:

Bus 009  
Comm 001  
Spch 003, 004, 008, 125  
TVR 017A, 017B, 018, 019, 124, 125B, 131

## 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 units):

TVR 001  
TVR 007  
TVR 018  
TVR 024

#### Required Electives

(3 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 units):

TVR 001  
TVR 019  
TVR 021

#### Required Electives (6 units – any TWO of the following electives):

Bus 010  
TVR 002A, 007, 012, 014A, 015, 016A, 017A, 018

### Radio Broadcast Operations

The curriculum prepares students to work in radio broadcast operations. Coursework covers operation of radio broadcast master control consoles and associated equipment; operation of radio automation systems; preparation and administration of the Radio Operator's Certification exam offered by the Society of Broadcast Engineers; operation of field recording equipment.

Radio students are prepared for employment as disc jockeys, radio master controls operators, and field technicians.

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 (13-15 units):**

TVR 001  
TVR 002A  
TVR 002B  
TVR 104  
TVR 117  
or TVR 119  
or TVR 120

### **Recommended electives:**

CIS 030  
Eln 130  
TVR 007

### **Radio Production**

The curriculum prepares students to work in radio production. Coursework covers basic aspects of audio production announcing for commercial, educational and cable companies.

Radio students are prepared for employment as disc jockeys, production assistants, and program producers.

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 (15 units):**

TVR 002A  
TVR 012  
TVR 014A  
TVR 014B  
TVR 143

### **Recommended electives:**

Spch 003  
TVR 001, 007, 015

### **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 op-

erators, 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.

#### **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 units):**

TVR 015

TVR 017A

TVR 017B

TVR 018

#### **Required Electives (3 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 005

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

### **THEATER TECHNOLOGY – MAKEUP TECHNOLOGY**

**(This program will become inactive Summer 2014)**

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. Understand theater concepts, elements and terminology.
2. Collaborate with others in the production of theatrical works.
3. Research, analyze, interpret and evaluate dramatic literature and theater arts.



## Requirements for the Certificate of Achievement (26-27 units):

*Recommended sequence:*

Semester I  
Thrt 002A  
Thrt 005  
Thrt 012A  
Thrt 030

Semester II  
Thrt 012B  
Thrt 030  
Thrt 041

Semester III  
Thrt 010A  
Thrt 030

Semester IV  
Comm 101  
or Comm 102  
Thrt 010B  
TVR 002A

### Recommended elective:

Thrt 125

## 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  
EDT 008A

### Recommended electives:

BIT 010, 011A  
EDT 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  
EDT 008A

**Recommended electives:**

BIT 010, 011A  
EDT 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:**

EDT 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>
ACCT 101	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
CUL 145A	Culinary Arts
DA 100	Dental Assisting ROP
EDT 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(ESGVR0P)

### Blair High School (Pasadena, CA)

<u>PCC Course</u>	<u>High School Course</u>
BIOL 102A	Biotechnology
CUL 145A	Culinary Arts

### 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>
AJ 010	Law Enforcement (In Process)
BIT 025	Business Technology
CUL 145A	Culinary Arts
GRFX 199	Graphic Design
KINT 005	Emergency Medical Responder (In Process)
TVR 007	Beginning, Interm. & 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>
EDT 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
CUL 145A	Culinary Arts

**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
EDT 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>
EDT 008A	Architectural Design I & II
EDT 008A	Engineering Design I & II

**Temple City High School (Temple City, CA)**

<u>PCC Course</u>	<u>High School Course</u>
EDT 008A	Drafting

# *Instructional Divisions of the College*





# SECTION VII

## INSTRUCTIONAL DIVISIONS OF THE COLLEGE

### APPLIED ARTS

#### **Business and Computer Technology (Room R201)**

*Additional information: (626) 585-7341*

A variety of programs is offered in the Business and Computer Technology 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.

#### **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, Engineer-

ing 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*.

#### **Health Sciences (CEC Campus Bungalow B6 and Main Campus W204)**

*Additional information: (626) 585-3378*

The Health Sciences Division 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, 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*.

### FINE ARTS

#### **Performing and Communication Arts (Room C121)**

*Additional information: (626)-585-7216*

The Performing and Communication Arts Division provides comprehensive and challenging courses that prepare students for professional and vocational careers in the performing arts and communication fields. The division 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 techniques courses for adult beginners in the performing arts.

The Speech Communication Department offers important core courses required for transfer 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.

The Television and Radio Department provides academic and vocational training in the fields of television and radio. Students are prepared for transfer to four-year schools or for entry-level positions in the television, video, radio, and media industries.

## **Visual Arts and Media Studies (Room R118)**

*Additional information: (626) 585-7238*

The Visual Arts and Media Studies Division offers more than 140 courses in the areas of Studio Arts, Design, Art History, Architecture, Photography, Journalism, Fashion and Theater Arts. These programs serve students transferring to four year public and private institutions as well as those pursuing an associate degree.

Studies in Art include art history, drawing and figure drawing, painting, printmaking, sculpture, illustration, ceramics, jewelry and crafts.

Studies in photography/film include both wet and digital photography with emphasis on portraiture, fashion, product and architectural photography, experimental, black and white, color processing, and digital imaging, as well as courses in filmmaking, film art and history of film.

Studies in design include illustration, jewelry, crafts, graphic design, advertising graphic design, architecture, fashion, product design, interior design, product design-technology, product design-graphics and digital media-graphic design. Media Studies includes courses in Theater Arts, Communications and offers certificates of achievement in Journalism-Printed Media, Public Relations and Photojournalism.

The Division prepares students for professional careers in a number of art-related fields and offers Career and Technical Education certificates of achievement and occupational skills certificates in specialty areas of design, interior design, photography, digital media, cinema and fashion and journalism.

The college Art Gallery is an integral part of instruction. Each year the Gallery mounts several exhibitions, including professional work representative of the disciplines taught in the division. These include guest curated exhibitions, a juried student show, a scholarship exhibition, a faculty exhibition, and the Artist in Residence exhibition.

In 1987, Pasadena City College launched an ambitious program bringing a notable artist for a week-long on campus residency. The artist would interact closely with students, faculty, and the community. During their residency, each artist produces works, lectures and demonstrates. Previous artists in residence have each donated a work of art to the college which is on exhibition in the Shatford Library. (View our past Artists in Residence.)

Situated in the center of the campus, the George and MaryLou Boone Sculpture Garden features several major pieces of sculpture, including works by Deborah Butterfield, Jack Zajac and Stephan Balkenhol, and Yutaka Sone.

## **HUMANITIES**

### **English (Room C245)**

*Additional information: (626) 585-7371*

The English Division 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 Division also offers study/travel programs including an annual summer trip to the Oregon Shakespeare Festival and regular theatre trips in the spring to London and New York. The English Division also publishes *Inscape*, an annual literary magazine featuring student work. The Division'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.

### **Languages (Room C247)**

*Additional information: (626) 585-3187*

The Languages Division brings together 13 foreign languages, English as a Second Language (ESL), American Sign Language (ASL), and Linguistics. The Division envisions equipping each student with the resources necessary to recognize the value of different cultures and approaches, and to appreciate diversity. The foreign language 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.

### **Social Sciences (Room C321)**

*Additional information: (626) 585-7248*

The Social Sciences Division 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 division 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.

## **NATURAL SCIENCES**

### **Kinesiology and Health (Room GM201)**

*Additional information: (626) 585-7225*

The Kinesiology and Health Division promotes the dichotomy development of the students through conceptual learning and active participation in health and kinesiology. The division believes that health and kinesiology 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.

### **Mathematics and Computer Science (Room R322)**

*Additional information: (626) 585-7331*

The Mathematics and Computer Science Division's dual mission is to educate students majoring in STEM (Science-Technology-Engineering-Mathematics) fields and to create a mathematically and computer literate

population by providing courses for students at all levels, from numerical foundations and introduction to computers and programming, to differential equations and statistics and assembly language programming. The division offers 41 courses in mathematics and statistics and 16 courses in computer science, serving student needs which include fulfillment of graduation or transfer requirements, courses for individual goals, and review of basic math skills.

In addition to offering traditional methods of instruction, select courses are offered with computer-assisted programs or with compressed, accelerated, or slower paced schedules. The Division also offers an honors course and a hybrid-online course.

The Division's supportive faculty and staff have fostered and maintained a long history of excellence. Many of its students are awarded academic scholarships to continue their educational goals, and win awards in nationwide competitions against students from both two-and four-year institutions.

### **Natural Sciences (Room U402)**

*Additional information: (626) 585-7140*

The Natural Sciences Division serves a dual mission of educating students majoring in Science to meet the increasing demand for a well-trained scientific workforce as well as preparing general education students to be members of a scientifically literate citizenry. The Division encompasses 11 different disciplines: biology, chemistry, geography, geology, physics, physiology, anatomy, microbiology, astronomy, physical science, and biotechnology certificate program. Nearly all courses include hands-on laboratory experience and many include fieldwork.

### **Community Education Center**

*Additional information: (626) 585-3000*

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.

SECTION VIII

# *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 001-99

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 1-99 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:



**ARTS, MEDIA AND DESIGN**

Architecture  
 Art  
 Communication  
 Dance  
 Fashion  
 Journalism  
 Music  
 Photography  
 Speech Communication  
 Speech Language Pathology Assistant  
 Television and Radio  
 Theater Arts

**BUSINESS AND COMPUTER TECHNOLOGY**

Accounting  
 Business (General)  
 Business Information Technology  
 Computer Information Systems  
 Hospitality  
 Legal Assisting  
 Marketing  
 Statistics

**COUNSELING**

College  
 Counseling

**ENGINEERING AND TECHNOLOGY**

Administration of Justice  
 Automotive Technology  
 Building Construction  
 Culinary Arts  
 Design Technology  
 Electricity  
 Electronics  
 Engineering  
 Engineering Design Technology  
 Fire Technology  
 Graphic Communications Technology  
 Machine Shop  
 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  
 Radiologic Technology

**LANGUAGES**

American Sign Language  
 Arabic  
 Armenian  
 Chinese  
 English as a Second Language  
 Foreign Language Study  
 French  
 German  
 Greek  
 Hebrew  
 Italian  
 Japanese  
 Latin  
 Linguistics  
 Portuguese  
 Russian  
 Spanish

**LIBRARY**

Library

**MATHEMATICS AND COMPUTER SCIENCE**

Computer Science  
 Mathematics  
 Statistics

**NATURAL SCIENCES**

Anatomy  
 Astronomy  
 Biology  
 Chemistry  
 Environmental Studies  
 Geography  
 Geology  
 Health Education  
 Kinesiology – Activity  
 Kinesiology – Theory  
 Microbiology  
 Physical Science  
 Physics  
 Physiology

**OFFICE OF INSTRUCTION**

Kinesiology – Intercollegiate

**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

#### **COMMUNITY EDUCATION CENTER**

Cosmetology

## **ACCOUNTING**

(Business and Computer Technology Division)

### **ACCT 001A FINANCIAL ACCOUNTING**

**4 units**

**Prerequisite:** *One of the following: Acct 010, Bus 014A, Bus 115, Math 125, 126C, 127B, 128B or placement based on the Accounting assessment process.*

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. Use of accounting data for planning, budgeting and control. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### **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 90 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:** *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**

(Engineering and Technology 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*

### **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*

### **AJ 014 LEGAL ASPECTS OF EVIDENCE**

**3 units**

**Prerequisites:** *AJ 010, 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*

### **AJ 016 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM**

**3 units**

**Prerequisites:** *AJ 010, 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*

### **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*

### **AJ 019 PRINCIPLES OF INVESTIGATION**

**3 units**

**Prerequisites:** *AJ 010, 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*

### **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 107A RESERVE AND LIMITED PEACE OFFICER TRAINING**

**3 units**

Arrest, search and seizure. Principles of peace officer professionalism, laws of evidence, investigation, community relations, communication, arrest and control. Course partially meets Penal Code 832 and Level III Reserve Officer Training requirements, but does not meet the Administration of Justice certificate of achievement requirements. Total of 54 hours lecture.

### **AJ 107D RESERVE AND LIMITED PEACE OFFICER TRAINING**

**1 unit**

**Prerequisite:** *Enrollment in or completion of AJ 107A.*

*Per Senate Bill 1442 (Rainey) student must be cleared by the California Department of Justice through the fingerprinting process before enrollment in course is allowed.*

Firearms safety, handgun familiarization, care and cleaning. Shooting principles, and firing at a range. Course partially meets Penal Code 832 and Level III Reserve Officer Training requirements, but does not meet the Administration of Justice certificate of achievement requirements. **Short term** class. Total of 24 hours lecture.

### **AJ 121 FIELD PRACTICE IN ADMINISTRATION OF JUSTICE**

**1 unit**

**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 90 hours lecture.

### **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 crimi-

nal 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.

### **AJ 185 HOMELAND SECURITY**

#### **3 units**

**Prerequisites:** *AJ 010, 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 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 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**

**Prerequisite:** *Biol 011 or placement based on the Anatomy assessment process.*

Introduction to gross and microscopic anatomy of the systems of the human body: emphasis on skeletal, muscular and nervous systems. Observations of prosected ca-

daver. **Recommended** sophomore standing. **For** students whose majors require separate courses in human anatomy and physiology, but open to all qualified students. Total of 36 hours lecture and 108 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **ANAT 110 DISSECTION ANATOMY**

**2 units**

**Prerequisite:** *Anat 025 or Pyso 002A and Pyso 002B.*  
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 INTRODUCTION TO ANESTHESIA TECHNOLOGY**

**2 units**

**Prerequisite:** *Acceptance into the Anesthesia Technology program.*

**Co-requisite:** *AT 111.*

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**

**Prerequisite:** *Acceptance into the Anesthesia Technology program.*

**Co-requisite:** *AT 110.*

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.*

**Co-requisites:** *AT 113, 114, 116.*

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, 111.*

**Co-requisites:** *AT 112, 114, 116.*

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 ANESTHESIA TECHNOLOGY INSTRUMENTATION I**

**3 units**

**Prerequisite:** *AT 111.*

**Co-requisites:** *AT 112, 113, 116.*

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 ANESTHESIA TECHNOLOGY INSTRUMENTATION II**

**3 units**

**Prerequisite:** *AT 114.*

**Co-requisites:** *AT 117, 118.*

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.*

**Co-requisites:** *AT 112, 113, 114.*

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.**Co-requisites:** AT 115, 118.

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 CLINICAL SEMINAR****3 units****Prerequisite:** AT 116.**Co-requisites:** AT 115 and 117.

Capstone course utilizing theory and concepts of the clinical practicum for demonstrating safe and effective anesthesia care for all surgical patients to include: preoperative, 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. 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. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ANTH 003 INTRODUCTION TO ARCHAEOLOGY****3 units**

Prehistory and culture growth; contributions to understanding of human culture; major archaeological discoveries and methods; relation to anthropology and other social disciplines. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ANTH 003L INTRODUCTION TO ARCHAEOLOGICAL LABORATORY METHODS****2 units****Prerequisite:** Anth 003

An introduction to the concepts and methodologies used by archaeologists to examine varied types of archaeological materials. Basic instruction in artifact handling, identification, classification, cataloging, analysis, and curation. Total of 18 hours lecture and 54 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 credit under review.*

## **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**

**(Arts, Media and Design Division)**

### **ARCH 010A ARCHITECTURAL DESIGN FUNDAMENTALS**

**3 units**

**Recommended preparation:** *Enrollment in or completion of Arch 011 and Arch 012A.*

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:** *Arch 010A, Arch 011, Arch 012A.*

**Recommended preparation:** *Enrollment in or completion of 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 con-

cepts. 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**

**Recommended Preparation:** *Enrollment in or completion of Arch 011, Arch 010A.*

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, 012A.*

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, 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. **Formerly** Arch 100. *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, 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, 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 ancient Egypt through ancient Greece and Rome to Renaissance period. Influence of geography, religion and socio-economic movements 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; the effects of ecological, environmental and socio-economic factors on architecture; trends in 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**

**(Arts, Media and Design 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*

### **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 century through the early 18th century. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**ART 004D HISTORY OF MODERN ART IN EUROPE AND AMERICA****3 units**

A survey of the history of architecture, sculpture and painting from the late 18th century through early 20th century in Western Europe and America. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**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*

**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 century 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**

Theories of, and techniques in, drawing with pencil, pen, brush, charcoal, pastel and experimental drawing



media leading to acute observation of form and to its expressive representation through line, tone and shape organization. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **ART 011B CONCEPTS IN DRAWING**

**3 units**

**Prerequisite:** Art 011A.

Exploration of advanced drawing concepts and techniques using both traditional and contemporary media. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **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*

### **ART 012A LIFE DRAWING — BEGINNING**

**3 units**

**Prerequisite:** Art 011A or placement based on the art assessment process.

Drawing from the professional model, emphasizing structural organization and expressive drawing. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

### **ART 012B LIFE DRAWING — ADVANCED**

**3 units**

**Prerequisite:** Art 012A.

A continuation of the exploration of basic principles; contemporary emphasis, dealing with 20th century solutions to figure drawing. 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**

**Prerequisites:** Art 032A.

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 PAINTING**

**3 units**

**Prerequisite:** Enrollment in or completion of Art 011A.

Application of principles, theories and techniques of painting to problems of imaginative and representational expression. 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 90 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 90 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 90 hours laboratory.

*Transfer Credit: CSU; UC***ART 24 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 90 hours laboratory.

*Transfer Credit: CSU; UC***ART 025 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, stone carving, wood utilized for both carving and construction, metal, plastics and mixed media. Total of 36 hours lecture and 90 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 90 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 90 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 90 hours laboratory.*Transfer Credit: CSU; UC***ART 031A COLOR AND COMPOSITION — TWO DIMENSIONAL DESIGN****3 units**

Beginning foundation course in design theory; applications to problems involving study and interpretation of natural and human-made objects. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 031B DESIGN — ADVANCED TWO DIMENSIONAL**

**3 units**

**Prerequisite:** Art 031A.

Advanced knowledge of design elements and principles with special emphasis on color. Experiments with ideas and materials in creating visual form. Disciplines on the use of art elements and materials for appropriate usage or need of art form. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**ART 032A DESIGN — THREE DIMENSIONAL**

**3 units**

Application of design principles to three-dimensional form. Experimental and creative studies in spatial construction using variety of materials. Total of 36 hours lecture and 90 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 90 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 90 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 90 hours laboratory.

*Transfer Credit: CSU*

**ART 034A CRAFTS - MATERIALS AND PROCESSES**

**3 units**

Basic and exploratory experiences in crafts selected from the following processes and materials: metal jewelry, enameling, stained glass and small wood objects. **Rec-**

**ommended** completion of Art 031A. Total of 36 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU*

**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 90 hours laboratory.

*Transfer Credit: CSU*

**ART 036A JEWELRY/METAL FABRICATION**

**3 units**

Basic and experimental approaches to jewelry structure. Work with aluminum, titanium, copper, brass and silver; creative combination of materials and basic stone setting. Total of 36 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU*

**ART 036B JEWELRY/METAL FABRICATION**

**3 units**

**Prerequisite:** Art 032B or 036A.

Expressive use of metal techniques. Study of hollow jewelry construction using nonferrous metals. Simple faceted stone setting. Total of 36 hours lecture and 90 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 90 hours laboratory.

*Transfer Credit: CSU*

**ART 038A CERAMICS**

**3 units**

Interpretation of ceramic techniques and methods of surface enrichment using clay, engobe and glaze. Work in various techniques of hand and wheel construction. Development of the concept of clay and glaze materials and firing. Total of 36 hours lecture and 90 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 90 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 90 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 90 hours laboratory.

*Transfer Credit: CSU; UC***ART 039A HANDBUILT CERAMICS****3 units**

Development of handbuilt ceramic forms. Experimentation in historical forms of decorating and firing as they relate to non-wheel thrown forms. Total of 36 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU; UC***ART 039B HANDBUILT CERAMICS****3 units****Prerequisite:** *Art 039A.*

Experimental approaches in the development of handbuilt ceramic forms. Total of 36 hours lecture and 90 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 90 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 90 hours laboratory.

*Transfer Credit: CSU; UC***ART 040 INTRODUCTION TO DIGITAL TOOLS****3 units**

Introduction to the computer as an effective visual communication and presentation tool. Familiarity with

current design software, hardware, input, and output devices will be established. Assignments integrate digital tools, techniques, and creative page composition using text and image. Foundational class for Art, Design, Journalism, Photography, and classes requiring presentations. **Recommended** enrollment in Art 111. 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 90 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 EDT 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, model building, and computer assisted design software. Total of 36 hours lecture and 90 hours of laboratory.

*Transfer Credit: CSU***ART 041C INTERIOR DESIGN: SPACE PLANNING AND MATERIALS III****3 units****Prerequisite:** *Art 041B.***Recommended Preparation:** *EDT 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 computer assisted design software, as well as hand drawings and model building. Total of 36 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU*

## **ART 050A INTRODUCTION TO ADVERTISING GRAPHIC DESIGN**

**3 units**

**Prerequisite:** Art 031A.

**Recommended preparation:** Art 015.

Introduction to the fields of advertising and graphic design. Development of the creative design process, production and presentation techniques. Exploration of various media including the use of computer and computer software with an emphasis on concept development as related to graphic and advertising design. 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:** Previous art course using the computer or Art 040.

Intermediate computer assisted studies in the theories and techniques of advertising and graphic design. Principles of concept and design development combined with emphasis on the use of computer based electronic page layout software and hardware. Scanning and importing of text and images, electronic refinement of graphic elements in one, two and four color assignments, printing, storing and presentation of digital designs. Projects selected from the following: advertising and/or small publication layouts, posters, corporate logo design and implementation, menus, CD covers and others. **Recommended** enrollment in Art 112. 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 and projects for use in seeking employment or application to a university or professional school. Emphasis on advanced concepts and presentation techniques. The application of visual communication concepts to print and digital media (web design) projects. Utilization of both traditional and computer techniques. **Recommended** enrollment in Art 113. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

## **ART 051A LETTERING FUNDAMENTALS**

**3 units**

**Recommended preparation:** Art 031A.

Introduction to the history and fundamentals of lettering through the study of written, calligraphic and hand-

drawn forms. Emphasis on developing hand skills, layout knowledge and an appreciation of letter forms through the use of historical and contemporary techniques and materials. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

## **ART 051B LETTERING AND TYPOGRAPHY**

**3 units**

**Prerequisite:** Art 051A.

Advanced studies in lettering and typography as related to graphic design and advertising. Emphasis on concept development, craftsmanship, and preparation of artwork for printing and using both traditional methods and computers. Projects include lettering and typography design for film titles, restaurants, corporate logotypes, books and other graphic applications. **Recommended** enrollment in Art 112. 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; UC credit under review.*

## **ART 056 COMPUTER ASSISTED DRAWING & PAINTING**

**3 units**

**Prerequisite:** Art 031A or 011A.

**Recommended preparation:** Previous course using computer or Art 040.

Introduction to drawing and painting concepts, skills and techniques using the computer. Investigation of a vector and object-oriented drawing program (Adobe Illustrator) and a bit mapped painting program simulating



traditional artist's tools and media (Fractal Design Painter). Exploration of experimental and new technological approaches to create original visual imagery for use in design, illustration and fine arts. Overview of career opportunities. **Recommended** enrollment in Art 111. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

#### **ART 075 PORTFOLIO/EXHIBITION PRESENTATION**

##### **3 units**

Color transparency photography and digital photography of personal work and the development of the artist statement, resume, cover letter and press release for individual student portfolio presentation. Introduction to installation techniques and curatorial practices for gallery/museum presentation of various art media. **Recommended** Previous art-related experience desirable. 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; UC credit under review.*

#### **ART 100 ART LABORATORY**

##### **1 unit**

Further technical and aesthetic development of a project assigned in a concurrent studio arts course. **Required** concurrent enrollment in another studio arts class.

#### **ART 104 HISTORY OF AMERICAN ART**

##### **3 units**

American art and architecture from the colonial period to the present. A survey of the artistic and philosophical currents that make up American art, including European influences, indigenous traditions, folk art and modern popular culture. Total of 54 hours lecture.

#### **ART 105 HISTORY OF WOMEN IN VISUAL ARTS**

##### **3 units**

History of women as artists in the western world. Emphasis on their contributions to content, technique and aesthetics. Analysis of the artists' role in contemporary society. Total of 54 hours lecture.

#### **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 110A SKILLS FOR SUCCESS IN DESIGN DIGITAL MEDIA**

##### **1 unit**

**Corequisite:** *One of the following: Art 040, 050A, 050B, 050C, 051B.*

Practice in computer based technology skills for success in graphic design digital art courses. **Pass/no pass** grading. Total of 54 hours laboratory.

#### **ART 110B SKILLS FOR SUCCESS IN MULTIMEDIA DIGITAL MEDIA**

##### **1 unit**

**Corequisite:** *One of the following: Art 154, 156, 158, 198.*

Practice in computer based technology skills for success in multimedia digital art courses. **Pass/no pass** grading. Total of 54 hours laboratory.

#### **ART 110C SKILLS FOR SUCCESS IN DIGITAL MEDIA**

##### **1 unit**

**Corequisite:** *One of the following: Art 056, 155A, 155B.*

Practice in computer based technology skills for success in digital art courses. **Pass/no pass** grading. Total of 54 hours laboratory.

#### **ART 110D SKILLS FOR SUCCESS IN PHOTOGRAPHY DIGITAL MEDIA**

##### **1 unit**

**Corequisite:** *Enrollment in one of the following: Phot 030, 031, 120, 126, 130, 132, 135, 136.*

Practice in computer based technology skills for success, in photography digital art courses. **Pass/no pass** grading. Total of 54 hours laboratory.

#### **ART 111 INTRODUCTORY SKILLS FOR SUCCESS IN DIGITAL MEDIA**

##### **1 unit**

**Co-requisite:** *Enrollment in one or more of the following classes: Art 040, Art 050A, Art 056.*

Introductory level practice in computer based technology skills in introductory digital media and design courses. **Pass/no pass** grading. Total 54 hours laboratory.

#### **ART 112 DEVELOPING SKILLS FOR SUCCESS IN DIGITAL MEDIA**

##### **1 unit**

**Co-requisite:** *Enrollment in one or more of the following classes: Art 050B, Art 051B, Art 154.*

Developing level practice in computer based technology skills in digital media and design courses at a developing level. **Pass/no pass** grading. Total 54 hours laboratory.

**ART 113 INTERMEDIATE SKILLS FOR SUCCESS IN DIGITAL MEDIA**

**1 unit**

**Co-requisite:** *Enrollment in one or more of the following classes: Art 050C, Art 155A, Art 156.*

Intermediate level practice in computer based technology skills in digital media and design courses at an intermediate level. **Pass/no pass** grading. Total 54 hours laboratory.

**ART 114 ADVANCED SKILLS FOR SUCCESS IN DIGITAL MEDIA**

**1 unit**

**Co-requisite:** *Enrollment in one or more of the following classes: Art 155B, Art 158, Art 198.*

Advanced level practice in computer based technology skills for success, in Advanced digital media, art, and design courses. **Pass/no pass** grading. Total of 54 hours laboratory.

**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 122 THE FIGURE IN WATERCOLOR PAINTING**

**3 units**

Representational study of the human figure and animal forms utilizing advanced techniques of watercolor painting. Emphasis on the stationary figure, the figure in motion, the composing of multi-figures and portraiture. Total of 36 hours lecture and 72 hours laboratory.

**ART 123 WATERCOLOR PORTRAITURE**

**3 units**

Study of the human head both anatomically and compositionally in order to produce solo and group portraits. Total of 36 hours lecture and 72 hours laboratory.

**ART 130 ART IN PUBLIC PLACES**

**3 units**

Collaborative projects in mural painting, sculpture and other disciplines appropriate to public spaces. Instruction on materials, techniques, scale and organization of process and idea. Total of 36 hours lecture and 72 hours laboratory.

**ART 131A ENVIRONMENTAL ART**

**3 units**

**Prerequisite:** *Enrollment in or completion of Art 011A or 031A or placement based on the art assessment process.*

History and planning of environmental art. Relationships of nature and architecture to images, objects and signs. Scale of human anatomy to the site. Development of drawings and blueprints, enlargements, maquettes or cartoons, appropriate materials/construction techniques, environmental impact and budgeting. Total of 36 hours lecture and 72 hours laboratory.

**ART 131B ENVIRONMENTAL ART**

**3 units**

**Prerequisite:** *Art 130 or enrollment in or completion of Art 131A or placement based on the art assessment process.*

Construction of environmental art for interior/exterior designated settings. Implementation of design/construction methods. 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 an advanced portfolio of metal work and jewelry using metal fabrication, lost wax casting, and stone setting techniques. Exploring advanced project techniques such as custom cabinet pulls, multiple metal castings, and bi-metal fabricated containers. Total of 36 hours lecture and 72 hours laboratory.

**ART 137 CERAMIC CASTING**

**3 units**

To develop an awareness of mold making as an art process applicable to the casting of other materials. Low-fire clay and glaze methods and firing and maintenance of electric kilns. Total of 36 hours lecture and 90 hours laboratory.

**ART 138 KILN CONSTRUCTION**

**3 units**

Theory and application of kiln construction. Includes introduction to the theory of firing, history of kilns, basic materials, types of kilns and kiln design. Total of 36 hours lecture and 90 hours laboratory.

**ART 145 PORTFOLIO DEVELOPMENT**

**3 units**

Develop and assemble individual portfolios for application to four year colleges or for entry level employment. Practice in verbal and visual presentation techniques; photographing and presentation of three-dimensional

and over-sized art; design of stationery, resume, cover letter and business forms. Total of 36 hours lecture and 72 hours laboratory.

### ART 154 MULTIMEDIA PRESENTATION

#### 3 units

**Prerequisite:** *One of the following: Art 040, 050A, Jour 199, GRFX 199 or portfolio of intermediate computer skills with experience in computer graphics of digital video or music.*

Introduction to the theories, techniques, and practices of presentation graphics and their integration in design, media, and production, using microcomputer systems. Development of overhead transparencies, on-screen presentations, photographic slide presentations, animated and interactive presentation using videos, laser-discs, CD-ROMs or a combination of these methods. Evaluation of multimedia techniques for effective design presentations and productive marketing, through lecture, discussion and projects. **Recommended** one of the following: Art 056, Phot 030. **Recommended** enrollment in Art 112. Total of 36 hours lecture and 72 hours laboratory.

### ART 155A 3-D MODELING AND ANIMATION

#### 3 units

**Prerequisite:** *Art 050B or Phot 030 or portfolio of intermediate computer skills with experience in computer graphics or digital video or music.*

Introduction to three-dimensional rendering, modeling and animation and its integration in the fields of graphics design, product design, photography, filmmaking, illustration, architecture, and environmental design, using microcomputer systems. Development of object modeling and rendering techniques including creating shapes or objects, placing them in space and defining other aspects of the object's appearance such as lighting, spatial delineation, surface texturing, fractal surfacing and simple spatial manipulation of the objects and their surfaces. Analysis of the applications of three-dimensional modeling and animation in packaging logos, spatial design, graphic design layouts, product development, and graphics presentations. **Recommended** enrollment in Art 113C. Total of 36 hours lecture and 72 hours laboratory.

### ART 155B ADVANCED 3-D MODELING AND ANIMATION

#### 3 units

**Prerequisite:** *Art 155A.*

Continued study of the applications of three-dimensional modeling and animation in the design industry and its related areas with emphasis on advanced techniques. Exploration of extruding and beveling techniques, morphing, animated sequence including walk-throughs and

fly-bys, transparency of object and scene and video input and output. Projects include animation of text and objects, simultaneous zoom, rotation, and movement of an object along a path, creation of a video, and investigation of interactive programs and virtual reality as used in video, CD-ROM, and laser-disc. **Recommended** enrollment in Art 114. Total of 36 hours lecture and 72 hours laboratory.

### ART 156 MOTION GRAPHICS

#### 3 units

**Prerequisite:** *Phot 030.*

**Recommended preparation:** *Phot 025 or Phot 026A.*

Exploration of experimental and new technological approaches to creating original visual imagery for use in design, fine arts, animation, and interactive multimedia. Introduction to the integration of sound, graphics, video, and text on the desktop. Exploration of motion design and dynamic storytelling to create movies, animation and professional special effects for digital output. Overview of career opportunities. **Recommended** enrollment in Art 113. Total of 36 hours lecture and 72 hours laboratory.

### ART 158 INTERACTIVITY FOR THE INTERNET

#### 3 units

**Prerequisite:** *Art 056 or Phot 030.*

Introduction to the design and creation of interactive multimedia web sites that incorporate animation, graphics, text, and sound. Exploration of interface, navigation, and information design as well as creation of customized interactivity in web sites and user experience. Using multimedia elements and vector-based animation and interactivity, exploration of simple to complex interactive environments for output to the Web. Overview of career opportunities. **Recommended** enrollment in Art 114. Total of 36 hours lecture and 72 hours laboratory.

### ART 198 DESIGN FOR THE INTERNET

#### 3 units

**Prerequisite:** *Phot 030 or portfolio.*

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, server side applications, and interactive multimedia elements (Macromedia Dreamweaver, UltraDev, Fireworks, ColdFusion) 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. **Recommended** enrollment in Art 114. Total of 36 hours lecture and 72 hours laboratory.

## ASTRONOMY

(Natural Sciences Division)

### ASTR 001 ELEMENTARY ASTRONOMY

4 units

**Prerequisites:** *Math 139; Math 131 or Math 132C.*

**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:** *Enrollment in or completion of 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 151 AUTOMOTIVE ELECTRONICS

4 units

**Prerequisite:** *Eln 130.*

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 214A BASIC AREA CLEAN AIR CAR COURSE

3 units

**Prerequisites:** *Auto 226, 227.*

Emphasizes basic theory, operation and testing of automotive emission controls, vehicle test procedures, On-board Diagnostics II (OBD-II) and the Bureau of Automotive Repair (BAR) laws, rules and regulations for the Smog Check II program. This course meets the minimum 68 hours training requirement for the State of California and is required by the State of California before applying for either a Basic (EB) or Advanced (EA) Smog Technician license. Total of 54 hours lecture and 18 hours laboratory.

### AUTO 214B ADVANCED CLEAN AIR COURSE

1 unit

**Prerequisite:** *Auto 214A or unexpired (within two years of issue date) certification of Basic Clean Air Car Course or current State of California Smog Check Technician license.*

Emphasis on Digital Storage Oscilloscope (DSO) operation, catalytic converter theory, operation, and testing, operation of the Acceleration Simulated Mode (ASM) dynamometer and BAR 97 test procedures, and five gas emission analysis. This course is required by the Bureau of Automotive Repair (BAR) before candidates can apply for an Advanced (EA) Smog Technician License. Total of 18 hours lecture and 18 hours laboratory.

**AUTO 214C UPDATE TRAINING COURSE —  
SMOG CHECK PROGRAM 2003****1/2 unit****Prerequisites:** *Auto 214B or current unexpired State of California Smog Check Technician License.*

Mandatory update training for currently licensed Smog Check technicians and is a prerequisite to renewing a Smog Check license. Covers current automotive diagnostic procedures, and Bureau of Automotive Repair (BAR) procedures that affect the inspection, diagnosis, and repair of vehicles subject to the Smog Check Inspection and Maintenance program. Mandatory for any smog check technician renewing their license, and for all initial applicants for a Smog Check Technician's license.

**Short term class.** Total of 8 hours lecture and 12 hours laboratory.**AUTO 215 AUTOMOTIVE AIR CONDITIONING****4 units****Recommended preparation:** *Auto 032, 050.*

Air conditioning theory, methods of testing, diagnosing and servicing various types of automotive air conditioners. Introduction to new technologies in automotive air conditioning systems. Handling, recordkeeping, service (reclaiming and recycling) and storage of coolants and refrigerants. Preparation for the certification examination of automotive air conditioning technologies required by the Environmental Protection Agency (EPA) and the South Coast Air Quality Management District (SCAQMD). Total of 54 hours lecture and 54 hours laboratory.

**AUTO 220 ENGINE OPERATION AND TESTING****5 units****Prerequisite:** *Enrollment in or completion of 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:** *Enrollment in or completion of 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:** *Enrollment in or completion of Auto 032.*

Theory of operation and diagnosis of automatic transmissions and transaxles available in automobiles and light trucks. Laboratory procedures include removal, disassembly, inspection, reassembly, installation and adjustments. Total of 54 hours lecture and 108 hours laboratory.

**AUTO 224 AUTOMOTIVE BRAKE SYSTEMS****5 units****Prerequisite:** *Enrollment in or completion of Auto 032.*

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 032.*

Automotive suspension and steering rebuilding, repairing and adjusting. Four wheel computerized alignment procedures including shock, strut and tire wear diagnosis Preparation for the Automotive Service Excellence (ASE) certification program. Total of 54 hours lecture and 108 hours laboratory.

**AUTO 226 ENGINE PERFORMANCE****5 units****Prerequisite:** *Auto 220.***Corequisite:** *Auto 227.*

Theory and operation of basic fuel systems, including carburetors and mechanical fuel injection, ignition systems, including contact point and electronic distributors and basic emission systems. The laboratory practice presents proper diagnosis, service and maintenance utilizing primary engine diagnosis tools. Total of 54 hours lecture and 108 hours laboratory.



## **AUTO 227 ADVANCED ENGINE PERFORMANCE**

**5 units**

**Corequisite:** *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.

## **BIOLOGY**

**(Natural Sciences Division)**

### **BIOL 001A PRINCIPLES OF BIOLOGY — EVOLUTION, DIVERSITY, AND ECOLOGY**

**4 units**

**Prerequisite:** *Eligibility for Chem 001A.*

The first course in a 3 course sequence for Biology majors (Biol 001ABC). The degree of rigor and amount of independent learning required are designed to meet the preparation needs of students transferring to upper division Biology study. Describes the scientific method; studies the history, evidence, and mechanisms of evolution; investigates the classification and diversity of living organisms; investigates the population, community, and ecosystem ecological principles with an emphasis on the connection between ecology and evolution. **For** majors in biological sciences but open to all qualified students. **Recommended** concurrent enrollment in Chem 001A. Total of 54 hours lecture and 72 hours laboratory. *Transfer Credit: CSU; UC*

### **BIOL 001B PRINCIPLES OF BIOLOGY — CELLULAR AND ORGANISMAL BIOLOGY**

**4 units**

**Prerequisite:** *Biol 001A, Chem 001A.*

The second course in a 3 course sequence for Biology majors (Biol 001ABC). The degree of rigor and amount of independent learning required are designed to meet the preparation needs of students transferring to upper division biology study. Investigates the basic principles of cell biology; describes and explores patterns of heredity including Mendelian genetics and linkage analysis; studies organismal physiology through investigations of plant and animal form and function. **For** majors in biological sciences but open to all qualified students. **Recommended** concurrent enrollment in Chem 001B. Total of 54 hours lecture and 72 hours laboratory. *Transfer Credit: CSU; UC*

### **BIOL 001C PRINCIPLES OF BIOLOGY — INTRODUCTION TO MOLECULAR BIOLOGY**

**4 units**

**Prerequisites:** *Biol 001B, Chem 001B.*

The third course in a 3-course sequence for Biology majors (Biol 001ABC). The degree of rigor and amount of independent learning required are designed to meet the preparation needs of students transferring to upper division biology studies. Investigates biochemistry and molecular biology; covering bioenergetics, molecular genetics, cell signaling, cell reproduction, immunology, and cancer. Laboratory investigations use current molecular techniques. **For** majors in biological sciences but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **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. **Recommended** a 001-099 lab science course. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### **BIOL 003 TOPICS IN HUMAN BIOLOGY**

**4 units**

Reproduction, cell biology, immune systems, genetics, population genetics, ecology, evolution and behavior. Labs include computer simulations as well as traditional skills. **Recommended** a 001-099 lab science course. **No credit** if taken after Biol 001A, 002, or 011. 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. **Recommended** a 001-099 lab science course. **For** non-botany majors, but open to all students. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**BIOL 005A-C TOPICS IN APPLIED BOTANY****2 units**

Lecture, laboratory and field investigations focusing on topics of current and general interest in applied botany.

**Each course** 1 unit, and a total of 9 hours lecture and 27 hours laboratory.

*Transfer Credit: CSU*

*BIOL 005A URBAN TREE IDENTIFICATION AND BIOLOGY*

*BIOL 005B BOTANY FOR SCHOOL GARDENS*

*BIOL 005C MEDICINAL PLANTS*

**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*

**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*

**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*

**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 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. **Recommended** a 001-099 lab science course. **No credit** if taken after Biol 001A, 002, 003, 004, 005, 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. **Recommended** a 001-099 lab science course. **Required** instructional trips. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **BIOL 019 SEXUALLY TRANSMITTED DISEASES**

**3 units**

Current biological knowledge in the area of sexually transmitted diseases. Methods of transmission, detection, treatment and prevention of STD's are discussed. Students are required to use computers to access current information and data concerning specific STD's. Cultural, racial, ethnic and economic dimensions of STD's are discussed. Discussion with health care workers. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **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 literature, design and execution of the experiments. Total of 108 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **BIOL 025 FIELD STUDIES**

**1 unit**

Investigations of biological organisms in their natural habitats with an emphasis on ecological relationships.

**Recommended** a 001-099 lab science course. **Required** instructional trips. Total of 54 hours laboratory.

*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.

**Recommended** completion of a college biology course. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

*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. **Recommended** a 001-099 lab science course. **Required** instructional trips. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

### **BIOL 035 INTRODUCTORY OCEANOGRAPHY**

**3 units**

Fundamentals of oceanography including physical, biological and economic aspects. **No credit** if taken after Geol 012. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **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 analysis 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*

### **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 credit limitations.*

### **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 credit limitations.*

**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 credit limitations.***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 105 BIOLOGICAL MOLECULES FOR HEALTH SCIENCES****3 units**

Introductory biological chemistry course covering basic aspects of atomic structure, elements, molecules, bonding, and carbon chemistry. Emphasis on aspects of biochemistry dealing with cell structure and function; an interdisciplinary course. For students preparing for a 2-year degree in nursing, but open to all students. Total of 54 hours lecture.

**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. Related 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 and Computer Technology Division)**

### **BUS 002 FINANCIAL MANAGEMENT**

**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 business stressing fundamental concepts in the areas of production, marketing, advertising, accounting and finance, human resources, decision making, legal and regulatory environment, ethics, international business, computers and robotics, career opportunities. 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 five managerial functions: planning, organizing, staffing, directing and controlling. Total of 54 hours lecture.

*Transfer Credit: CSU*

## **BUS 011A BUSINESS COMMUNICATIONS**

**3 units**

**Recommended preparation:** *Bus 112 or Engl 100.*

Principles of effective business writing and oral communication skills. Develop writing skills for goodwill, negative news, persuasive, and employment messages. Prepare business presentations and practice professionalism at work. Total of 54 hours lecture.

*Transfer Credit: CSU*

## **BUS 012A BUSINESS LAW**

**3 units**

Development and functions of common law. Definitions and classifications 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 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. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **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 in the solution of business and economic problems. Special emphasis on mathematics of finance, linear and quadratics functions, break-even analysis, supply/demand curves, matrices,

determinants, linear programming – geometric and simplex methods theory of equations, set theory, probability, Markov chains, and game theory. Total of 90 hours lecture.

*Transfer Credit: CSU*

### **BUS 014B MATHEMATICAL ANALYSIS FOR BUSINESS — CALCULUS**

**4 units**

**Prerequisite:** *Bus 014A.*

Techniques of limits, differentiating; maximum-minimum problems; curve sketching; derivatives and applications of exponential and logarithmic functions; implicit differentiation; total differentials; techniques of integration; simple differential equations; the calculus of multivariable functions including partial derivatives, Lagrange multipliers and multiple integration. Special emphasis on business applications related to system optimization, cost and revenue analysis, marginal analysis, elasticity, and consumer producers' surplus. **Recommended** enrollment in Stat 015. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### **BUS 016 OFFICE MACHINES**

**2 units**

Operation of electronic printing and display calculators. Application of common business problems including discounts, auditing, markdown, markup, payroll, commissions, interest and prorating. Total of 36 hours lecture and 18 hours laboratory.

*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*

### **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**

Use of formulas to solve problems dealing with base, rate and portion, trade and cash discounts, retail merchandising, interest, consumer credit, payroll, taxes,

stocks and bonds, depreciation and distribution of overhead and statistics. Total of 54 hours lecture.

### **BUS 115 BUSINESS ALGEBRA**

**4 units**

Emphasis on fundamental concepts of algebra within the Real number system including order of operations, linear equations and inequalities, polynomials, rational expressions, exponents and radicals, quadratic equations. Focus on business application problems and use of the graphing calculator. Total of 90 hours 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 117 HUMAN RELATIONS FOR BUSINESS**

**3 units**

Principles of human behavior with emphasis on the development of those personality and character traits needed to succeed in the business world. 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 BUSINESS INTERNSHIP**

**3 units**

Supervised work experience in a business organization. Total of 270 hours laboratory.

## **BUSINESS INFORMATION TECHNOLOGY**

**(Business and Computer Technology Division)**

### **BIT 010 BASIC COMPUTER KEYBOARDING**

**1 unit**

Touch control of the microcomputer keyboard, basic keyboarding skills and numeric keypad operations. Total of 9 hours lecture and 27 hours laboratory.

*Transfer Credit: CSU*

### **BIT 011A COMPUTER KEYBOARDING AND DOCUMENT PROCESSING**

**2 units**

Touch control of the computer keyboard and preparation of basic business documents using word processing software. Basic keyboarding skills, and numeric keypad operations with emphasis on keyboard mastery, development of technique, speed and accuracy. Total of 18 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

### **BIT 011B ADVANCED COMPUTER KEYBOARDING AND DOCUMENT PROCESSING**

**2 units**

**Recommended preparation:** *BIT 011A.*

Formatting and production of complex business documents including proper grammar and punctuation, using word processing software. Development of technique, speed and accuracy. **Recommended** minimum keyboarding speed of 22 words per minute. Total of 18 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

### **BIT 025 SURVEY OF COMPUTER TECHNOLOGY IN BUSINESS**

**3 units**

Survey of business computer technology, business software environments, and commonly used business software applications, including word processing, spreadsheets, graphics and database management. Total of 54 hours lecture.

*Transfer Credit: CSU*

### **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 104 BUSINESS SOFTWARE —  
ADVANCED MICROSOFT EXCEL****3 units****Recommended preparation:** *BIT 133A, BIT 133B.*

Advanced spreadsheet applications including working with multiple worksheets, using lists and analyzing list data, enhancing charts and data using What-If analysis tools, summarizing data, retrieving data from and exchanging data with other programs, macro development. Total of 54 hours lecture and 18 hours laboratory.

**BIT 105A BUSINESS SOFTWARE —  
MICROSOFT ACCESS LEVEL 1****1½ units**

Introduction to database management concepts and software. Creating, updating, linking and extracting information from database files. Producing business reports and labels. Includes creation of tables, forms, queries, advanced forms and subforms. **Recommended** enrollment in or completion of BIT 107. Total of 27 hours lecture and 9 hours laboratory.

**BIT 105B BUSINESS SOFTWARE —  
MICROSOFT ACCESS LEVEL 2****1½ units****Recommended Preparation:** *BIT 107 and BIT 105A.*

Advanced relational database concepts, reports and queries. Includes exporting, macros, switchboard creation, data access pages, archiving, and XML. Total of 27 hours lecture and 9 hours laboratory. .

**BIT 106 BUSINESS SOFTWARE — COMPREHENSIVE  
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 and 18 hours laboratory.

**BIT 107 BUSINESS SOFTWARE — WINDOWS  
1 unit**

Management of the environment and files within the Windows operating system. Concepts and terminology; end-user techniques for basic diagnostic and troubleshooting procedures. Total of 18 hours lecture and 18 hours laboratory.

**BIT 108 MICROSOFT OUTLOOK AND  
PRODUCTIVITY TOOLS****1 unit****Recommended preparation:** *BIT 011A, BIT 105A, BIT 107, BIT 109, BIT 128, BIT 133A.*

Use and features of office productivity software and emerging office technologies including Microsoft Outlook, electronic document routing, organizers, calendars, meeting and facility schedulers; collaborate software; cross application integration. Total of 18 hours lecture and 18 hours laboratory.

**BIT 109 BUSINESS SOFTWARE — MICROSOFT  
POWERPOINT****1 unit****Recommended preparation:** *BIT 107.*

Concepts and use of presentations presentation graphics software to plan and develop effective oral and written presentations for business. Creating graphics, transparencies, and computer slide shows for meetings, sales and business presentations. Assessing feedback on a presentation. Total of 36 hours lecture and 18 hours laboratory.

**BIT 113 KEYBOARDING FOR SPEED AND ACCURACY  
1 unit****Recommended preparation:** *BIT 010 or 011A.*

For students with prior keyboarding experience. Review touch control of keyboard and basic keyboarding skills; preparation of business documents; development of technique, speed, and accuracy. Total of 9 hours lecture and 27 hours laboratory.

**BIT 115 BUSINESS RECORDS SKILLS  
2 units****Recommended preparation:** *ESL 122 or Engl 400 and BIT 107.*

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 36 hours lecture.

**BIT 117 COLLABORATIVE WEB-BASED WORKSPACES  
1 unit**

Introduction to Web-based collaborative workspace software to enhance work, data, and content collaboration in a business environment. Emphasis on workspace sites, content publication, lists, discussion board, libraries, surveys, tracking tasks, blogs, wikis, Web parts, customization, templates, managing users and permissions. Projects include the design and creation of customized workspaces to solve specific business needs. **Recommended** BIT 107. Total of 9 hours lecture and 27 hours laboratory.



**BIT 122 INTERNET RESEARCH AND OFFICE COMMUNICATIONS**

**2 units**

**Recommended Preparation:** *BIT 107 and BIT 011A.*

Business research using the Internet and the use and features of office communications technologies including: Web meetings and conferencing, video conferencing, telephone systems, voice mail, e-mail, document and package mail systems, facsimile, duplicating systems, and teleconferencing. Composition of and etiquette for electronic communications. Total of 36 hours lecture and 18 hours laboratory.

**BIT 123 BUSINESS SOFTWARE – MICROSOFT EXPRESSION WEB AND PUBLISHER**

**3 units**

**Recommended Preparation:** *BIT 107, BIT 128A and BIT 011A.*

Use and features of office publication software to create newsletters, brochures, flyers and business stationery. Creation of Web sites suitable for publication on the World Wide Web. Overview of issues and methods dealing with Web page development. Total of 54 hours lecture and 18 hours laboratory.

**BIT 124 ADMINISTRATIVE BUSINESS PROCEDURES**

**2 units**

**Recommended preparation:** *BIT 107, BIT 011A, BIT 128A.*

Administrative support procedures, task organization, time management, team concepts and 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 36 hours lecture and 18 hours laboratory.

**BIT 128A BUSINESS SOFTWARE – MICROSOFT WORD LEVEL 1**

**1½ units**

**Recommended Preparation:** *Enrollment in or completion of BIT 107 and BIT 011A.*

Application of word processing concepts to create, edit, store, retrieve and print business documents. Includes formatting and organizing text; using clip art and tables; creating columns and special formats; using charts, special effects and styles; and tracking documents used in a group environment. Total of 27 hours lecture and 9 hours laboratory.

**BIT 128B BUSINESS SOFTWARE-MICROSOFT WORD LEVEL 2**

**1½ units**

**Recommended Preparation:** *Completion of BIT 011A, BIT 107, and BIT 128A.*

Application of word processing concepts to create, edit, store, retrieve and print business documents. Includes complex tables and graphics; integration with other software; mass mailings; long documents; standardized forms and documents; Web page creation; and document management and XML. Total of 27 hours lecture and 9 hours laboratory.

**BIT 132 BUSINESS SOFTWARE – ADVANCED MICROSOFT ACCESS**

**3 units**

**Recommended preparation:** *BIT 105A and BIT 105B.*

Application of complex Access skills using a business-focused case problem approach, integration of a database with a Web site, automation of database processing using macro groups, customizing queries and their results, and the development of reports that summarize business activities for the purpose of decision making and data analysis. Total of 54 hours lecture and 18 hours laboratory.

**BIT 133A BUSINESS SOFTWARE-MICROSOFT EXCEL LEVEL 1**

**1½ units**

**Recommended Preparation:** *BIT 107.*

Application of spreadsheet and graphics software to prepare budgets, record accounting information, and conduct financial analysis; includes formula creation, basic financial functions, and charting. Total of 27 hours lecture and 9 hours laboratory.

**BIT 133B BUSINESS SOFTWARE-MICROSOFT EXCEL LEVEL 2**

**Recommended Preparation:** *BIT 107 and BIT 133A.*

Application of spreadsheet and graphics software to prepare budgets, record accounting information, and conduct financial analysis. Includes advanced financial functions, database, integration with other applications, PivotTables and PivotCharts, macros, Visual Basic and XML. Total of 27 hours lecture and 9 hours laboratory.

## 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 kinetics. 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.*

### 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. Equilibrium, thermochemistry, introduction to organic chemistry, electrochemistry, coordination compounds, nuclear chemistry, and the chemistry of selected metals and nonmetals. Qualitative analysis, potentiometric titrations and electrochemical cells. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### CHEM 002A CHEMISTRY — GENERAL, ORGANIC AND BIOCHEMISTRY

4 units

**Prerequisite:** *Math 125 or Math 127B or Math 128B.*

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. **Recommended** Chem 105 or equivalent. **No credit** if taken after Chem 001A. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### 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.*

### 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 reaction of hydrocarbons, alkyl halides, alcohols, ethers, epoxides, organometallic 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 or 016A. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC. \*C-ID: CHEM 150*

### CHEM 008B ORGANIC CHEMISTRY

5 units

**Prerequisite:** *Chem 008A.*

Standard organic chemistry for science majors. A mechanistic approach to the reactions of aldehydes, ketones, carboxylic acids and their derivatives, amines and phenols. Photochemistry, organic redox, polymerization, rearrangements, synthesis and an introduction to biochemical molecules. Qualitative analysis, natural products and kinetics. **No credit** if taken after Chem 014B or 016B. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC*

### 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.*

*\*Course Identification Numbering System (C-ID)*

## 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*

### CHDV 011 PRINCIPLES OF INFANT AND TODDLER DEVELOPMENT

3 units

**Prerequisites:** CHDV 010 and Psyc 021 or 121.

Introduction to curriculum planning for infant and toddler programs in a child care center; environmental factors in young children's learning; materials, activities and teaching techniques. Field site observations included. **Recommended** enrollment in CHDV 013A, B or C. Total of 54 hours lecture.

*Transfer Credit: CSU*

### 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 270 hours laboratory.

*Transfer Credit: CSU*

### CHDV 013B CHILD DEVELOPMENT FIELD PRACTICE

4 units

**Prerequisites:** CHDV 013A and enrollment in one or more CHDV courses and maintain enrollment of 7 units or more including field practice.

Intermediate supervised field practice in approved group programs for children from infancy through school age, planning and guiding their learning and routine activities; practical application of theoretical concepts. Meets partial fulfillment of the state requirement for the California Child Development Permit. Total of 18 hours lecture and 270 hours laboratory.

*Transfer Credit: CSU*

### CHDV 013C CHILD DEVELOPMENT FIELD PRACTICE

4 units

**Prerequisites:** CHDV 013B and enrollment in one or more CHDV courses and maintain enrollment of 7 units or more including field practice.

Advanced supervised field practice in approved group programs for children from infancy through school age, planning and guiding their learning and routine activities; practical application of theoretical concepts. Meets partial fulfillment of the state requirement for the California Child Development Permit. Total of 18 hours lecture and 270 hours laboratory.

*Transfer Credit: CSU*

### 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 PRINCIPLES OF HOME, SCHOOL AND COMMUNITY

3 units

**Recommended preparation:** CHDV 010 and Psych 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

*\*Course Identification Numbering System (C-ID)*

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 Psysc 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 schooling. 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 Psysc 021 or 121.

**Recommended Preparation:** CHDV 13A

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. **Formerly** CHDV 120.  
*Transfer Credit: CSU. \*C-ID: ECE 130*

### **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*

### **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*

*\*Course Identification Numbering System (C-ID)*

**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 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 112A ADMINISTRATION**

**3 units**

**Prerequisites:** CHDV 010 and Psyc 021 or 121.

History and growth of nursery schools and day care centers; laws governing these institutional administrative functions; budgeting, personnel selection, records, policies; relationship of these schools to community resources, regulating agencies, parents and teachers. **Recommended** enrollment in CHDV 113A, B or C. Total of 54 hours lecture.

**CHDV 112B ADVANCED ADMINISTRATIVE ISSUES**

**3 units**

**Prerequisite:** CHDV 112A.

Current issues in administration, continuing education, schedules, state regulations, financial planning, budgeting, fees, salaries, insurance. Total of 54 hours lecture.

**CHDV 118 LANGUAGE ARTS AND LITERACY FOR YOUNG CHILDREN**

**3 units**

Survey of young children's literature, strategies and activities for developing language and emerging literacy, birth through age eight. Total of 54 hours lecture.

**CHDV 119 CHILD DEVELOPMENT ADULT SUPERVISION**

**3 units**

**Prerequisites:** Psyc 021 or 121; and CHDV 010, 013A, 015, 120.

A study of the methods and principles of supervising adults in early childhood/child development programs. Emphasis is on the role of experienced classroom teachers who function as mentors/supervisors to new teachers while simultaneously addressing the needs of children, parents and other staff members. Upon completion of this class, students may be eligible to apply to participate in the Early Childhood Mentor Teacher Program. Total of 54 hours lecture.

**CHDV 128 AT-RISK INFANTS AND TODDLERS**

**3 units**

**Prerequisites:** CHDV 010 and Psyc 021 or Psyc 121.

Early intervention strategies, curriculum and programs for infants and toddlers identified as at-risk for delays in growth and development. Effects of birth complications, child abuse and neglect, chronic poverty, undernourishment, violence and stressors that compromise development. Working with and supporting families, diversity and program practices. For educators and paraprofessionals. Total of 54 hours lecture.

**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 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**

**2 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 36 hours lecture.

*Transfer Credit: CSU*

## **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**

**(Art, Media and Design 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*

## **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 and Computer Technology Division)**

### **CIS 001 INTRODUCTION TO COMPUTERS**

**3 units**

Use of integrated software: word processing, spreadsheets and databases. Computer hardware and software, data representation and programming languages. The computer as a problem-solving tool: algorithms, flowcharts and documentation. History of the computer, social issues and future trends. **No credit** if taken after CIS 010. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**CIS 010 INTRODUCTION TO INFORMATION SYSTEMS****5 units**

Foundation course for business/computer information systems majors. Information and computer literacy concepts that include: hardware and components, system and application software, programming principles, applications of information technology and ethics. Exposure to word processing, presentation, and database software. Use of spreadsheets. Information systems development. Usage of the Internet, especially as a research tool. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**CIS 011 OPERATING SYSTEMS THEORY AND PRACTICE****3 units****Prerequisite:** *CIS 010.*

Operating systems such as Windows XP, Linux, UNIX; memory management; concurrent processing and multi-programming; backup and recovery; data and physical security; software installation; ethics. Total of 90 hours lecture.

*Transfer Credit: CSU*

**CIS 014 C++ PROGRAMMING****3 units**

**Prerequisite:** *CS 002; or CIS 010 and one of the following: CS 010, CS 012, CS 043, CIS 036, CIS 064, CIS 066, CIS 134.*

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 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

**CIS 016 JAVA PROGRAMMING****3 units**

**Prerequisite:** *CS 002; or CIS 010 and one of the following: CS 010, CS 012, CS 043, CIS 014, CIS 034, CIS 036, CIS 064, CIS 066.*

Foundations of the Java 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 54 hours lecture and 36 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, news-groups, 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.*

An introduction to programming using Visual Basic. Coverage will include: programming design tools, use of variables and constants, selection, looping, data validation, sub and function procedures, manipulating strings, and creating and accessing arrays. Also presented will be guidelines for application and user interface design and data file manipulation. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

**CIS 038 ADVANCED VISUAL BASIC****3 units****Prerequisite:** *One of the following: CIS 014, CIS 036, CIS 064, CIS 066, CS 002, CS 010, CS 012, CS 043.*

Applications of 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 54 hours lecture.

*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 and CIS 062.*

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 114 MICROCOMPUTER HARDWARE/  
SOFTWARE EVALUATION****3 units****Prerequisite:** *CIS 111.*

Performance evaluation of computer systems based on both hardware and software measurements. Total of 36 hours lecture and 54 hours laboratory.

**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 136 TRANSMISSION CONTROL PROTOCOL  
INTERNET PROTOCOL (TCP/IP)****5 units****Prerequisite:** *CIS 137 or CIS 139.*

Understanding the TCP/IP protocol suite. Coverage of common installation and configuration issues in networking environments. Coverage of the protocol's architecture including the use of utilities, addressing, bridging, routing and other topics. Discussion of common networking operating systems. Identification and evaluation of common network operating system resources.

Prepares students for Industry-level certification. Total of 90 hours lecture.

**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 138 ADMINISTERING WINDOWS  
DIRECTORY SERVICES****3 units****Prerequisite:** *CIS 139.*

Install, configure, administer, monitor and troubleshoot Windows 2000 Active Directory. Configure Domain Name System to manage name resolution. Use of Active Directory to centrally manage users, groups, shared folders, and network resources and administer the user environment and software with group policy. Implement and troubleshoot security in a directory services infrastructure. Monitor and optimize Active Directory performance. Deploying Windows 2000 using RIS. 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 141 EXCHANGE SERVER****3 units****Prerequisite:** *CIS 137 or CIS 139.*

Install, configure, and administer Exchange Server. Installation and integration of clients. Develop an infrastructure for Exchange Server. Develop long-term administration strategies. Configure connectivity to a mail system other than Exchange Server. Configure synchronization of directory information between Exchange Server and other mail systems. Configure directory replication. Manage site security, users, distribution lists, and the



directory. Backup and restore the Exchange Server organization. Prepares students for Industry-level certification. Total of 54 hours lecture and 36 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 161 NETWORK DESIGN AND INTERNETWORKING FUNDAMENTALS**

**3 units**

**Interdisciplinary course:** Electronics, CIS

**Prerequisite:** *CIS 010*.

Basic network design and internetworking fundamental concepts with an emphasis on CISCO technology. The OSI model, industry protocol standards, use of IP addressing, subnet masks, and basic networking components. **May not be taken concurrently** with or after Eltn 161. Total of 54 hours lecture and 36 hours laboratory.

### **CIS 162 ROUTER FUNDAMENTALS**

**3 units**

**Interdisciplinary course:** Electronics, CIS

**Prerequisite:** *CIS 161 or Eltn 161*.

Basic router installation and configuration with an emphasis on CISCO technology. Network standards, dynamic routing, safety and regulatory issues, the use of networking software, and the care of networking hardware and software. **May not be taken concurrently** with or after Eltn 162. Total of 36 hours lecture and 54 hours laboratory.

### **CIS 163 NETWORK DESIGN AND CONFIGURATION**

**3 units**

**Interdisciplinary course:** Electronics, CIS

**Prerequisite:** *CIS 162 or Eltn 162*.

Advanced knowledge and experience with switches, bridges and routers; local area networks (LAN); introduction of virtual local area networks (VLAN) design including configuration and operation maintenance. Novell networks, Internetwork Packet Exchange (IPX), routing and Interior Gateway Routing Protocol (IGRP), network management, security and troubleshooting with emphasis toward preparing for the Cisco Certified Network Associate (CCNA) examination. **May not be taken**

**concurrently** with or after Eltn 163. Total of 54 hours lecture and 36 hours laboratory.

### **CIS 164 WIDE AREA NETWORK FUNDAMENTALS**

**3 units**

**Interdisciplinary course:** Electronics, CIS

**Prerequisite:** *CIS 163 or Eltn 163*.

Instruction and experience with wide area networks (WAN), integrated services data networks (ISDN), point-to-point protocols (PPP) and frame relay design, configuration and operational maintenance on routers. Network management and security. Emphasis toward preparing for the Cisco Certified Network Associate (CCNA) examination. **May not be taken concurrently** with or after Eltn 164. Total of 54 hours lecture and 36 hours laboratory.

### **CIS 165 IMPLEMENTING CISCO IP ROUTING (ROUTE)**

**4 units**

**Prerequisite:** *CCNA Certificate or equivalent*.

**Recommended preparation:** *CCNA Certificate*.

Authorized Cisco Networking Academy semester 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 BUILDING CISCO MULTILAYER 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 CISCO INTERNETWORK TROUBLESHOOTING**  
4 units

**Prerequisite:** CIS 167.

Diagnose, isolate, and correct network failures and performance problems. How to identify troubleshooting targets, use troubleshooting tools, and manage IP, IPX, AppleTalk, Catalyst, Frame Relay, and ISDN BRI connections. Emphasis toward preparing for the Cisco Certified Network Professional (CCNP) examination. Total of 54 hours lecture and 72 hours of laboratory.

**CIS 169A CCNA SECURITY**  
4 units

**Prerequisite:** CIS 165.

Design and implement security solutions that will protect the network from outside attacks. Emphasis on security policy design and management, security technologies, products, 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 CCSP (Cisco Certified Security Professional) certificate. Total of 72 hours of lecture and 54 hours of 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.

## COMPUTER SCIENCE

(Mathematics and Computer Science 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

5 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*

### CS 003A FUNDAMENTAL 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 004 PROGRAMMING LANGUAGES****3 units****Prerequisite:** CS 002.

Introduction to programming languages. Data description, syntax and semantics. Classification of languages. Comparison of concepts such as subroutines, variables and their scope, arguments and parameters, storage allocation, iteration and recursion, character strings. Examples from BASIC, COBOL, FORTRAN, PASCAL, LISP, SNOBOL. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***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 010 PASCAL****4 units****Prerequisite:** CS 002.

Basic control structures; variables, constants and expressions; procedures and functions; data types; dynamic data structures. **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 012 C PROGRAMMING****3 units****Prerequisite:** CS 010 or CIS 066.

Syntax, data types; operations and expressions; functions; formatted I/O; files; data structures. Total of 54 hours lecture.

*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, documenting, 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***CS 039 INTRODUCTION TO COMPUTER ARCHITECTURE****4 units****Prerequisite:** CS 066.

Assembly level computer organization. Basic machine representation of numeric and non-numeric data. Assembly level instruction sets, address modes and the underlying computer architecture. Multilevel view of system

hardware and software. Operation and interconnection of hardware elements. Instruction sets and addressing modes. Virtual memory and operating systems. **For** Computer Science, Computer Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### **CS 043 FORTRAN**

**4 units**

**Prerequisite:** *Math 009 or 004A.*

FORTTRAN programming techniques, including flowcharts, problem formulation and solution. Applications from mathematics and science. 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 050 INTRODUCTION TO NUMERICAL METHODS**

**5 units**

**Prerequisite:** *CS 002.*

**Recommended Preparation:** *Math 005B.*

Numerical methods and analysis of computational errors; iterative and recursive methods for finding zeros of equations; Matrix methods; numerical solutions to simultaneous equations; Curve Fitting and Interpolation, Newton's Method; evaluating integrals; determining derivatives; solving ordinary differential equations; boundary value problems. **For** Computer Science, Computer Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 72 hours lecture and 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; as-

semblers 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**

**(Community Education Center)**

### **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 12 PERSONAL GROWTH AND DEVELOPMENT**

**3 units**

A comprehensive course that integrates personal and professional growth through the development of effective 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 help-

ing 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. **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****(Art, Media and Design Division)****DANC 001 INTRODUCTION TO DANCE****1 unit**

The basics of dance as an art form, a cultural expression, and an activity. Overview of dance history from primitive times to the present. Lecture, demonstration and class performance of basic dance movements from ballet, modern, jazz, tap, ethnic, and social dance. Total of 27 hours lecture and 27 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**DANCE 2 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 004A-H WORLD ETHNIC DANCE****8 units**

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; part/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. **Each course** 1 unit and a total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

*DANC 004A AFRICA*

*DANC 004B THE AMERICAS*

*DANC 004C ASIA (CENTRAL/SOUTHEAST)*

*DANC 004D BRITISH ISLES/EUROPE*

*DANC 004E INDIA*

*DANC 004F ISLAND CULTURES*

*DANC 004G MEDITERRANEAN/MIDDLE EAST*

*DANC 004H SPAIN/PORTUGAL*

**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, 006AB, 037AB. 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, 006AB, 037AB. Total of 54 hours laboratory.

*Transfer credit: CSU; UC credit limitations. See counselor.*

### **DANC 006A BEGINNING TAP**

**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. **Maximum credit** 1 unit, 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 006B INTERMEDIATE TAP**

**1 unit**

**Recommended preparation:** *Danc 006A.*

Continued study of tap dance technique with more complex steps, variations, sequences and rhythmic patterns, increased tempo and duration. Exploration of different tap styles; emphasis on technique and expressive styling including introduction to improvisation. **Maximum credit** 1 unit, 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 007A MUSICAL/THEATRICAL TAP DANCE WORKSHOP**

**1 unit**

**Prerequisite:** *Danc 006B.*

**Recommended preparation:** *Danc 006A.*

Exploration of classic and contemporary theatrical tap styles; varied rhythms, interpretive and performance skills emphasized. Introduction to compositional elements and choreography for solo and groups pieces. Study and analysis of classic performers, their styles and contributions, significant works and productions. Choreography, staging, costuming and demonstration/performance opportunities including interdisciplinary projects and programs, and Dance Department demonstrations, concerts, productions. **Maximum credit** 2 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Family**: Danc 007AB, Musc 067, 074, 075, Thrt 075, 027. Total of 54 hours laboratory.

*Transfer credit: CSU; UC credit limitations. See counselor.*

### **DANC 007B MUSICAL/THEATRICAL TAP DANCE WORKSHOP**

**1 unit**

**Prerequisite:** *Danc 006B.*

**Recommended preparation:** *Danc 007A.*

Continued exploration with classic and contemporary theatrical tap styles; use of more complex musical rhythms and current trends with swing and Latin beats and jazz tap, rock and hip hop rhythms; choreography, staging, costuming and performing; emphasis on developing performance quality routines/compositions and presentation skills. Demonstration/performance opportunities including interdisciplinary projects and programs, and Dance Department demonstrations, concerts and productions. **Maximum credit** 2 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Family**: Danc 007AB, Musc 067, 074, 075, Thrt 075, 027. 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 individual 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 008C ADVANCED COMPOSITION AND CHOREOGRAPHY****1 unit****Prerequisite:** *Danc 008B.*

Continued exploration with designing and creating dance compositions with emphasis on complete choreographed works; exploration with costume, props, special effects, including, but not limited to, lighting, film and video, photography /slides, art and sign language. Final 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 under review.*

**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 under review.*

### **DANC 12 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 BEGINNING JAZZ DANCE**

**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 INTERMEDIATE JAZZ DANCE**

**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 lecture. *Transfer Credit: CSU; UC credit under review.*

### **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 under review.*

### **DANC 019A CONTEMPORARY BALLET WORKSHOP**

**1 unit**

**Recommended preparation:** *Danc 011B or 011C.*

Basic advanced-level barre and centre work; introduction to experimentation with classical technique to include nontraditional combinations and music; analysis of contemporary trends and styles; choreography, staging, costuming and demonstration/performance options. **Maximum credit** 1 unit, 1 unit each semester. **Maximum of 4 enrollments** in the **Dance Production Family:** Danc 010, 019ABC, 022ABC, 037C. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **DANC 019B CONTEMPORARY BALLET WORKSHOP**

**1 unit**

**Recommended preparation:** *Danc 019A.*

Continued study of basic advanced-level barre and centre work; experimentation with classical technique to include nontraditional combinations and music; analysis of contemporary trends and styles; choreography, staging, costuming and demonstration/performance options. **Maximum credit** 2 units, 1 unit each semester. **Maximum of 4 enrollments** in the **Dance Production Family:** Danc 010, 019ABC, 022ABC, 037C. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **DANC 019C CONTEMPORARY BALLET WORKSHOP**

**1 unit**

**Recommended preparation:** *Danc 019B.*

Continued study of basic advanced-level barre and centre work; experimentation with classical and modern technique to include nontraditional combinations and music; analysis of contemporary trends and styles; choreography, staging, costuming and demonstration/performance options. **Maximum credit** 2 units, 1 unit each semester. **Maximum of 4 enrollments** in the **Dance Production Family:** Danc 010, 019ABC, 022ABC, 037C. 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****2 units**

**Recommended preparation:** *Completion of one or more dance technique courses and Danc 008A, 008B or 008C.* Preparation, rehearsal and performance of individual and group works in all styles of dance, including, but not limited to ballet, ethnic, jazz, modern, tap, choreographed by faculty, guest artist/teachers and students for demonstrations, master classes, concerts and interdisciplinary projects/programs to be performed at one or more various venues on campus and in the community. Emphasis on performance skills. Requires participation in a dance performance. **Maximum credit** 2 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 022B DANCE PERFORMANCE****2 units**

**Prerequisite:** *Danc 022A.*

Continuing experience with preparation, rehearsal and performance of individual and group works in all styles of dance, choreographed by faculty, guest artist/teachers and students, performed for various programs and at various venues. Emphasis on performance skills. Requires participation in a dance performance. **Maximum credit** 2 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 022C DANCE PERFORMANCE****2 units**

**Prerequisite:** *Danc 022B.*

Advanced level experience with preparation, rehearsal and performance of individual and group works in all styles of dance, choreographed by faculty, guest artist/teachers and students, performed for various programs and at various venues. Emphasis on performance skills. 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.

*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*

**DANC 037A LEVEL II FLAMENCO****1 unit**

**Prerequisite:** *Danc 004H or retention based on successful audition.*

Continued development of dance skills and techniques specific to flamenco and classical Spanish dance forms. Footwork, rhythms and accent, music, body carriage, arm and hand work, turns and combinations. Introduction to the use of castanets and other flamenco dance accessories. Historical and cultural context. Application of concepts through practice of a partial and/or whole dance. **Maximum credit** 1 unit, 1 unit each semester. **Maximum of 4 enrollments** in the **Dance Elective Family:** Danc 004A-H, 005AB, 006AB, 0037AB. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **DANC 037B LEVEL III FLAMENCO**

**1 unit**

**Prerequisite:** *Danc 037A or retention based on successful audition.*

Development of advanced level dance skills and techniques specific to flamenco and classical Spanish dance forms. Footwork, rhythms and accent, music, body carriage, arm and hand work, turns and combinations. Continued study in the use of castanets and other flamenco dance accessories. Historical and cultural context. Application of concepts through practice of partial and/or whole dances. **Maximum credit** 1 unit, 1 unit each semester. **Maximum of 4 enrollments** 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 037C FLAMENCO PERFORMANCE ENSEMBLE**

**2 units**

**Prerequisite:** *Enrollment in or completion on Danc 037B.* Application of flamenco dance skills learned in Level II and III Flamenco for the purpose of live performances. Participation in an ensemble dancing prepared choreographies. Preparation of flamenco and Spanish dance pieces to live guitar and singing and/or recorded music. Exploration of improvisation and artistic interpretation. **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.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

## **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**

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. **Recommended** DA 110. Total of 36 hours lecture and 9 hours laboratory.

### **DA 110 INTRODUCTION TO DENTAL ESSENTIALS**

**3 units**

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. Total of 36 hours lecture.

### **DA 120 INDEPENDENT STUDY**

**1 unit**

**Prerequisite:** *DA 140.*

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.

### **DA 123A CHAIRSIDE TECHNIQUES**

**4 units**

**Prerequisite:** *Enrollment in Dental Assisting program.*

Application of chairside techniques to include infection control, dental unit operation and maintenance, 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 preparation and disassembly, 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 CHAIRSIDE TECHNIQUES**

**4 units**

**Prerequisite:** *DA 123A.*

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****Prerequisite:** *Enrollment in Dental Assisting program.*

Office administration skills that will include but not be limited to; Office management, patient records, book-keeping, patient accounts, collections, telephone technique, dental insurance and new technology used in the dental offices. 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:** *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:** *Enrollment in or completion of DA 108 and 127.*

Development of skills, knowledge and techniques required by the Dental Board of California/COMDA to become a Registered Dental Assistant. Didactic, preclinical and clinical performance of specific duties as outlined in the Dental Practice Act. Course includes but not limited to duties performed by the dental assistant, registered restorative assistant, registered orthodontic assistant and the registered surgery assistant. 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, 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 200A DENTAL ASSISTING LAB****1/2 unit****Corequisite:** *Enrollment in 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 27 hours laboratory.

**DA 200B DENTAL ASSISTING LAB****1/2 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

**Prerequisite:** *Acceptance into the Dental Hygiene program.*

**Co-requisites:** *DH 109, DH 117, Anat 115.*

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 108 hours laboratory.

### DH 101B FUNDAMENTALS OF DENTAL HYGIENE THEORY

5 units

**Corequisites:** *DH 105, 116 and 141.*

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

2 units

**Prerequisite:** *DH 101B.*

Clinical application of dental hygiene Theory and Practice with primary emphasis on pain control. Assessment of patient needs, treatment planning, oral disease control, delivery and evaluation of preventive, educational and therapeutic services. Total of 18 hours lecture and 54 hours laboratory.

### DH 104B CLINICAL DENTAL HYGIENE THEORY AND PRACTICE

6 units

**Prerequisite:** *DH 104A.*

**Co-requisites:** *DH 108, 113A, 119A.*

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. Total of 36 hours lecture and 270 hours laboratory.

### DH 104C CLINICAL DENTAL HYGIENE THEORY AND PRACTICE

7 units

**Prerequisite:** *DH 104B.*

**Co-requisites:** *DH 111, 113B, 119B, and 121.*

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.*

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, 109.*

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, 119A.*

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 AND COMMUNICATION

2 units

**Prerequisite:** *Acceptance into the Dental Hygiene program.*

**Co-requisites:** *Anat 115, DH 101A, DH 117.*

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

**Co-requisites:** *DH 104C, 113B and 121.*

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 119.*

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.*

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****Prerequisite:** *Acceptance into the Dental Hygiene program.***Co-requisites:** *Anat 115, DH 101A, DH 109.*

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****Co-requisites:** *DH 104B, 108, 113A.*

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. Total 36 of hours lecture.

**DH 119B COMMUNITY DENTAL HEALTH LABORATORY****1/2 unit****Prerequisites:** *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****Prerequisite:** *DH 101A.*

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.

**DH 121 CLINICAL PRACTICE IN ALTERNATIVE SETTINGS****1 unit****Corequisite:** *DH 104B or DH 104C.*

Practicum 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. Total of 90 hours laboratory.

**DH 122 MEDICAL EVALUATION OF DENTAL HYGIENE PATIENTS****2 units****Corequisites:** *DH 101A, 109, 117, Anat 115.*

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.

## **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<sup>1</sup>/<sub>2</sub> 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<sup>1</sup>/<sub>2</sub> 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**

**3<sup>1</sup>/<sub>2</sub> 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 100 DESIGN TECHNOLOGY**

**3 units**

Introduction to design technology through creative problem solving design processes. Emphasis on ideation, rapid prototyping and communication integrating a variety of media and techniques. Application of formal visual concepts and principles in a cross disciplinary environment integrating contextualized English and Math skills. Production using leading edge technologies, principles and practices. Total of 27 hours lecture and 81 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.

## **ECONOMICS**

(Social Sciences Division)

### **ECON 001A PRINCIPLES OF ECONOMICS**

**3 units**

Macro-economics. Introduction to concepts and tools of economic analysis; economic principles, problems and policies; nature and characteristics of economic systems, business organizations; aggregative economics, including national income, monetary and fiscal policy and international trade. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **ECON 001B PRINCIPLES OF ECONOMICS**

**3 units**

**Prerequisite:** *Econ 001A.*

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*

### **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. Prac-



tical application of theoretical concepts. Field experience hours may be used to meet CSU Teacher Preparation 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 teach-

ing 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 proce-

dures, codes and standards. Provides a technical, theoretical, 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 the in 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 009 PRINCIPLES OF DC AND AC NETWORK ANALYSIS**

**5 units**

**Prerequisite:** *Enrollment in or completion of Math 008.*

Measuring units of physics and electricity, nature and laws of the atom, resistance, voltage and current. Network theorems in simple to complex circuits. Theories of magnetism and statics leading to understanding of inductance and capacitance. sine wave analysis, series and parallel impedance circuits, vector solutions of AC, reactive and resonant circuit problems. Laboratory measurements and test techniques with instruments and computer simulation. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **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 applica-

tions. 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**

**Prerequisites:** *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 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. 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 113 PRINCIPLES OF DC AND AC NETWORK ANALYSIS

**5 units**

**Prerequisites:** *Eltn 130 and enrollment in or completion of Eltn 109B.*

Measuring units of physics and electricity, nature and laws of the atom, resistance, voltage and current. Network theorems in simple to complex circuits. Theories of magnetism and statics leading to understanding of inductance and capacitance. Sine wave analysis, series and parallel impedance circuits, vector solutions of AC, reactive and resonant circuit problems. Laboratory measurements and test techniques with instruments. Total of 72 hours lecture and 72 hours laboratory.

### ELTN 115 PRINTED CIRCUIT DESIGN AND FABRICATION

**2 units**

**Prerequisite:** *Enrollment in or completion of Eltn 130.*

Printed circuit board layout, design and construction. Conversion of schematic diagram to printed circuit board layout, photographic reduction, developing and etching and soldering techniques for production. **No credit** if taken after Eltn 015. Total of 18 hours lecture and 54 hours laboratory.

### ELTN 116 C++ PROGRAMMING FOR ELECTRICITY AND ELECTRONICS

**3 units**

**Prerequisites:** *CIS 010 and Eltn 109A.*

Development of C++ programs with particular application to problems in electricity and electronics. Program structure, library and programmer defined functions, arrays, recursive and inline functions. Pointer variables and dynamic memory allocation. Object-oriented programming, uses of classes, inheritance and derived classes. Preparation of C++ programs for solution of simultaneous linear equations and in finding roots of non-linear equations. **Recommended** CIS 036. Total of 36 hours lecture and 54 hours laboratory.

## **ELTN 117 SURVEY OF DIGITAL ELECTRONICS AND MICROCONTROLLERS**

**3 units**

**Prerequisite:** *EltN 130.*

Introduction to digital circuits including gates, sequential circuits, memory circuits and microcontrollers. Boolean algebra concepts as applied to gaming logic, introduction to programming concepts and computer numbering systems. Embedded microcontrollers and interfacing requirements, A/D and D/A conversion, sensors, operational amplifiers and actuator interfacing. 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 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. **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.

## **ELTN 133 RADIO COMMUNICATIONS AND MICROWAVES**

**5 units**

**Prerequisites:** *EltN 031 or 131 and 032 or 132.*

Modulation techniques and sideband analysis, transmitters and receivers, introduction to microwave fundamentals including: transmission lines and Smith charts, antennas and microwave devices, microwave digital modulation and transmission methods, coding and channel capacity, networks and interaction protocols, fiber optic principles and data transmission methods. Laboratory experiments with network analyzer, active circuits, antennas and microwave devices. Total of 72 hours lecture and 72 hours laboratory.

## **ELTN 134 ANTENNA FIELD TEST**

**1 unit**

**Prerequisite:** *Enrollment in or completion of Eltn 133.*

Individual projects encompassing transmission lines, radiation and propagation, antennas and communication systems. **Required** instructional trip. Total of 18 hours lecture and 18 hours laboratory.



**ELTN 142 COMPUTER SYSTEM MAINTENANCE AND REPAIR****4 units****Prerequisite:** *EltN 032 or 132.*

Theory of computer operating systems, interface standards and networks. Maintenance and repair of computer systems, peripherals, networks including use of diagnostic software. Use of laboratory test equipment in preventive maintenance, troubleshooting and repair. Computer hardware upgrades, RAM and cache memory installations, disk usage optimization and introduction to test programming. Total of 54 hours lecture and 54 hours laboratory.

**ELTN 161 NETWORK DESIGN AND INTERNETWORKING FUNDAMENTALS****3 units****Interdisciplinary course:** CIS, Electronics**Prerequisite:** *CIS 010.*

Basic network design and internetworking fundamental concepts with an emphasis on CISCO technology. The OSI model, industry protocol standards, use of IP addressing, subnet masks, and basic networking components. **May not be taken concurrently** with or after CIS 161. Total of 54 hours lecture and 36 hours laboratory.

**ELTN 162 ROUTER FUNDAMENTALS****3 units****Interdisciplinary course:** CIS, Electronics**Prerequisite:** *EltN 161 or CIS 161.*

Basic router installation and configuration with an emphasis on CISCO technology. Network standards, dynamic routing, safety and regulatory issues, the use of networking software, and the care and maintenance of networking hardware and software. **May not be taken concurrently** with or after CIS 162. Total of 36 hours lecture and 54 hours laboratory.

**ELTN 163 NETWORK DESIGN AND CONFIGURATION****3 units****Interdisciplinary course:** Electronics, CIS**Prerequisite:** *CIS 162 or Eltn 162.*

Advanced knowledge and experience with switches, bridges and routers; local area networks (LAN); introduction of virtual local area networks (VLAN) design including configuration and operation maintenance. Novell networks, Internetwork Packet Exchange (IPX), routing and Interior Gateway Routing Protocol (IGRP), network management, security and troubleshooting with emphasis toward preparing for the Cisco Certified Network Associate (CCNA) examination. **May not be taken concurrently** with or after CIS 163. Total of 54 hours lecture and 36 hours laboratory.

**ELTN 164 WIDE AREA NETWORK FUNDAMENTALS****3 units****Interdisciplinary course:** Electronics, CIS**Prerequisite:** *CIS 163 or Eltn 163.*

Instruction and experience with wide area networks (WAN), integrated services data networks (ISDN), point-to-point protocols (PPP) and frame relay design, configuration and operational maintenance on routers. Network management and security. Emphasis toward preparing for the Cisco Certified Network Associate (CCNA) examination. **May not be taken concurrently** with or after CIS 164. Total of 54 hours lecture and 36 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 008.*

Elementary operations employed in making surveys for engineering work, including the use of both optical and electronic instruments. Distance and angle measurements, stadia surveys, leveling and traversing using optical instruments, electronic Distance Measuring (EDM) instruments and Total Stations. Field methods, note keeping, and determination of errors in measurements. Determination of azimuths and bearing, topographic mapping. Computer solutions of survey problems. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC***ENGR 001B SURVEYING****3 units****Prerequisite:** *Engr 001A.*

**Recommended preparation:** *Math 008 or Eltn 109B or equivalent course in trigonometry.*

Advanced problems in surveying: calibration of chains,

baseline measurements, triangulation, curves, cross-sections, profiles, earthwork estimates, plane table surveys, machine computations and principles of tunnel and mine surveying. Determination of latitude and true meridian by sun and circumpolar star observations. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### **ENGR 002 ENGINEERING GRAPHICS**

**3 units**

**Interdisciplinary Course:** Engineering, Engineering Design Technology

Introduction to engineering and technical drawings through the use of sketching, computer-aided drafting (CAD) and dimensioning. Techniques covered include geometric construction, orthographic projection, pictorial methods, section and auxiliary views, basic descriptive geometry, 2D CAD, and 3D CAD parametric solid modeling. **May not be taken concurrently** with or after EDT 008A or DRFTG 008A. **Recommended** MATH 402 or MATH 400B. Total of 27 hours lecture and 81 hours laboratory.

*Transfer Credit: CSU; UC*

### **ENGR 006 ENGINEERING DRAWING**

**2 units**

**Prerequisites:** EDT 008A; *mathematics through trigonometry.*

Sketching, layout, details, assembly and installation drawings prepared in accordance with ASA standards. Machine elements, fits and tolerances. Total of 108 hours laboratory.

*Transfer Credit: CSU; UC*

### **ENGR 010 INTRODUCTION TO ENGINEERING**

**2 units**

Introduction to the field of engineering with emphasis on engineering activities characterized in different engineering disciplines and functions. Topics include education and training requirements, ethical and environmental concerns, historical and engineering design activities. **Recommended** enrollment in or completion of Math 009 or preparation to enter Math 005A. Total of 18 hours lecture and 54 hours of laboratory.

*Transfer Credit: CSU; UC*

### **ENGR 014 MATERIALS OF CONSTRUCTION**

**3 units**

**Prerequisites:** Chem 001A and *mathematics through trigonometry.*

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; UC*

### **ENGR 015A APPLIED MECHANICS — STATICS**

**3 units**

**Prerequisites:** Math 005B, 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 105 INTRODUCTION TO GIS APPLICATIONS**

**3 units**

Introduction to the applications of Geographical Information Systems (GIS). Use of GIS to formulate, analyze, interpret and present spatial data. Applications to various disciplines, including engineering. **Required** instructional trips. Total of 27 hours lecture and 81 hours laboratory.

**ENGR 106 INTERMEDIATE GIS APPLICATIONS****3 units**

Introduction to intermediate level Geographic Information Systems (GIS) applications. Use of GIS to execute spatial and network analysis as well as 3D analysis in order to formulate, analyze, interpret and present spatial data at a greater level. Total of 27 hours lecture and 81 hours laboratory.

**ENGINEERING DESIGN TECHNOLOGY****(Engineering and Technology Division)****EDT 008A ENGINEERING GRAPHICS****3 units**

**Interdisciplinary Course:** Engineering Design Technology, Engineering

Introduction to engineering and technical drawings through the use of sketching, computer-aided drafting (CAD) and dimensioning. Techniques covered include geometric construction, orthographic projection, pictorial methods, section and auxiliary views, basic descriptive geometry, 2D CAD, and 3D CAD parametric solid modeling. **May not be taken concurrently** with or after Engr 002. Total of 27 hours lecture and 81 hours laboratory. **Recommended** Math 402 or Math 400B.

*Transfer Credit: CSU; UC*

**EDT 008B MECHANICAL DESIGN****3 units**

**Prerequisite:** EDT 008A or Engr 002.

Production of professional working drawings for engineered parts and assemblies using parametric solid models. Development of orthographic projections, intermediate section and auxiliary views based on professional drawing standards. Understanding of manufacturing processes for geometric dimensioning and tolerancing. Development of working knowledge of standards parts through project driven assignments. Total of 27 hours lecture and 81 hours laboratory.

*Transfer Credit: CSU*

**EDT 008C DESIGN ENGINEERING****4 units**

**Prerequisites:** EDT 008B, EDT 140, EDT 230, and EDT 240.

Design, develop and manufacture of CAD parametric solid models and assemblies through material selection and product development. Course focus on higher order solid modeling tools in a systematic design process for rapid prototyping. Application of strength and motion analysis tools leading to the development and manufacturing of a prototype for a student design project. Total of 27 hours lecture and 135 hours laboratory.

*Transfer Credit: CSU*

**EDT 017 CONSTRUCTION DRAWING PRACTICES****3 units**

**Prerequisite:** EDT 008A.

Use of Computer-Aided Drafting (CAD) in the preparation of two-dimensional Architectural/Engineering/Construction drawings. Hands-on assignments using the most common CAD drawing and editing commands and viewing options; automatic dimensioning, text placement and area patterning; CAD productivity tools and techniques including arraying features, creating symbol libraries and acquiring existing designs from internet resources, and referencing multiple drawings together; plotting drawings on paper, public presentations of drawing projects. Total of 27 hours lecture and 81 hours laboratory.

*Transfer Credit: CSU*

**EDT 113 ENGINEERING DIMENSIONING AND CALCULATIONS****3 units**

**Prerequisite:** Enrollment in or completion of EDT 008B.

Basic and complex geometric constructions and trigonometric calculations; emphasis on practical mechanical design, dimensioning and machine shop metrology applications; advanced geometric dimensioning and tolerancing based on professional standards. Total of 27 hours lecture and 81 hours laboratory.

**EDT 114 BUILDING INFORMATION MODELING****3 units**

**Prerequisite:** EDT 017.

Introduction to parametric building modeling for creation of associativity between model components and drawings. Conceptual design features include mass modeling, rendered walk-through visualizations, creating floor slices, outside-in space planning and creating perspective views. Functional design features include floor slabs, work with curtain walls, use and modification of window and door features, creating and editing stairs/railings; creation of roofs and ceiling grids. Formalization of architectural designs into the form of dimensioned construction drawings to include sections, interior/exterior elevations, and door/window schedules. Preparation of a portfolio and public presentation of it will be required. Total of 27 hours lecture and 81 hours laboratory.

**EDT 118 A/E/C MODELING****3 units**

**Prerequisite:** EDT 017.

Three-dimensional computer-aided surface modeling, with a focus on Architectural/Engineering/Construction industry applications. Coursework includes 3-D geometry creation using rectangular, polar and auxiliary coordi-

nate systems; Boolean operations; advanced use of layers; production of working drawings from 3-D models; referencing multiple drawings to create assembly drawings. Collaborative project/exercises within a networked environment. Classroom presentation of project portfolio required. Total of 27 hours lecture and 81 hours laboratory.

### **EDT 120 ENGINEERING SURFACING TECHNOLOGY**

**3 units**

**Prerequisite:** EDT 008C.

Introduction to Non-uniform rational B-splines (NURBS) to represent 3-D surfaces for engineered products. Curves and surfaces under Cartesian coordinate system and edited with degree control, point control, knot multiplicity, and evaluation techniques. Collaboration with solid modelers using translation practices. Total of 27 hours lecture and 81 hours laboratory.

### **EDT 140 MATERIAL SELECTION**

**3 units**

**Prerequisite:** Tech 107A.

**Recommended Preparation:** Math 131 or Math 133B or Math 134B.

Introduction to material science and technology in the study of structure, properties, processing, and applications of materials. Emphasis will be on the materials synthesis, selection, processing and economics in engineering practices of design, testing, failure analysis, inspection, and manufacturing. Total of 54 hours lecture.

### **EDT 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 title-blocks, symbols, dimensional and geometric fits and tolerances, view representation, standard fasteners, machine elements, and weldments. Total of 18 hours lecture.

### **EDT 220 CAD TECHNICIAN INTERNSHIP**

**2 units**

**Prerequisites:** EDT 140, EDT 150, and EDT 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.

### **EDT 230 COMPUTER-AIDED MANUFACTURING**

**3 units**

**Prerequisites:** EDT 008A, Mach 220A.

Production of machining operations on CAM software to produce numerical control programming (G-Code) in or-

der 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.

### **EDT 240 GEOMETRIC DIMENSIONING AND TOLERANCING**

**1 unit**

**Prerequisite:** EDT 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.

## **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.

**Corequisite:** Engl 900.

Development of expository and argumentative essays. Instruction in writing annotated papers. Analysis of various forms of writing with emphasis on expository and argumentative essays. **Recommended** enrollment in Engl 014. Total of 72 hours lecture.

*Transfer Credit: CSU; UC*

### **ENGL 001B READING AND COMPOSITION**

**4 units**

**Prerequisite:** One of the following: (1) Engl 001A; (2) score of 4 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. Total of 72 hours lecture.

*Transfer Credit: CSU; UC*

### **ENGL 001C INTERMEDIATE COMPOSITION — CRITICAL THINKING AND ARGUMENT**

**4 units**

**Prerequisite:** Engl 001B.

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. Total of 72 hours lecture.  
*Transfer credit: CSU; UC*

### **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.*

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*

### **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.*

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-J UNDERSTANDING LITERATURE****27 units****Prerequisite:** *Eligibility for Engl 001A.*

Reading and discussion of poetry, fiction, drama and film, chiefly modern. Techniques involved in these literary forms. **Each course** 3 units. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

*ENGL 025A INTERPRETING MODERN LITERATURE*  
*ENGL 025C WOMEN IN LITERATURE*  
*ENGL 025D SCIENCE FICTION AND FANTASY*  
*ENGL 025E LITERATURE OF HORROR (GOTHIC NOVEL)*  
*ENGL 025F COMEDY AND LITERATURE*  
*ENGL 025G MYSTERY AND CRIME FICTION*  
*ENGL 025H AMERICAN JOURNEYS*  
*ENGL 025I POST-COLONIAL LITERATURES*  
*ENGL 025J UTOPIAN AND DYSTOPIAN LITERATURE*

**ENGL 026 INTRODUCTION TO LITERARY THEORY AND CRITICISM****3 units****Prerequisite:** *Engl 001B.*

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:** *Eligibility for Engl 001B.*

Significant works of American poetry and prose from the colonial period through the Civil War. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ENGL 030B AMERICAN LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001B.*

Significant works of American poetry and prose from the Civil War to 1945. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ENGL 030C AMERICAN LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001B.*

Significant works of American poetry and prose from 1945 to the present. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ENGL 034 MAJOR NOVELIST****1 unit****Prerequisite:** *Eligibility for Engl 001A.*

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.*

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.*

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.*

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:** *Engl 001B.*

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***ENGL 044B WORLD LITERATURE: 1500-1800 A.D.****3 units****Prerequisite:** *Engl 001B.*

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***ENGL 044C WORLD LITERATURE: 1800 - MID 20TH CENTURY****3 units****Prerequisite:** *Engl 001B.*

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***ENGL 045A LITERATURE OF THE BIBLE****3 units****Prerequisite:** *Eligibility for Engl 001B.*

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.*

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:** *Engl 001B.*

Survey: Beowulf to Johnson. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***ENGL 046B ENGLISH LITERATURE****3 units****Prerequisite:** *Engl 001B.*

Survey: 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.*

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.*

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*

**ENGL 052 ASIAN AMERICAN LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001A.*

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 059 CHILDREN'S LITERATURE****3 units****Prerequisite:** *Eligibility for Engl 001A.*

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.

**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 enrollment 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 units**

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.

### 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 900 WRITING CENTER LAB

.30 units

**Corequisite:** *Engl 001A*.

Development of writing skills for students in English 001A 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 901 WRITING CENTER LAB

.30 units

**Corequisite:** *Engl 100*.

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 credit limitations. See counselor.*

### 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 credit limitations. See counselor.*



**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 110 STUDY SKILLS FOR COLLEGE SUCCESS FOR ESL STUDENTS****2 units**

Development of essential academic survival skills: study techniques, time management, textbook mastery, test-taking, and note taking. Total of 36 hours lecture.

**ESL 113 ADVANCED ESL VOCABULARY WORKSHOP****2 units****Prerequisites:** *Eligibility for ESL 033A, ESL 033B, Engl 100, or Engl 001A.*

Academic vocabulary focused on advanced prefixes, roots, suffixes; two- and three-word verbs. Review of word families, dictionary use, useful idioms. **Recommended** for advanced ESL students who need to improve their academic vocabulary in order to read, write, and understand unsimplified academic English, as well as to gain confidence in understanding and using two- and three-word verbs in professional, academic, and non-academic speaking situations. Total of 36 hours 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. **Recommended** 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 150 SUPPLEMENTARY SKILLS FOR COLLEGE COMPOSITION****1 unit**

Individualized instruction to help non-native speakers overcome problems in composition. **Recommended** for non-native students enrolled in Engl 001A. Total of 36 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**Basic sentence structure, word order, parts of speech, coordination. **Recommended** for ESL students who need review of basic 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 word attack skills, vocabulary, study skills, and basic reading techniques. **Recommended** enrollment in ESL 422 or 122. **No credit** if taken after Engl 415, 130, or 014. **Cannot be taken concurrently** with ESL 460, Engl 415, 130 or 014. Total of 54 hours lecture and 18 hours laboratory.**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.**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.**ESL 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.**ESL 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 ESL 490A or ESL 490B or SPSV 490A or SPSV 490B. **No credit** if taken after ESL 432, Engl 415, 130 or 133. **Cannot be taken concurrently** with SPSV 480A or ESL 480A, Engl 415, 130 or 133. Total of 54 hours lecture and 18 hours laboratory.**ESL 490A ESL READING AND WRITING FOR DEAF STUDENTS – LEVEL I****4 units****Interdisciplinary course:** SPSV 490AIntensive practice in basic English sentence structure for students who are deaf or hard-of-hearing. Introduction 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. **May not be taken concurrently** with or after ESL 490B, SPSV 490A, SPSV 490B. (Course conducted in American Sign Language.) Total of 90 hours lecture.**ESL 490B ESL READING AND WRITING FOR DEAF STUDENTS – LEVEL II****4 units****Interdisciplinary course:** SPSV 490A**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 non fiction; 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.

## 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 Psci 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:** *Math 125 or Math 127B or Math 128B.*

Introduction to basic chemistry for the non-science major, with an emphasis on how chemical principles relate to the everyday environment. Topics include: natural resources, acid rain, air pollution, synthetic fibers, food additives, pesticides, batteries, drugs, nuclear power and alternative energy sources. **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

(Arts, Media and Design 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, Fash 005, Fash 110, Fash 002, Fash 021.*

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

**Prerequisite:** *Fash 001B, Fash 108.*

Advanced construction methods and techniques; emphasis selected from fashion, costume, wearable art or hand tailoring. Evaluation and implementation of solutions to advanced clothing construction problems. 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, Fash 002.*

Drafting basic patterns. Flat pattern manipulation for a variety of designs. Construction of basic sloper and selected 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:** *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:** *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 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 108.*

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:** *Fash 001A, 002, 021, and 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**

**Prerequisite:** *Fash 111A, 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, 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. **Recommended** *Fash 001A, Fash 002, Fash 021, and Fash 111A.* 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:** *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**

**(Engineering and Technology 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 54 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 021F	GREEK
FLNG 021G	HEBREW
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 French: grammar essentials; introduction to modern France. 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 communication skills based on 19th and 20th century French 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 communication skills based on 19th and 20th century French readings; finish review of basic structure of French; customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### FRNC 005A SURVEY OF FRENCH LITERATURE

3 units

**Prerequisite:** *Frc 004 or placement based on the foreign language assessment process.*

Survey of French literature with particular emphasis on the outstanding authors of the Middle Ages, the Renaissance and the 17th century. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### FRNC 005B SURVEY OF FRENCH LITERATURE

3 units

**Prerequisite:** *Frc 004 or placement based on the foreign language assessment process.*

Survey of French literature with particular emphasis on the outstanding authors of the 18th and 19th centuries. Total of 54 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:** *Frc 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:** *Frc 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:** *Frc 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:** *Eligibility for Engl 001A or 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***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***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****Prerequisite:** *Eligibility for Engl 001A or placement based on the foreign language assessment process.*

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****Prerequisite:** *Enrollment in or completion of any other French course.*

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***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***GEOG 002 CULTURAL GEOGRAPHY****3 units**

Cultural elements: population, economic activities, problems, analysis and interpretations of regional differ-

ences based on cultural and natural features and conditions. 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*

### **GEOG 005 ECONOMIC GEOGRAPHY**

**3 units**

World's principal economic activity patterns and their relation to elements of human and physical environment, emphasis on interdependence of world's economic regions. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **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.*

Introduction to research methods and field investigation techniques in geography from selected sites and environments in the local Southern California area. Topics include spatial and site analysis, field mapping, remote sensing, measurement and classification, and writing field reports. **Required** instructional trips. Total of 18 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU*

## **GEOLOGY**

(Natural Sciences Division)

### **GEOL 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.*

### **GEOL 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 day of instructional trips each week). Total of 18 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **GEOL 002 HISTORICAL GEOLOGY**

**4 units**

**Prerequisite:** *Geol 001 or Geol 003.*

History of earth and evolution of animals and plants including fossil specimens; emphasis on geology of North America. **Recommended** enrollment in Geol 002F. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### **GEOL 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 selected areas. **Required** four days of instructional trips (an average of two hours each week). Total of 18 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC*

### **GEOL 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. **Recommended** enrollment in Geol 003F. **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.*

### **GEOL 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.*



**GEOL 004 GEOLOGY OF CALIFORNIA****3 units****Prerequisite:** *Geol 001 or 003.*

Geologic evolution of California and western United States. Emphasis on geologic history of national and state parks. **Recommended** enrollment in Geol 40. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***GEOL 006 MINERALOGY****4 units****Prerequisite:** *Geol 001.*

Identification of minerals by physical properties and optical properties. Introduction to crystal chemistry and X-ray diffraction. **Recommended** enrollment in Geol 040. Total of 54 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU; UC***GEOL 008 PETROLOGY****4 units****Prerequisite:** *Geol 001.*

Origin, occurrence, identification and classification of igneous, sedimentary, and metamorphic rocks; emphasis on hand lens identification and field occurrences. **Recommended** enrollment in Geol 040. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC***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 interpre-

tation, rates of marine processes, ocean-atmosphere interactions, ocean structure and dynamics and coastal hazards. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC***GEOL 016 INTRODUCTION TO PLANETARY SCIENCE****3 units****Recommended preparation:** *High school or college physical science course.*

Descriptive introduction to planetary geology. Origin of the solar system including formation of elements and their condensation to form the different types of planets, asteroids and comets. Surface processes and internal evolution of the earth-like planets including meteoroid bombardment, erosion and crustal deformation. Characteristics of the gas giants including atmospheric phenomena, planetary rings, the Jovian and Saturnian satellites. Total of 54 hours lecture.

*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 022 THE AGE OF DINOSAURS****3 units**

The historical geology and paleobiology of the Mesozoic era, including dinosaur origins, evolution, lifestyles, habitat and extinction. 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 024 SCIENCE OF ATMOSPHERE****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***GEOL 030A-M GEOLOGICAL FIELD INVESTIGATION****26 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-

structional trips (an average of two hours each week). **Each** course 2 units and a total of 36 hours lecture and 18 hours laboratory.  
*Transfer Credit: CSU; UC credit limitations. See counselor.*

- GEOL 030A CHANNEL ISLANDS - COASTAL CALIFORNIA
- GEOL 030B PENINSULAR RANGES - SALTON DEPRESSION
- GEOL 030C COAST RANGES - SAN ANDREAS FAULT
- GEOL 030D SIERRA NEVADA
- GEOL 030E OWENS VALLEY - DEATH VALLEY
- GEOL 030F ROCKY MOUNTAINS
- GEOL 030G KLAMATH MOUNTAINS - NORTHERN CALIFORNIA
- GEOL 030H INTERNATIONAL STUDY AREAS
- GEOL 030I PROBLEMS IN STRUCTURAL GEOLOGY
- GEOL 030J COLORADO PLATEAU
- GEOL 030K PROBLEMS IN REGIONAL STRATIGRAPHY
- GEOL 030L APPLICATIONS OF GLOBAL POSITIONING SYSTEM
- GEOL 030M PACIFIC RIM/PACIFIC ISLANDS

#### **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.*  
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.*

**GRAPHIC COMMUNICATIONS TECHNOLOGY****(Engineering and Technology 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 BASIC SCREEN PRINTING****3 units**

History and industry overview. Survey of the safe use of inks, solvents and equipment, ink and stencil system compatibility, preparation of mechanicals, screen fabric and frames. Color and design for the commercial screen printer. Printing on a variety of surfaces. Use of the process camera and micro computer for screen printing stencil applications. **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 ap-

plications 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****1 unit**

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 36 hours laboratory.

**GRFX 116 ADVANCED SCREEN PRINTING FOR TEXTILE APPLICATIONS****1 unit****Prerequisite:** *GRFX 115*.

An intense course for the advanced screen printing student. Emphasis on a wide variety of textile substrates, including production of printed yardage. Use of specialized inks required for textile applications. Advanced techniques for printing tight register of halftones and multiple colors. Safe use of materials and equipment. **Required** instructional trips. Total of 18 hours lecture and 36 hours laboratory.

**GRFX 132A INTRODUCTORY SCREEN PRINTING****5 units**

History and description of present-day developments in the industry. In-depth work with safe use of inks, solvents and equipment. Thorough investigation of ink-stencil system compatibility, preparation of mechanicals for screen process, screen fabrics and frames. Intensive work with color and design for the commercial screen printer. Application of various inks to a variety of substrates. Introduction to the use of the process camera and microcomputer in the preparation of stencils. **Required** instructional trips. Total of 54 hours lecture and 108 hours laboratory.

**GRFX 132B INTERMEDIATE SCREEN PRINTING****5 units****Prerequisite:** *GRFX 132A*.

In-depth work with frames and proper tensing of fabrics. Screen repair. Thorough investigation. Intensive trouble-shooting. Further work in producing more complex,

tightly registered mechanicals. **Required** instructional trips. Total of 54 hours lecture and 108 hours laboratory.

**GRFX 133A ADVANCED SCREEN PRINTING****5 units****Prerequisite:** *GRFX 132B*.

Intensive work with color and design for commercial screen printing. Halftones and other advanced camera projects. Posters and advertisements. **Required** instructional trips. Total of 54 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****2 units**

Overview and history of the screen printing industry. Safe use of screen printing materials and equipment. Design, preparation of mechanicals, color mixing and matching for screen printing. Emphasis on printing multiple colors. Screen meshes, proper tensioning and repair. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

**GRFX 134B SCREEN PRINTING****2 units****Prerequisite:** *GRFX 134A*.

Discussion and demonstration of various individual commercial projects appropriate for printing with basic equipment. Hand-cut and photo stencils for standard substrates, color mixing and matching, screen building and repair. **Required** instructional trips. Total of 18 hours lecture and 54 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**

**1 unit**

**Prerequisite:** *One of the following: GRFX 132A or GRFX 013 or GRFX 134A or GRFX 115.*

**Recommended Preparation:** *GRFX 199.*

Introduction to methods used to prepare electronic files for screen printing applications. File preparation and management, problem-solving techniques, font and color management production methods. Exposure to current hardware options and software applications used in the screen printing and graphic communications industry. Planning, resolution, proofing, digital imaging, and final film production techniques. **Required** instructional trips. Total of 18 hours lecture and 36 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 AUTHORIZING**

**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**

**Interdisciplinary course:** *Journalism, GRFX*

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. **Recommended** enrollment in Art 110A. **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

#### 4 units

Introduction to desktop computer techniques for the printing and publishing industries. Proper use of popular page layout and scanning software in preparing files for the prepress production environment. Practical experience preparing customer's files for imaging by service bureaus. Typographical training in font, style, kerning and specifications for producing complete documents necessary for imaging. Precise use and safe operation of micro-computers, understanding of the file formats, fonts and trade customs used in the professional desktop publishing field. **Required** instructional trips. Total of 45 hours lecture and 81 hours laboratory.

### GRFX 221 ADVANCED DIGITAL IMAGING

#### 4 units

**Prerequisite:** *GRFX 030 or 220.*

Advanced image processing and desktop publishing techniques for the printing and publishing industries. Proper use of flatbed and drum scanners and software. Use of popular photo-manipulation and page assembly, raster image processor, image acquisition and optical character recognition software. Techniques for processing and evaluation of imagesetter film, digital/analog proofs and final film/files required by printers and publishers. **Required** instructional trips. Total of 45 hours lecture and 81 hours laboratory.

### GRFX 222 BOOK AND MAGAZINE PRODUCTION

#### 2 units

**Prerequisite:** *GRFX 030 or GRFX 220.*

Techniques used in production of publications and multi-page documents such as booklets, catalogs, books, and magazines. Related terminology and production proce-

dures as used in the printing and publishing industries. Techniques in layout, typography, type specification, and image manipulation as they relate to manufacturing methods. Preparation, delivery, and archiving of computer files necessary in publication production. Review of manufacturing processes such as printing and binding of printed booklets, books, catalogs, and magazines. Instruction in basic letterpress skills and techniques. **Required** instructional trips. Total of 18 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 issues, 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 applica-

tion 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.

## **GREEK**

(Languages Division)

### **GREK 001 ELEMENTARY MODERN GREEK**

**5 units**

Speaking, reading and writing modern Greek. Introduction to geography. Customs and culture of Greece. Corresponds to first year of high school Greek. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### **GREK 002 ELEMENTARY MODERN GREEK**

**5 units**

**Prerequisite:** Grek 001, or the first year of high school Greek, placement based on the foreign language assessment process.

Completion of grammar essentials: reading of elementary Greek texts; Greek ideals, institutions, songs, poetry. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

## **HEALTH EDUCATION**

(Natural Sciences 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.*

## **HEBREW**

(Languages Division)

### **HEBR 001 ELEMENTARY HEBREW**

**5 units**

Practice in speaking, reading and writing simple Hebrew. Introduction to the culture of Israel, its geography, history, customs and songs. Corresponds to first year of high school Hebrew. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

### **HEBR 002 ELEMENTARY HEBREW**

**5 units**

**Prerequisite:** Hebr 001, or the first year of high school Hebrew, or placement based on the foreign language assessment process.

More advanced patterns of speech and grammar essentials. Oral work. Israeli culture, modern and ancient history. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**HEBR 003 INTERMEDIATE HEBREW****5 units**

**Prerequisite:** *Hebr 002 or two years of high school Hebrew, or placement based on the foreign language assessment process.*

Grammar, conversation, reading of prose and poetry. Further study of the culture of Israel. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**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*

**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 consequences of each. **No credit** if taken after Hist 003C or 003D. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**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*

**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 credit limitations. See counselor.*

**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 credit limitations. See counselor.*

**HIST 008 HISTORY OF CALIFORNIA****3 units**

Geographical and anthropological backgrounds; political, economic, social and cultural developments; California and the United States; California and the Pacific Coast. 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*

**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 025A GREAT PERSONALITIES IN U.S. HISTORY**  
**3 units**

Biographical approach to the study of selected historical themes and problems in United States history from the colonial period to the present; influence and contributions of significant women and men. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**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 025C THE AMERICAN WEST**  
**3 units**

The West and westward movement and the creation of American democratic institutions; geographical and anthropological factors; political, economic, social and cultural developments; the West and the national identity. 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 025E ARTS AND CRAFTS MOVEMENT  
IN THE U.S.****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*

**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 expansion, slave revolts, abolition, and the Civil War. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**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 credit limitations. See counselor.*

**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 038 HISTORY OF RELIGION IN AMERICA****3 units**

Significant religious groups, leaders, issues and trends from colonial times to the present. Growth of religious liberty, relation of religion to social protest, religion and the courts, religious concerns of various ethnic and national groups. Contemporary religious developments. 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 050 HISTORY AND THE HISTORIANS**

**3 units**

Introduction to the study of history as one of the liberal arts and social sciences with an emphasis on historical theory and research methods. 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 and Computer Technology 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. 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-B INTRODUCTION TO ITALIAN CONVERSATION****4 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. **Each course** 2 units, and a 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 12 ITALIAN LITERATURE IN TRANSLATION****3 units****Prerequisite:** Eligibility for Engl 001A.

Investigation of main topics, genres, and authors of Contemporary Italian Literature. Cultural, social and historical background of significant works in twentieth century 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. **Each course** 2 units, and a 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

(Arts, Media and Design 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*

**JOUR 004A REPORTING AND NEWSWRITING****3 units****Prerequisite:** Jour 002.

Fundamentals of newswriting and reporting: language, style, organization and structure. **Recommended** enrollment in Jour 007A; keyboarding ability. Total of 54 hours lecture.

*Transfer Credit: CSU***JOUR 004B REPORTING AND NEWSWRITING****3 units****Prerequisite:** Jour 004A.

Detailed methods of gathering and writing news. Instruction and practice in writing more complex and special story types. Total of 54 hours lecture.

*Transfer Credit: CSU***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***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***JOUR 009 PUBLIC RELATIONS AND ORGANIZATIONAL COMMUNICATION****3 units**

Basic aspects of public relations and organizational communication for corporate, entertainment, non-prof-

it, and other targeted organizations. Total of 54 hours lecture.

*Transfer Credit: CSU***JOUR 021 BEGINNING PRESS PHOTOGRAPHY****3 units**

Basic photography for photojournalism. Designed to provide visual communication skills directed to the needs of individuals working in photojournalism and public relations: taking pictures that communicate information, developing film, making enlargements and meeting deadlines. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU***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 in photojournalism and contemporary publications. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU***JOUR 104A FEATURE ARTICLE WRITING****3 units**

Writing nonfiction articles and special features for magazines and newspapers. Market analysis, legal requirements/copyright and manuscript packaging. Total of 54 hours lecture.

**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.

## **JOUR 199 INTRODUCTION TO DESKTOP PUBLISHING**

**3 units**

**Interdisciplinary course:** Journalism, Graphic Communications Technology

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. **Recommended** enrollment in Art 110A. **May not be taken concurrently** with or after GFX 199. Total of 36 hours lecture and 54 hours laboratory.

## **KINESIOLOGY - ACTIVITY**

(Natural Sciences 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.

### **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 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****Recommended preparation:** *KINA 032A.*

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****Recommended preparation:** *KINA 032B.*

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 CYCLING FOR FITNESS - STATIONARY, INDOOR****1 unit**

Basic cardiovascular fitness through cycling: 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. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**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**

**Recommended preparation:** KINA 048A.

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**

**Recommended preparation:** KINA 048B.

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 049A BEGINNING GOLF****1 unit**

Basic techniques, rules and etiquette. Off campus for driving range, putting practice and playing on a "par 3" golf course. **Required** instructional trips. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 049B INTERMEDIATE AND ADVANCED GOLF****1 unit**

**Recommended preparation:** KINA 049A.

Review of basic techniques, rules and etiquette. Off campus for driving range, putting practice, advanced stroke practice, establishing handicaps, basics of team play and playing on a full golf course. **Required** instructional trips. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

**KINA 053 TABLE TENNIS****1 unit**

Basic techniques for forehand and backhand strokes, the serve and volley. Strategy for doubles and singles play. 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**

**(Office of Instruction)**

### **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 082A-E INTERCOLLEGIATE SPORTS**

#### **4 units**

Opportunity for improvement in fundamental skills of sports and knowledge of rules: baseball, basketball, cross country, football, golf, soccer, softball, swimming, tennis, track and field, volleyball and water polo. **Maximum credit** 4 units in any combination of KATH 082A-E, 1 unit each semester. **Each course** 1 unit and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **KATH 083A-C INTERCOLLEGIATE SPORTS — BASEBALL**

#### **6 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 083A-C, 2 units each semester. **Each course** 2 units and 180 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **KATH 084A-D INTERCOLLEGIATE SPORTS — BASKETBALL**

#### **8 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 8 units in any combination of KATH 084A-D, 2 units each semester. **Each course** 2 units and 180 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **KATH 085A-C INTERCOLLEGIATE SPORTS — CROSS COUNTRY**

#### **6 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 085A-C, 2 units each semester. **Each course** 2 units and 180 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*



**KATH 086A-C INTERCOLLEGIATE SPORTS — FOOTBALL****6 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 086A-C, 2 units each semester. **Each course** 2 units and 180 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 087A-C INTERCOLLEGIATE SPORTS — GOLF****6 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 087A-C, 2 units each semester. **Each course** 2 units and 180 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 089A-C INTERCOLLEGIATE SPORTS — SOCCER****6 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 089A-C, 2 units each semester. **Each course** 2 units and 180 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 090A-C INTERCOLLEGIATE SPORTS — SOFTBALL****6 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 090A-C, 2 units each semester. **Each course** 2 units and 180 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 091A-C INTERCOLLEGIATE SPORTS — SWIMMING****6 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 091A-C, 2 units each semester. **Each course** 2 units and 180 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 092A-C INTERCOLLEGIATE SPORTS — TENNIS****6 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 092A-C, 2 units each semester. **Each course** 2 units and 180 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 093A-C INTERCOLLEGIATE SPORTS — TRACK AND FIELD****6 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 093A-C, 2 units each semester. **Each course** 2 units and 180 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 094A-C INTERCOLLEGIATE SPORTS — VOLLEYBALL****6 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 094A-C, 2 units each semester. **Each course** 2 units and 180 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 095A-C INTERCOLLEGIATE SPORTS — WATER POLO****6 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 095A-C, 2 units each semester. **Each course** 2 units and 180 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 096A INTERCOLLEGIATE SPORTS — BADMINTON****2 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 096A-B, 2 units each semester. **Each course** 2 units and 180 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 096B INTERCOLLEGIATE SPORTS — BADMINTON****2 units**

Basic and advanced techniques, strategy and rules. **Required** instructional trips. **Maximum credit** 6 units in any combination of KATH 096A-B, 2 units each semester. **Each course** 2 units and 180 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

**KATH 110 PEP SQUAD & CHEER****1 unit**

**Prerequisite:** Audition. Basic techniques of cheerleading, songleading, and pep squad. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

## KINESIOLOGY - THEORY

(Natural Sciences 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 HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

3 units

Introduction to the history and significance of health, physical education, recreation and dance. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### KINT 005 FIRST AID - RESPONDING TO EMERGENCIES

3 units

Provides the knowledge and skill necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional medical help arrives. American Red Cross certificates will be issued to successful candidates in First Aid Responding to Emergencies and Adult CPR. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### 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; UC credit under review.*

### 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*

## **LEGAL ASSISTING**

**(Business and Computer Technology 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.

### **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

ity 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.

**LIBRARY**

**LIB 001 BASIC LIBRARY RESEARCH SKILLS**

**1 unit**

Organization and knowledge of academic libraries including online catalogs; periodical indexes, and online and web resources; application of the research process and research strategies; selection and evaluation of print and online resources; documenting sources and preparation of bibliographies. 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 010B ADVANCED INTERNET AND WEB-BASED RESOURCES**

**1 unit**

Focuses on advanced Internet and web-based applications and resources including browser functions, e-mail functions, search engines, online databases, advanced search techniques, information evaluation, privacy protection, discussion forums, file transfer, Internet infrastructure, and web authoring software. **Recommended** Lib 010A. Total of 18 hours lecture.  
*Transfer Credit: CSU*

**LIB 020 INDEPENDENT LIBRARY STUDY**

**1 unit**

**Prerequisites:** *Completion of two Library courses and approval of student project.*

Individual projects related to the understanding and uti-



lization of libraries and their resources; faculty conferences and direction. Total of 54 hours laboratory.

*Transfer Credit: CSU*

### **LIB 101 INTRODUCTION TO LIBRARY SERVICES FOR PARAPROFESSIONALS**

**3 units**

Theory and basic principles of library services, types of libraries, library services and functions. Emphasis on the library technicians' role in the delivery of services, the tools and terminology of library services and the relationships of libraries to the communities they serve. Discussion of library missions and ethical issues related to library services. Review of online resources that support paraprofessional activities. Explore strategies for successful job placement. Total of 54 hours lecture.

### **LIB 102 INTRODUCTION TO REFERENCE AND INFORMATION SERVICES**

**3 units**

**Prerequisite:** *Lib 001.*

**Recommended Preparation:** *Lib 101.*

Introduction to reference services and information resources appropriate for paraprofessionals working in libraries and information centers. Use of basic reference tools in print and non-print formats. Focus on the philosophy of reference/information services; criteria for the evaluation of quality services and resources; reference interview techniques; service to diverse populations. Total of 54 hours lecture.

### **LIB 103 INTRODUCTION TO CIRCULATION SERVICES**

**3 units**

Principles and practices of library circulation and access services, including online circulation modules, policies, reserve collections, shelving, inventory, statistics, training staff, interlibrary loan, customer service, and patron privacy issues. Total of 54 hours lecture.

### **LIB 104 TECHNICAL SERVICES: ACQUISITIONS, SERIALS AND PROCESSING**

**3 units**

Principles of acquiring, processing and preserving library materials including bibliographic searching, choosing vendors, ordering, receiving, physical processing, budget accounting, binding, repairing and preserving. Knowledge of basic terminology and processes in the technical services activities. **Recommended** *Lib 101.* 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 105B INTRODUCTION TO CLASSIFICATION AND SUBJECT ACCESS**

**3 units**

**Prerequisite:** *Lib 105A.*

Study of the basic principles of classification systems and authority control systems, including the Dewey Decimal Classification, the Library of Congress Classification system and the Library of Congress subject headings. Emphasis is on creating and evaluating accurate classification numbers, name authority and subject authority records. Total of 54 hours lecture.

### **LIB 106 LIBRARY TECHNOLOGY INTERNSHIP**

**1 unit**

**Prerequisites:** *Lib 101, Lib 104.*

Supervised on-the-job experience in an approved library setting information. **Pass/no pass** grading. Total of 60 hours field practice.

### **LIB 111 BASIC SURVIVAL SKILLS FOR THE INFORMATION AGE**

**1/2 unit**

Introduces students to basic computer and research skills needed to be able to access, evaluate, save, retrieve and use information resources for academic, vocational and online courses and lifelong learning. **For** students with no or limited computer skills. **Short term class.** Total of 9 hours lecture.

### **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**

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. **Recommended** Lib 105A and Lib 121. Total of 54 hours lecture.

### LIB 123 INTRODUCTION TO COPYRIGHT ISSUES FOR DIGITAL COLLECTIONS

#### 1 unit

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, Lib 122, Lib 123.

Supervised practical experience working on an approved digital project in a library or cultural heritage institution. Total of 60 hours field practice.

## 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 under-

standing and communication skills. **No credit** if taken after Engl 012. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### 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.*

Language acquisition. Focus on how language is acquired through development of phonology, morphology, syntax, semantics, cognition and performance. Total of 54 hours of lecture.

*Transfer Credit: CSU; UC*

### LING 20 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 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.

**MARKETING****(Business and Computer Technology Division)****MRKT 020 MARKETING MANAGEMENT****3 units**

An introductory course to acquaint students with the business practices involved in the activities of moving goods and services from the producer to the ultimate consumer. Additional areas of interest include retailing, wholesaling, new product decisions, pricing, 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.

**MATHEMATICS****(Mathematics and Computer Science 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 CALCULUS****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. \*C-ID: MATH 221***MATH 005B CALCULUS****5 units****Prerequisite:** Math 005A or placement based on the Math assessment process.

Differentiation and integration of trigonometric, exponential, logarithmic and hyperbolic functions, techniques of integration, indeterminate forms and infinite series. Total of 90 hours lecture.

*Transfer Credit: CSU; UC**\*Course Identification Numbering System (C-ID)*

## MATH 005C 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 008 TRIGONOMETRY

4 units

**Prerequisite:** Math 131 or Math 132C or Math 133B or Math 134B, and Math 139; or placement based on the assessment process.

**Recommended preparation:** Math 003.

Functions, relations and graphs, inverse functions; trigonometric functions, identities and equations; solution of triangles, inverse trigonometric functions; complex numbers, DeMoivre's Theorem; introduction to vectors; topics in analytic geometry including parametric equations and polar coordinates. **For** mathematics and science majors but open to all qualified students. **No credit** if taken after Math 007A or 007B. Total of 90 hours lecture.

*Transfer Credit:* CSU

## 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

## MATH 012 FINITE MATH

4 units

**Prerequisite:** Math 131 or 132C or 133B or 134B or placement based on the Math assessment process.

Equations, graphs and functions. Exponential and logarithmic functions. Compound interest, annuities, amortization. Systems of equations, matrix operations, inverses, Leontief input-output analysis. Linear inequalities, Linear Programming, the Simplex Method. Counting techniques, probability, random variables. Bayes' Formula, Markov Chains. Strictly determined and mixed strategy games. Total of 90 hours lecture.

*Transfer Credit:* CSU; UC

## 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.

\*Course Identification Numbering System (C-ID)



**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 038 FOUNDATIONS OF ELEMENTARY SCHOOL MATHEMATICS****5 units****Prerequisites:** *Math 015 and Math 139; or placement based on the Math assessment process.*

Meets the mathematics requirements for the elementary teaching credential by using problem-solving techniques to develop skills in the following categories: rational and real number systems; measurement; calculators; geometry; patterns and functions; statistics and probability; logic; algebra; and the teaching of mathematics through discovery-based learning. This course requires a great deal of writing, prior completion of English 001A is suggested. Total of 90 hours lecture and 54 hours of laboratory.

*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 110 SKILLS FOR COLLEGE SUCCESS IN MATH, ENGINEERING AND SCIENCE****1 unit**

Development of essential study techniques for success in math, engineering, and science courses; orientation to computer based technologies, career planning, time management, textbook mastery, lecture outlining, test taking, and critical analysis. **No credit** if taken after Math 330 or Math 331. Total of 18 hours lecture.

**MATH 125 BEGINNING ALGEBRA****4 units****Prerequisite:** *Math 402, 400B 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 127A BEGINNING ALGEBRA I****2 units****Prerequisite:** *Math 402 or 400B, or placement based on the Math assessment process.*

Simplifying linear and polynomial expressions; using properties of exponents; applications and solving linear 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 125 or Math 128A. Total of 54 hours lecture.

**MATH 127B BEGINNING ALGEBRA II****2 units****Prerequisite:** *Math 127A or Math 128A.*

Simplifying rational and radical expressions; factoring polynomials; applications and solving rational, radical, and quadratic equations. **Maximum credit** for Math 125, 127AB, and 128AB is 4 units. **No credit** if taken after Math 125 or Math 128B. Total of 54 hours lecture.

**MATH 128A BEGINNING ALGEBRA I****2 units****Prerequisite:** *Math 402 or Math 400B, or placement based on the Math assessment process.*

A computer-assisted beginning algebra course. To satisfy the Beginning Algebra requirement, students must complete Math 128A and Math 128B. Topics include: simplifying linear and polynomial expressions; using

*\*Course Identification Numbering System (C-ID)*

properties of exponents; applications and solving linear 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 125, or 127B. Total of 45 hours lecture.

### **MATH 128B BEGINNING ALGEBRA II**

**2 units**

**Prerequisite:** *Math 128A or Math 127A.*

A computer-assisted beginning algebra course. To satisfy the Beginning Algebra requirement, students must complete Math 128A and Math 128B. Topics include: simplifying rational and radical expressions; factoring polynomials; applications and solving rational, radical, and quadratic equations. **Maximum credit** for Math 125, 127AB, and 128AB is 4 units. **No credit** if taken after Math 125, or 127B. Total of 45 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 133A INTERMEDIATE ALGEBRA I**

**2 units**

**Prerequisite:** *Math 125 or Math 127B or Math 128B or placement based on the Math assessment process.*

Linear and absolute value equations and inequalities, factoring, rational expressions and applications, operations on and graphs of functions. **No credit** if taken after Math 131 or Math 134A. Total of 54 hours lecture.

### **MATH 133B INTERMEDIATE ALGEBRA II**

**2 units**

**Prerequisite:** *Math 133A or Math 134A.*

Radical expressions and applications, completing the square, exponential and logarithmic functions and applications, complex numbers. **No credit** if taken after Math 131 or Math 134B. Total of 54 hours lecture.

### **MATH 134A INTERMEDIATE ALGEBRA I**

**2 units**

**Prerequisites:** *Math 125 or Math 127B or Math 128B or placement based on the Math assessment process.*

A computer-assisted intermediate algebra course. Linear and absolute value equations and inequalities, factoring, rational expressions and applications, operations on and graphs of functions. **Maximum credit** for Math 131, 133AB, and 134AB is 4 units. **No credit** if taken after Math 131 or Math 133B. Total of 45 hours lecture.

### **MATH 134B INTERMEDIATE ALGEBRA II**

**2 units**

**Prerequisite:** *Math 133A or Math 134A.*

A computer-assisted intermediate algebra course. Radical expressions and applications, completing the square, exponential and logarithmic functions and applications, complex numbers. **Maximum credit** for Math 131, 133AB, and 134AB is 4 units. **No credit** if taken after Math 131 or Math 133B. Total of 45 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**

**6 units**

**Prerequisite:** *Math 250 or Math 402 or Math 400B or Math 125 or Math 128B 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 lectures and 54 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****6 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. **For** non-STEM majors, but open to all qualified students. **No credit** if taken after Math 402, 400B, 125, 127B, or 128B. Total of 90 hours lecture and 54 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 332 SKILLS FOR COLLEGE SUCCESS IN MATHEMATICAL ANALYSIS 1****2 units****Corequisite:** *Math 007A.*

Development and rigorous practice of essential study

techniques and course material for success in Mathematical Analysis 1. Integration of supplemental instruction, life management skills, and intermediate-level critical thinking/problem solving strategies. **Pass/no pass** grading. Total of 45 hours lecture.**MATH 333 SKILLS FOR COLLEGE SUCCESS IN MATHEMATICAL ANALYSIS 2****2 units****Corequisite:** *Math 007B.*Development and rigorous practice of essential study techniques and course material for success in Mathematical Analysis 2. Integration of supplemental instruction, life management skills, and intermediate-level critical thinking/problem solving strategies. **Pass/no pass** grading. Total of 45 hours lecture.**MATH 400A PREALGEBRA I****2 units****Prerequisite:** *Math 450, or placement based on the Math assessment process.*An individualized computer-based program in prealgebra; 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 402 or 250 or 400B. Math 400A and Math 400B are 2 units each with a total of 45 hours lecture per semester.**MATH 400B PREALGEBRA II****2 units****Prerequisite:** *Math 400A.*An individualized computer-based program in 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 402 or 250. Math 400A and Math 400B are 2 units each with a total of 45 hours lecture per semester.**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.

### **MATH 490 PREALGEBRA HOMEWORK LAB**

**1 unit**

**Corequisite:** *Math 402.*

Development of basic math skills for students in prealgebra through the use of the Homework Lab. Individualized instruction using computer software and an instructor. Total of 54 hours laboratory.

## **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 MA 111A and MA 115 and Pyso 100.*

Occupational Safety and Health Act regulations; medical asepsis and infection control; vital signs and height/weight measurements; initial medical record documen-

tation; 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; enrollment 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, 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:** MA 122, 124, and 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

### (Art, Media and Design Division)

First semester music majors are expected to enroll in Introduction to Music Studies (Musc 011). As a music major, students are expected to declare a performance area (voice, piano or other instrument) to participate in at least one large performing group each semester, to be enrolled in Concert Music (Musc 010) each semester and to perform for faculty juries on their major instrument each semester unless special exemption has been allowed. In addition to studying their major instrument each semester AND enrolling in one of the following: Musc 008, 009A-L, 018, 108 or 118, students are urged to develop as much facility on the piano as possible. All auditions are held during the first week of the fall semester and the weeks immediately prior to the spring semester. Consult the Art, Media and Design Division for the audition schedule.

### MUSC 001 THEORY

#### 3 units

**Prerequisite:** Ability to read music in at least one clef as determined by the Music assessment process.

**Corequisites:** Musc 004A and 010.

**Recommended preparation:** Musc 041A and/or Musc 102.

Notation, time values, scales, intervals, rhythmic patterns, construction and uses of the three principal chords; beginning work in ear training. **Recommended** enrollment for music majors in Musc 011 and one of the following: Musc 008, 009, 018, 108 or 118. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### MUSC 002A MUSICIANSHIP

#### 2 units

**Prerequisite:** Musc 001.

**Corequisites:** Musc 003A, 040B and 010.

Melodic, rhythmic, two- to four-part and harmonic ear training. Sight singing of easy music in treble and bass clefs. Total of 36 hours lecture and 36 hours music laboratory.

*Transfer Credit: CSU; UC*

### MUSC 002B MUSICIANSHIP

#### 2 units

**Prerequisite:** Musc 002A.

**Corequisites:** Musc 003B, 004C and 010.

Melodic, rhythmic, two- to four-part and harmonic ear training. Sight singing of moderately difficult music in treble, bass and movable C clefs, including all diatonic intervals and advanced rhythm patterns. Music terminology. Analysis of melody and form. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### MUSC 002C MUSICIANSHIP

#### 2 units

**Prerequisite:** Musc 002B.

**Corequisites:** Musc 003C, 004D and 010.

Advanced ear training with melodic, two- to four-part and harmonic materials parallel to Musc 003C. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### MUSC 003A HARMONY

#### 3 units

**Prerequisite:** Musc 001 or placement based on the Music assessment process.

**Corequisites:** Musc 002A, 004B and 010.

Diatonic harmony, including primary and secondary triads with inversions. Nonchordal tones introduced. Harmonization of given and original melodies. Harmonic analysis of music literature. Study of figured bass. **Recommended** enrollment for music majors in Musc 008, 009, 018, 108 or 118. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### MUSC 003B HARMONY

#### 3 units

**Prerequisite:** Musc 003A.

**Corequisites:** Musc 002B, 004C and 010.

Includes 7th chords, all non-chordal tones and ornaments, elementary modulation and harmonic elaboration. Writing in choral and instrumental combinations of various sizes, including piano style writing. Composition, musical form and analysis. **Recommended** enrollment for music majors in Musc 008, 009 or 018. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### MUSC 003C HARMONY

#### 3 units

**Prerequisite:** Musc 003B.

**Corequisites:** Musc 002C, 004D and 010.

Advanced application of diatonic and chromatic harmony. Includes 9th, 11th and 13th chords. Modulation, altered chords, analysis of appropriate music. Integrated study of contrapuntal, 20th century and instrumentation techniques. Composition, musical form and analysis. **Recommended** enrollment for music majors in Musc 008, 009, or 018. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### MUSC 004A KEYBOARD SKILLS

#### 2 units

**Corequisites:** Musc 001, 010.

Primarily for music majors. Keyboard realization of theoretical and harmonic materials from Musc 001 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 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 004B KEYBOARD SKILLS**

**2 units**

**Prerequisite:** *Musc 004A or placement based on the Music assessment process.*

**Corequisites:** *Musc 002A, 003A and 010.*

Primarily for music majors. Standard first-year piano book and appropriate supplementary materials. Transposition, improvisation and keyboard study of harmonic materials from Musc 003A. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 004C KEYBOARD SKILLS**

**2 units**

**Prerequisite:** *Musc 004B.*

**Corequisites:** *Musc 002B, 003B, 010.*

Primarily for music majors. Standard repertoire representative of music from the Baroque through the contemporary periods. Development of functional keyboard skills correlated with Musc 003B. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 004D KEYBOARD SKILLS**

**2 units**

**Prerequisite:** *Musc 004C.*

**Corequisites:** *Musc 002C, 003C, 010.*

Primarily for music majors. Standard repertoire and functional keyboard skills, correlated with Musc 003C in preparation for the keyboard proficiency examination. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 005A MODAL COUNTERPOINT**

**2 units**

**Prerequisite:** *Musc 003A.*

Principles of 16th century modal counterpoint in two, three and four parts. Analysis and composition of Renaissance motets. **Fall** semester. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **MUSC 005B TONAL COUNTERPOINT**

**2 units**

**Prerequisite:** *Musc 003A.*

Principles of tonal counterpoint in two, three and four parts. Analysis and composition of inventions and fugues of the Baroque and Classic periods. **Spring** semester. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **MUSC 007A MUSIC HISTORY AND LITERATURE**

**3 units**

**Prerequisite:** *Musc 003A.*

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** the music major and music teaching minor, but open to all qualified students.

**Fall** semester. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 007B MUSIC HISTORY AND LITERATURE**

**3 units**

**Prerequisite:** *Musc 003A.*

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** the music major and music teaching minor, but open to all qualified students.

**Spring** semester. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 008 APPLIED MUSIC**

**1 unit**

**Prerequisite:** *Audition.*

**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.*

In-class instrumental or vocal performance that reflects individual study with a private teacher (at student expense). 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 18 hours practice laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 009A INDIVIDUAL INSTRUCTION I**

**1 unit**

**Prerequisite:** *Audition.*

**Corequisites:** *Musc 010 and one of the following: Musc 043, 056, 057A-G, 059, 060, 061, 062, 063, 064, 065, 066, 082.*

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 27 hours lecture and 90 hours practice laboratory.

*Transfer Credit: CSU; UC*

### **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 27 hours lecture and 90 hours practice laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 009C INDIVIDUAL INSTRUCTION III (CLASSICAL)**

**1 unit**

**Prerequisite:** *Musc 009B.*

**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 27 hours lecture and 90 hours practice laboratory.

*Transfer Credit: CSU; UC*

### **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 27 hours lecture and 90 hours practice laboratory.

*Transfer Credit: CSU; UC*

### **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 27 hours lecture and 90 hours practice laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 009F INDIVIDUAL INSTRUCTION - KEYBOARD 1 unit**

**Prerequisite:** *Retention based on successful audition.*

**Corequisites:** *Musc 010 and one of the following: Musc 043, 059, 060, 063, 064, 066.*

Individual instruction in the classical study of piano, organ, or harpsichord. One-half hour private lesson each week with an instructor on the Applied Music staff and participation in an Applied Music recital class. Emphasis on technique, repertoire and performance skills. **Required** end of semester jury performance. **Recommended** enrollment in smaller ensemble and/or jazz groups. **For** students performing at college level. Total of 27 hours lecture and 90 hours practice laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 009G INDIVIDUAL INSTRUCTION - GUITAR 1 unit**

**Prerequisite:** *Retention based on successful audition.*

**Corequisites:** *Musc 010 and one of the following: Musc 063, 064, 066, 082.*

Individual instruction in the classical study of guitar.

One-half hour private lesson each week with an instructor on the Applied Music staff and participation in an Applied Music recital class. Emphasis on technique, repertoire and performance skills. **Required** end of semester jury performance. **Recommended** enrollment in smaller ensemble and/or jazz groups. **For** students performing at college level. Total of 27 hours lecture and 90 hours practice laboratory.

*Transfer Credit: CSU; UC*

#### **MUSC 009H INDIVIDUAL INSTRUCTION - STUDIO/JAZZ KEYBOARD**

##### **1 unit**

**Prerequisite:** *Retention based on successful audition.*

**Corequisites:** *Musc 010 and one of the following: Musc 056, 057A-G.*

Individual instruction in the study of studio/jazz keyboard. One-half hour private lesson each week with an instructor on the Applied Music staff and participation in an Applied Music recital class. Emphasis on technique, repertoire, improvisation, and performance skills. **Required** end of semester jury performance. **Recommended** enrollment in smaller ensemble and/or jazz groups. **For** students performing at college level. Total of 27 hours lecture and 90 hours practice laboratory.

*Transfer Credit: CSU; UC*

#### **MUSC 009I INDIVIDUAL INSTRUCTION - STUDIO/JAZZ ELECTRIC OR ACOUSTIC BASS**

##### **1 unit**

**Prerequisite:** *Retention based on successful audition.*

**Corequisites:** *Musc 010 and one of the following: Musc 056, 057A-G.*

Individual instruction in the study of studio/jazz electric or acoustic bass. One-half hour private lesson each week with an instructor on the Applied Music staff and participation in an Applied Music recital class. Emphasis on technique, repertoire, improvisation, and performance skills. **Required** end of semester jury performance. **Recommended** enrollment in smaller ensemble and/or jazz groups. **For** students performing at college level. Total of 27 hours lecture and 90 hours practice laboratory.

*Transfer Credit: CSU; UC*

#### **MUSC 009J INDIVIDUAL INSTRUCTION - STUDIO/JAZZ ELECTRIC OR ACOUSTIC GUITAR**

##### **1 unit**

**Prerequisite:** *Retention based on successful audition.*

**Corequisites:** *Musc 010 and one of the following: Musc 056, 057A-G.*

Individual instruction in the study of studio/jazz electric or acoustic guitar. One-half hour private lesson each

week with an instructor on the Applied Music staff and participation in an Applied Music recital class. Emphasis on technique, repertoire, improvisation, and performance skills. **Required** end of semester jury performance. **Recommended** enrollment in smaller ensemble and/or jazz groups. **For** students performing at college level. Total of 27 hours lecture and 90 hours practice laboratory.

*Transfer Credit: CSU; UC*

#### **MUSC 009K INDIVIDUAL INSTRUCTION - STUDIO/JAZZ DRUM SET**

##### **1 unit**

**Prerequisite:** *Retention based on successful audition.*

**Corequisites:** *Musc 010 and one of the following: Musc 056, 057A-G.*

Individual instruction in the study of studio/jazz drum set. One-half hour private lesson each week with an instructor on the Applied Music staff and participation in an Applied Music recital class. Emphasis on technique, repertoire, improvisation, and performance skills. **Required** end of semester jury performance. **Recommended** enrollment in smaller ensemble and/or jazz groups. **For** students performing at college level. Total of 27 hours lecture and 90 hours practice laboratory.

*Transfer Credit: CSU; UC*

#### **MUSC 009L INDIVIDUAL INSTRUCTION - STUDIO/JAZZ VOICE**

##### **1 unit**

**Prerequisite:** *Retention based on successful audition.*

**Corequisites:** *Musc 010, and one of the following: Musc 056, 057A-G, 063, 064, 066.*

**Recommended preparation:** *Musc 071A or 171A.*

Individual instruction in the study of studio/jazz voice. One-half hour private lesson each week with an instructor on the Applied Music staff and participation in an Applied Music recital class. Emphasis on techniques, repertoire, improvisation, and performance skills. **Required** end of the semester jury performance. **Recommended** enrollment in smaller ensemble and/or jazz groups. **For** students performing at college level. Total of 27 hours lecture and 90 hours practice laboratory.

*Transfer Credit: CSU; UC*

#### **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 011 INTRODUCTION TO MUSIC STUDIES**

**1 unit**

An overview of the knowledge, skills, materials and courses necessary for the college music major. Assessment of student's performance and writing ability level for proper course placement, transfer needs and/or career goals. Brief survey of music history including styles, forms and terms. Development of basic aural and critical listening skills. **For** first year music majors. Total of 36 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **MUSC 013 TWENTIETH CENTURY TECHNIQUES**

**3 units**

**Prerequisite:** *Musc 003C or placement based on the music assessment process.*

Survey of and composition in the most important styles of the 20th century. Includes the music of Debussy, Ravel, Schoenberg, Stravinsky, Bartok and Murphy. Significant developments in film music and song writing. **No credit** if taken after Musc 125. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 015 SEMINAR IN CONDUCTING**

**1 unit**

**Prerequisite:** *Musc 003A 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 ADVANCED PERFORMANCE REPERTOIRE**

**1 unit**

**Prerequisite:** *Musc 09C or 09E.*

**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 expressive 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 27 hours lecture and 90 hours laboratory.

*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**

**2 units**

**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 108 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **MUSC 021 MUSIC APPRECIATION**

**3 units**

Introduction to Western classical music—its understanding and enjoyment; music elements; performance media; style and literature. Emphasis on awareness and evaluation of music in everyday life. **Required** concert attendance. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### **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 and 18 hours music laboratory.

*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 and 18 hours music laboratory.

*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 and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

**MUSC 024B HISTORY OF ROCK****3 units**

Survey of rock music from the late 1940's 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 and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

**MUSC 025 AFRO-AMERICAN MUSIC****3 units**

Survey of the evolution and development of Afro-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 and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

**MUSC 026 LATIN AMERICAN MUSIC****3 units**

Survey of the evolution and development of Mexican and South American music from pre-Columbian era through the 20th century. Fusion of native Indian, European and African influences in the folk, popular and symphonic traditions. Characteristics of salsa, mariachi and other regional styles. **Required** concert attendance. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

**MUSC 027 ASIAN MUSIC****3 units**

Survey of the musics of Middle East, India, the Far East and Southeast Asia; historical and cultural influences, social and religious implications, instrumental and vocal styles. **Required** concert attendance. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

**MUSC 028 HISTORY OF OPERA****3 units**

Analysis of representative operas by the major composers of each period from the Seventeenth through Twentieth centuries in Europe and the United States. Origin and development of related musical genres, forms, and styles. Emphasis on critical listening skills. **Recommended** ability to read music, but open to all interested students. **Required** concert attendance. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

**MUSC 030 MUSIC EDUCATION FOR YOUNG CHILDREN****3 units**

Survey of music, teaching techniques and materials suitable for children ages 2-7. Functional skills in reading and performing children's music literature: development of principles for organizing a child development curriculum. **Recommended** enrollment in or completion of Musc 041A, 101 or 102. **No credit** if taken after Musc 030A or 030B. Total of 54 hours lecture and 36 hours music laboratory.

*Transfer Credit: CSU*

**MUSC 032 INTRODUCTION TO MUSIC EDUCATION**  
**1 unit**

**Recommended Preparation:** *Musc 003A and enrollment in either Musc 059, 060, 061, 062, 063, 064 or 065.*

Basic technique for teaching K-12 instrumental and vocal music. **For** students considering entering the field of music education. Total of 18 hours lecture and 36 hours field practice.

*Transfer Credit: CSU*

**MUSC 034A JAZZ KEYBOARD SKILLS****1 unit**

**Prerequisite:** *Musc 004A or 041A.*

Study of the harmonic and melodic materials of jazz, blues, standard tunes, and modal jazz. Emphasis on the ability 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. **Recommended** Musc 036A. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

**MUSC 034B ADVANCED JAZZ KEYBOARD SKILLS****1 unit**

**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 singers 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.

*Transfer credit: CSU; UC*

### **MUSC 035 MUSIC PREPARATION AND MUSIC COPYING**

**2 units**

**Prerequisite:** *Musc 001 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 001 or placement based on the Music assessment process.*

Major, minor, modal jazz scales. Chord construction: triads through 13th's with alterations, poly chords. Chord families and functions. The II-V-I progression with variations and voice leading. Ear training. Total of 54 hours lecture and 18 hours music laboratory.

*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 and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 037A-D SCORING AND ARRANGING**

**8 units**

**Prerequisite:** *Musc 036A or placement based on the Music assessment process.*

Scoring and arranging for instrumental and vocal ensembles in traditional and contemporary styles and formats. **Each course** 2 units and a total of 36 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

*MUSC 037A BIG BAND*

*MUSC 037B COMBOS*

*MUSC 037C VOCAL*

*MUSC 037D STRINGS*

### **MUSC 038A WORLD BEAT - THEORY AND MUSICIANSHIP**

**2 units**

**Recommended preparation:** *Musc 023.*

Music theory, musicianship, and performance of music from various cultural perspectives including Africa, South and East Asia, Indonesia, Oceania, and the Americas. Music as an expression of its culture. The elements of music, development of reading, writing, and aural skills. Improvisation, part-singing, and instrument making. Application to each student's area of performance specialization. **No credit** if taken after Musc 038. Total of 18 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 038B AFRICAN DRUMMING**

**1 unit**

Performance techniques within the cultural context of African music. Combining various drumming patterns for group performance. Includes ritual and social functions. For student interested in understanding and performing African music. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038BCD, 044, 057AE, 070ABCDE, 082, 133E. Total of 18 hours lecture and 36 hours laboratory.

*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 038BCD, 044, 057AE, 070ABCDE, 082, 133E. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 038D MIDDLE EASTERN MUSIC ENSEMBLE**

**1 unit**

Performance techniques and cultural context of Middle Eastern music. Playing techniques in the ud (fretless lute) and other Middle Eastern instruments. Focus on common classical and folk genres. For students interested in understanding, appreciating and performing

Middle Eastern music. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family**: Musc 038BCD, 044, 057AE, 070ABCDE, 082, 133E. Total of 18 hours lecture and 36 hours laboratory.  
*Transfer Credit: CSU*

**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**  
**1 unit**

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. **Recommended** enrollment in Musc 101 or 102. Total of 36 hours lecture and 18 hours music laboratory.  
*Transfer Credit: CSU; UC*

**MUSC 041B FIRST YEAR PIANO**  
**1 unit**

**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.  
*Transfer Credit: CSU; UC*

**MUSC 042A SECOND YEAR PIANO**  
**1 unit**

**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.  
*Transfer Credit: CSU; UC*

**MUSC 042B SECOND YEAR PIANO**  
**1 unit**

**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.  
*Transfer Credit: CSU; UC*

**MUSC 042C INTERMEDIATE PIANO**  
**1 unit**

**Prerequisite:** *Musc 042B or retention based on successful audition.*  
Primarily for non-music majors. Study and performance of varied intermediate materials and repertoire. Focus on comprehensive areas of development in accurate reading, technique, tonal control and efficient practice. Total of 36 hours lecture and 18 hours music laboratory.  
*Transfer Credit: CSU; UC*

**MUSC 043 PIANO ENSEMBLE**  
**1 unit**

**Prerequisite:** *Musc 042C or 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, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **For** students playing at college level. Total of 72 hours laboratory.  
*Transfer Credit: CSU; UC*

**MUSC 044 PIANO ACCOMPANYING**  
**1 unit**

**Prerequisite:** *Musc 009F or placement based on successful audition.*  
Introduction to the technique 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 038BCD, 044, 057AE, 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.  
*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.

*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. **Required** instructional trips. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 059, 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 **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **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**

**Prerequisite:** *Audition.*

**Corequisite:** *Musc 061.*

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 **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 108 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **MUSC 056 VOCAL JAZZ ENSEMBLE**

**1 unit**

**Prerequisite:** *Retention based on successful audition.*

Rehearsal and performance of literature suitable to the vocal jazz ensemble. Vocal and choral techniques and improvisation. **For** students singing at college level. **Re-**

**quired** 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 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC*

### **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 avant-garde using written arrangements and lead sheets. Opportunities for extended improvised soloing as part of a 10-piece group, typically five or six 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 038BCD, 044, 057AE, 070ABCDE, 082, 133E. **For** students playing at college level. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC*

### **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.

*Transfer Credit: CSU; UC*

### **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.

*Transfer Credit: CSU; UC*

### **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 Family**: Musc 056, 057BCDFG, 133D. **For** students playing at college level. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC*

#### **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 038BCD, 044, 057AE, 070ABCDE, 082, 133E. **For** guitarists, bassists and drummers playing at college level. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC*

#### **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*

#### **MUSC 057G DIXIELAND/SWING COMBO**

**1 unit**

**Prerequisite:** *Retention based on successful audition.*

Theory, history, rehearsal and performance of jazz in New Orleans, Dixieland and Swing styles using written arrangements and lead sheets. Opportunities for extended improvised soloing as part of a 10-piece group, typically four to six horns and rhythm section. **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 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC*

#### **MUSC 059 CHAMBER ORCHESTRA**

**1 unit**

**Prerequisite:** *Retention based on successful audition.*

Study and performance of appropriate musical literature. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family**: Musc 043, 053, 054, 055, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **For** students playing at college level. Total of 54 hours lecture and 18 hours laboratory.

*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, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC*

#### **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 **Traditional Ensemble Family**: Musc 043, 053, 054, 055, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **Fall** semester. **Satisfies** one unit of Physical Education Activity credit each semester. Total of 81 hours lecture and 63 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

#### **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, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **Spring** semester. Total of 81 hours lecture and 27 hours laboratory.

*Transfer Credit: CSU; UC*



### 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. **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, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC*

### MUSC 064 CHAMBER SINGERS

2 units

**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, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

### MUSC 065 COLLEGE/COMMUNITY CONCERT BAND

1 unit

**Prerequisite:** *Retention based on successful audition.*

Rehearsal and performance of representative band literature. Emphasis on development of sight reading and instrumental performance skills. **For** students performing 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, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC*

### MUSC 066 MADRIGALS

1 unit

**Prerequisite:** *Retention based on successful 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, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC*

### MUSC 067 MUSIC THEATER PRODUCTION

1 unit

**Prerequisite:** *Retention based on successful audition.*

Rehearsal and performance of literature from the musical theater. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Family**: Danc 007AB, Musc 067, 074, 075, Thrt 075, 027. **For** students performing at college level. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

### MUSC 069 GOSPEL CHOIR

1 unit

Study, rehearsal, and performance of choral music of the African-American gospel traditions. Development of stylistic and ensemble skills. **For** students singing 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, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 54 hours lecture and 18 hours laboratory.

*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 038BCD, 044, 057AE, 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 038BCD, 044, 057AE, 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 038BCD, 044, 057AE, 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 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038BCD, 044, 057AE, 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 038BCD, 044, 057AE, 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.

*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.

*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 literature, 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 credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Family:** Danc 007AB, Musc 067, 074, 075, Thrt 075, 027. **For**

students performing at college level. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

### **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, 074, 075, Thrt 075, 027. Total of 18 hours lecture and 72 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.

*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.

*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 038BCD, 044, 057AE, 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.

*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.

*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**

#### **1 unit**

Rudiments of standard percussion instruments with emphasis upon snare drum. **Recommended** ability to read music. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC*

### **MUSC 087B MELODIC PERCUSSION**

#### **1 unit**

**Recommended preparation:** *Musc 041A or 102.*

Performance aspects of keyboard percussion instruments and tympani. Total of 36 hours lecture and 18 hours music 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 095A INTRODUCTION TO SOUND DESIGN AND SYNTHESIS**

#### **1 unit**

**Recommended preparation:** *Enrollment in or completion of one of the following: Musc 041A, 101, or 102.*

Synthesis and sound design as it applies to television and films. Use of software and hardware for recording, sampling, and editing. Sound manipulation using filters, ring modulators, and envelope generators. Creating effects and original sounds. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU*

### **MUSC 095B ELECTRONIC MUSIC IN COMPOSITION**

#### **2 units**

**Prerequisites:** *Musc 101 or 102 and 095A or placement based on the Music assessment process.*

Application of electronic music to composition including tape manipulation, form analysis and mixing techniques. Total of 36 hours lecture and 36 hours music laboratory.

*Transfer Credit: CSU; UC*

### **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**

An individualized multi-media course; 27 hours of self-paced study in the Music Laboratory. Introduction to music notation- melodic and rhythmic. Note values, meter, time signatures, the grand staff, major scales and keys. **Recommended** enrollment in Musc 041A or study of a musical instrument or voice. Total of 27 hours music laboratory.

### **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.

### **MUSC 112A ELECTRIC BASS TECHNIQUES**

**1 unit**

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.

### **MUSC 112B ELECTRIC BASS REPERTOIRE**

**1 unit**

**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.

### **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**

**1 unit**

**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**  
**1 unit**

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.

**MUSC 129A MUSIC IN MULTIMEDIA**  
**3 units**

**Recommended preparation:** *Musc 101 or 102, or ability to read music, and one of the following: Musc 021, 022, 024A, 024B, 025, 028, 007A, 007B.*

Survey of the uses of music with computer software and hardware in multimedia. The Power Macintosh computer and the internet. Software and use of multimedia in music and education. Copyright and legal issues. Hands on use of MIDI and recording studio hardware and software for creating sound in multimedia. Multimedia and the internet including music for web sites, CD ROMs and video production. Total of 54 hours lecture and 18 hours music laboratory.

**MUSC 130 MUSIC EDUCATION FOR YOUNG CHILDREN**  
**3 units**

Survey of music, teaching techniques and materials suitable for children ages 2-7. Functional skills in reading and performing children's music literature. **Recommended** enrollment in or completion of Musc 041A, 101 or 102. **No credit** if taken after Musc 030. Total of 54 hours lecture and 36 hours music laboratory.

**MUSC 131 MULTICULTURAL MUSIC MATERIALS FOR YOUNG CHILDREN**  
**3 units**

**Recommended preparation:** *Musc 030 or 130.*

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 36 hours lecture and 54 hours music laboratory.

**MUSC 133A PERFORMANCE ENSEMBLE — ORCHESTRA**

**1/2 unit**

**Prerequisite:** *Retention based on successful audition.*

Rehearsal and preparations for actual performance by soloists and ensembles. **Maximum credit** 2 units, 1/2 unit each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **Pass/no pass** grading. Total of 18 hours lecture.

**MUSC 133B PERFORMANCE ENSEMBLE — CONCERT BAND**

**1/2 unit**

**Prerequisite:** *Retention based on successful audition.*

Rehearsal and preparations for actual performance by soloists and ensembles. **Maximum credit** 2 units, 1/2 unit each semester **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **Pass/no pass** grading. Total of 18 hours lecture.

**MUSC 133C PERFORMANCE ENSEMBLE — CHOIR**

**1/2 unit**

**Prerequisite:** *Retention based on successful audition.*

Rehearsal and preparations for actual performance by soloists and ensembles. **Maximum credit** 2 units, 1/2 unit each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 059, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **Pass/no pass** grading. Total of 18 hours lecture.

**MUSC 133D PERFORMANCE ENSEMBLE — JAZZ**

**1/2 unit**

**Prerequisite:** *Retention based on successful audition.*

Rehearsal and preparations for actual performance by soloists and ensembles. **Maximum credit** 2 units, 1/2 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**

**1/2 unit**

**Prerequisite:** *Retention based on successful audition.*

Rehearsal and preparations for actual performance by soloists and ensembles. **Maximum credit** 2 units, 1/2 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038BCD, 044, 057AE, 070ABCDE, 082, 133E. **Pass/no pass** grading. Total of 18 hours lecture.

### **MUSC 134 MUSICAL DEVELOPMENT & ASSESSMENT FOR YOUNG CHILDREN**

**3 units**

**Recommended preparation:** *Musc 030 or 130.*

Research-based study of the way young children develop musical skills. Integration of the basics of child development, music development, and music teaching leading to the cultivation and retention of musical ability. Practical application of various strategies used in assessment and evaluation of children's musical behaviors. Meets partial fulfillment of the requirements for Child Development specialization in preschool music education. Total of 36 hours lecture and 54 hours laboratory.

### **MUSC 135 MUSIC CURRICULUM APPLICATIONS FOR YOUNG CHILDREN**

**3 units**

**Recommended preparation:** *Musc 030 or 130.*

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 36 hours lecture and 54 hours laboratory.

### **MUSC 140 MUSIC LABORATORY**

**1 unit**

For each verified 54 hours that the student spends in the rhythm lab, music library or practice room beyond the lab requirements of other music classes, 1 unit of credit will be granted. **Pass/no pass** grading. Total of 54 hours music laboratory.

### **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.

### **MUSC 147 INTERSESSION MUSIC LABORATORY**

**1/2 unit**

For each verified 27 hours that the student spends in the rhythm lab, music library or practice room beyond the lab requirements of other music classes, 1/2 unit of credit will be granted. **Pass/no pass** grading. **Summer and winter** intersession. Total of 27 hours music laboratory.

### **MUSC 171A TECHNIQUES OF POPULAR SINGING**

**1 unit**

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. **Recommended** enrollment in Musc 101 or 102. Total of 36 hours lecture and 18 hours music laboratory.

### **MUSC 171B TECHNIQUES OF POPULAR SINGING**

**1 unit**

**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.

### **MUSC 171C VOCAL JAZZ PERFORMANCE TECHNIQUES**

**1 unit**

**Recommended Preparation:** *Musc 071A, 009E, 009L or choral music experience.*

Development of skills needed for the professional vocal jazz musician. Emphasis on fundamental singing techniques and vocal health, interpretation and stage presence. Study of the standard jazz repertoire, various singing styles, microphone technique, improvisation, preparing lead sheets and arrangements and working with a rhythm section. **Recommended** enrollment in Musc 101 and 102. Total of 36 hours lecture and 18 hours music laboratory.

## **NURSING**

**(Health Sciences Division)**

### **NURS 050 FOUNDATIONAL NURSING CARE**

**4 units**

**Prerequisites:** *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:** *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 051L BEGINNING NURSING – CLINICAL****5 units****Corequisite:** *Nurs 051.*

Application of beginning nursing theory and concepts to promote and maintain safe, effective health care with culturally diverse patients. Implement professional 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 conditions, including maternal, newborn, child, adolescent, and adult health. **Pass/no pass** grading. Total of 270 hours laboratory.

*Transfer Credit: CSU***NURS 051S BEGINNING NURSING – SEMINAR 1 unit****Corequisites:** *Nurs 051, 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, 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 052L INTERMEDIATE NURSING CARE – CLINICAL****5 units****Corequisite:** *Nurs 052.*

Application of intermediate nursing theory and concepts to promote and maintain safe and effective health care with culturally diverse patients. Implement 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. **Pass/no pass** grading. Total of 270 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:** *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**

**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 patient responses to physiologic and psychosocial health conditions of adult and geriatric clients. 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, 123A.*

Review of basic nursing 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 108A.*

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 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 administration of medications. Calculation of intravenous rates and management of intravenous fluids for the vocational nurse. Total of 36 hours lecture.

**NURS 125 FUNDAMENTALS OF VOCATIONAL  
NURSING—THEORY**

**5 units**

**Prerequisites:** *Nurs 103, Nutr 011 or 125; Psyc 102 or 024; and enrollment in or completion of Pyso 100.*

**Corequisites:** *Nurs 108A, 123A, 125L, 125S.*

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, 123A, 125, 125L, 125S.***Corequisites:** *Nurs 108B, 123B, 126L, 126S.*

Progression in vocational nursing. Theory common to adult medical/surgical clients. Elaboration on the nursing process and concepts of communication in a multicultural environment. 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:** *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:** *Nurs 108B, 123B, 126, 126L.***Corequisite:** *Nurs 127L.*

Continuation and progression in vocational nursing. Theory common to the care of maternal-child, pediatric, and medical-surgical clients. Concepts of emergency and disaster nursing, leadership and supervision. Current trends in vocational nursing, legal, ethical issues and career opportunities. **Twelve weeks.** 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. Integration 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.***Corequisite:** *Nurs 050.*

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 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 ROLE TRANSITION TO REGISTERED NURSING**

**1 1/2 units**

**Prerequisite:** *Acceptance into Licensed Vocational Nurse Based Registered Nursing program.*

Nursing concepts, judgments, and practices related to the role transition of the licensed vocational nurse to the registered nurse. Total of 27 hours lecture.

### **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*

## **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. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **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*

**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****(Arts, Media and Design 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. **Formerly** Phot 100. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit under review.*

**PHOT 021 ELEMENTARY PHOTOGRAPHY****3 units**

Basic principles of black and white photography as an expressive medium: cameras, composition, exposure meters, film, film development, wet lab darkroom printing, and introduction to photographic genres. Genres covered will include conceptual, documentary, fashion, landscape, photojournalism, portrait, staged, still life, and street photography. Total of 36 hours lecture and 99 hours laboratory.

*Transfer Credit: CSU; UC*

**PHOT 022A BLACK AND WHITE LARGE FORMAT  
FINE ARTS PHOTOGRAPHY****3 units**

**Prerequisite:** *Phot 021.*

Relationship between fine arts and commercial techniques in black and white photography. View camera, normal and wide angle lenses; chemistry of black and white development, print retouching and toning. Fine arts and commercial assignments in large format photography including lighting techniques in the studio and environmental photography. Total of 36 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU*

**PHOT 022B COLOR LARGE FORMAT FINE ARTS  
PHOTOGRAPHY****3 units**

**Prerequisite:** *Phot 023A.*

Relationship between fine arts and commercial techniques in color photography. View camera, normal and

wide angle lenses; chemistry of color development, print retouching. Fine arts and commercial assignments in studio and environmental photography with the large format camera. Contemporary trends in fine arts and commercial color photography. Total of 36 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU*

### **PHOT 023A COLOR PHOTOGRAPHY**

**3 units**

**Prerequisite:** *Phot 021.*

Color negative and print laboratory work with emphasis on both technical and aesthetic aspects of the color photography medium. **Recommended** Art 050A-B. Total of 36 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU*

### **PHOT 023B ADVANCED COLOR PHOTOGRAPHY**

**3 units**

**Prerequisite:** *Phot 023A.*

Advanced color printing laboratory work: direct positive printing procedures, experimental color processes and advanced portfolio preparation and presentation. Total of 36 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU*

### **PHOT 024A EXPERIMENTAL PHOTOGRAPHY**

**3 units**

**Prerequisite:** *Phot 021.*

Principles of design and composition studied through representational and non-representational forms. Grain, blur, high contrast, soft focus, arbitrary color, b/w infrared film, sequential imagery, Sabattier and flashed printmaking, macro techniques, screens, photograms, magazine transfers and sequential strip imagery. Total of 36 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU*

### **PHOT 024B EXPERIMENTAL PHOTOGRAPHY**

**3 units**

**Prerequisite:** *Phot 021.*

Design and composition through representational and non-representational forms. Multiple exposure, sandwiching, high key, step printing, Marshall's oils, constructive and modular imagery, b/w and color posterization, cyanotype, blending and photomontage, collaged positives and color key. Total of 36 hours lecture and 90 hours 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 FILMMAKING – ELECTRONIC**

**3 units**

Introduction to basic motion picture procedures utilizing VHS video systems. Emphasis on film theory, camera and editing techniques, and script development. Short dramatic and documentary group projects. 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 one of the following: Art 031A, Art 040, Art 050B, Art 056, GRFX 030, GRFX 035, GRFX 220, GRFX 245A 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. **Recommended** enrollment in Phot 111. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **PHOT 031 BEGINNING DIGITAL PHOTOGRAPHY**

**3 units**

**Prerequisite:** *Phot 021 or placement based on the Photography assessment process.*

**Recommended preparation:** *Enrollment in Phot 111.*

Introduction to photography using a hand held digital camera. Develop concepts and skills in digital exposure, control of light, image editing and management, as well as output for print and screen. Emphasis on the aesthetic and conceptual issues of digital photography. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU*

### **PHOT 033 PORTRAIT PHOTOGRAPHY**

**3 units**

**Prerequisite:** *Phot 021 and Phot 031 or placement based on the art assessment process.*

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 set-ups using hot lights, strobes, electronic metering will be covered. Total of 36 hours lecture and 90 hours laboratory.

*Transfer credit: CSU; UC*

### **PHOT 040 FASHION PHOTOGRAPHY**

**3 units**

**Prerequisite:** *Phot 031 or placement based on the art assessment process.*

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 90 hours laboratory.

*Transfer Credit: CSU*

### **PHOT 100 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.

### **PHOT 111 INTRODUCTORY SKILLS FOR SUCCESS IN PHOTOGRAPHY DIGITAL MEDIA**

**1 unit**

**Co-requisite:** *Enrollment in one of the following: Phot 023A or 030 or 031.*

Introductory level practice in computer based technology skills in introductory digital photography courses.

**Pass/no pass** grading. Total 54 hours laboratory.

### **PHOT 112 DEVELOPING SKILLS FOR SUCCESS IN PHOTOGRAPHY DIGITAL MEDIA**

**1 unit**

**Co-requisite:** *Enrollment in one of the following: Phot 033 or 040 or 100.*

Developing level practice in computer based technology skills in digital photography courses at a developing level. **Pass/no pass** grading. Total 54 hours laboratory.

### **PHOT 113 INTERMEDIATE SKILLS FOR SUCCESS IN PHOTOGRAPHY DIGITAL MEDIA**

**1 unit**

**Co-requisite:** *Enrollment in one of the following: Phot 023B or 029 or 132.*

Intermediate level practice in computer based technology skills in digital photography courses at an intermediate level. **Pass/no pass** grading. Total 54 hours laboratory.

### **PHOT 114 ADVANCED SKILLS FOR SUCCESS IN PHOTOGRAPHY DIGITAL MEDIA**

**1 unit**

**Co-requisite:** *Enrollment in one of the following: Phot 132 or 135 or 136 or 140.*

Advanced level practice in computer based technology skills for success, in Advanced Photography digital art courses. **Pass/no pass** grading. Total of 54 hours laboratory.

### **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. **Recommended** enrollment in Art 110D. **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 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 information. 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. **Recommended** enrollment in Art 110D. Total of 36 hours lecture and 72 hours laboratory.

### **PHOT 131 ZONE SYSTEM OF PHOTOGRAPHY**

**3 units**

**Prerequisite:** *Phot 021 or high school photography or placement based on the art assessment process.*

Application of "zone-system" to roll film; experience in grain-size control and compositional changes as a result of focal length variation; mixing of electronic flash and reciprocal light sources. **Recommended** enrollment in Art 110D. Total of 36 hours lecture and 90 hours laboratory.

### **PHOT 132 ADVANCED DIGITAL PHOTOGRAPHY**

**3 units**

**Prerequisites:** *Phot 030 and Phot 031, or placement based on the Photography assessment process.*

**Recommended Preparation:** *Enrollment in Phot 114.*

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, 122A and Phot 022A or 024A or 024B; OR 2) portfolio*

*presentation; OR 3) placement based on the Photography assessment process.*

**Recommended preparation:** *Enrollment in Phot 114.*

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 90 hours laboratory.

### **PHOT 136 VIDEO FOR PHOTOGRAPHERS**

**3 units**

**Prerequisites:** *Phot 021 or Jour 021.*

**Recommended Preparation:** *Phot 031 or Phot 023A. Enrollment in Phot 114.*

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: 1) Phot 030 and one of the following: Phot 022A or Phot 023B or Phot 024A or Phot 024B or Phot 031 or Phot 033 or Phot 040 or Phot 122A or Phot 130 or Phot 135 or portfolio presentation; OR 2) placement based on the Photography assessment process.*

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.***Recommended preparation:** *Any transfer level course in the Physical Sciences.*

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.***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.

tific 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.***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 credit limitations.***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 credit limitations.***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 credit limitations.***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.*

Mechanics. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

\*C-ID: PHYS 205

#### PHYS 001B GENERAL PHYSICS

5 units

**Prerequisites:** *Phys 001A and Math 005A.*

Oscillations and waves, gravitation, thermodynamics. **Recommended** enrollment in or completion of Math 5B and familiarity with a computer language. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

#### PHYS 001C GENERAL PHYSICS

5 units

**Prerequisites:** *Phys 001A, Phys 001B and Math 005B.*

Electricity and magnetism. Maxwell's equations, electromagnetic radiation and optics. **Recommended** enrollment in or completion of Math 005C and familiarity with a computer language. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

#### PHYS 001D GENERAL PHYSICS

5 units

**Prerequisites:** *Phys 001C and Math 005C.*

Interaction of light with matter; introduction to modern physics, including relativity theory, atomic and nuclear physics. **Recommended** enrollment in or completion of Math 055 and familiarity with a computer language. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

#### PHYS 002A GENERAL PHYSICS

4 units

**Prerequisite:** *Math 131 or 132C.*

**Recommended preparation:** *Math 004A or Math 008.*

Classical mechanics, wave motion and thermodynamics. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

#### PHYS 002B GENERAL PHYSICS

4 units

**Prerequisite:** *Phys 001A or 002A.*

Electromagnetic interaction, radiation, relativity theory, cosmology, atomic and nuclear physics, elementary particle theory. 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 125 or Math 127B or Math 128B.*

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, 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.*

\*Course Identification Numbering System (C-ID)

## PHYSIOLOGY

(Natural Sciences Division)

### PYSO 001 HUMAN PHYSIOLOGY

4 units

**Prerequisites:** *Anat 025, 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 credit limitations. See counselor.*

### PYSO 002A PHYSIOLOGY AND ANATOMY

4 units

**Prerequisite:** *Biol 105 or Chem 002A or Chem 022 or Chem 001A, or placement based on the biochemistry assessment process.*

Introduction to human anatomy and physiology; cells and tissues; skeletal, muscular and nervous systems; sense organs. Personal and community health. **Recommended** a lab science course. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### PYSO 002B PHYSIOLOGY AND ANATOMY

4 units

**Prerequisite:** *Pyso 002A.*

Anatomy and physiology of the human endocrine, circulatory, respiratory, digestive, urinary and reproductive systems; fluid, electrolyte, and acid-base balance; metabolism of nutrients. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### 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, Pyso 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.

## POLITICAL SCIENCE

(Social Sciences Division)

### POLS 001 INTRODUCTION TO AMERICAN GOVERNMENT

3 units

Principles and problems of government with emphasis on national government in the United States. Pols 001

and 002 usually required for advanced political science courses. **No credit** if taken after AmerI 5. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### POLS 002 COMPARATIVE GOVERNMENT

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*

### 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*

### 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*

**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 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. 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*

**PSYC 005 RESEARCH METHODS IN PSYCHOLOGY**

**4 units**

**Prerequisite:** *Psyc 001.*

Introduction to the planning and execution of research

*\*Course Identification Numbering System (C-ID)*

in psychology, and to the analysis, interpretation and reporting of data. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

### **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. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.*

### **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*

### **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.*

### **PSYC 025 HUMAN SEXUALITY**

#### **3 units**

Historical, psychological, sociological and biological aspects of love, intimacy and human sexuality. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

### **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*

### **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.



## RADIOLOGIC TECHNOLOGY

(Health Sciences Division)

### RDTC 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:** *Rdct 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.

### RDTC 101 MEDICAL PROCEDURES FOR THE TECHNOLOGIST

3 units

**Prerequisites:** *Valid CPR card and Pyso 002A and B.*

**Corequisite:** *Rdct 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.

### RDTC 102 RADIATION PROTECTION

3 units

**Prerequisites:** *Rdct 100, 101.*

**Corequisites:** *Rdct 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.

### RDTC 103A RADIOGRAPHIC ANATOMY AND POSITIONING

3<sup>1</sup>/<sub>2</sub> units

**Prerequisites:** *Rdct 100, 101.*

**Corequisites:** *Rdct 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.

### RDTC 103B RADIOGRAPHIC ANATOMY AND POSITIONING

3<sup>1</sup>/<sub>2</sub> units

**Prerequisites:** *Rdct 102, 103A, 110, 112A, 117A.*

**Corequisites:** *Rdct 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.

### RDTC 103C RADIOGRAPHIC ANATOMY AND POSITIONING

3 units

**Prerequisites:** *Rdct 103B and 119.*

**Corequisites:** *Rdct 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.

### RDTC 104 PRINCIPLES OF RADIOGRAPHIC EXPOSURE

3 units

**Prerequisites:** *Rdct 102, 103A, 110, 112A, 113A, 117A.*

**Corequisites:** *Rdct 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.

### RDTC 105 SPECIAL RADIOGRAPHIC PROCEDURES

3 units

**Prerequisites:** *Rdct 119.*

**Corequisites:** *Rdct 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.

### RDTC 110 PROFESSIONAL ETHICS

2 units

**Prerequisites:** *Rdct 100 and 101.*

**Corequisites:** *Rdct 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:** *Rdtc 119.***Corequisites:** *Rdtc 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:** *Rdtc 100, 101.***Corequisites:** *Rdtc 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:** *Rdtc 102, 103A, 110, 112A, 117A.***Corequisites:** *Rdtc 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:** *Rdtc 102, 103A, 112A, and 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:** *Rdtc 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:** *Rdtc 103C, 105, 111, 117C.***Corequisites:** *Rdtc 117D; 118; and either Rdtc 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:** *Rdtc 100, 101, valid CPR card.***Corequisites:** *Rdtc 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:** *Rdtc 102, 103A, 110, 112A, 113A, 117A.***Corequisites:** *Rdtc 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:** *Rdtc 113A, 117A, 117B, 119. Valid CPR card.***Corequisites:** *Rdtc 103C, 105, 111.*

Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Total of 512 hours laboratory.

**RDTC 117D CLINICAL EXPERIENCE****4 units****Prerequisites:** *Rdtc 103C, 105, 111, 117C.***Corequisites:** *Rdtc 116, 118, and either Rdtc 121 or Rdtc 123.*

Clinical experience in the radiology department of affiliated hospitals under the supervision of a certified radiologic technologist. Total of 512 hours laboratory.

**RDTC 118 FLUOROSCOPY****3 units****Prerequisites:** *Rdtc 103C, 105, 111, 117C.***Corequisites:** *Rdtc 116; 117D; and either Rdtc 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:** *Rdte 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:** *Rdte 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:** *Rdte 103C; 105; 111; 117C or a valid CRT ARRT Certification certificate.*

**Corequisites:** *Rdte 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:** *Rdte 103C; 105; 111; 117C or a valid California Radiologic Technologist Certificate in Diagnostic Radiology, and/or approval from the Program Director.*

**Corequisites:** *Rdte 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.

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*\*Course Identification Numbering System (C-ID)*

**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**

Major contributions of African Americans, American Indians, Asian Pacific Americans, and Chicanos/Latinos to American history and culture; identification and overview of major concerns and problems of these groups; major theories of race relations. Total of 54 hours lecture.  
*Transfer Credit: CSU; UC. \*C-ID: SOCI 150*

**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***SOC 025 BRITISH LIFE AND CULTURE****3 units**

A survey of British culture and civilization. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***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***SOC 110 SKILLS FOR COLLEGE SUCCESS  
IN SOCIOLOGY****1 unit**

Development of essential study techniques for success in sociology courses; orientation to applications of computer-based technologies in sociology; time management; textbook mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

**SOCIO 130 WORK AND FAMILY MANAGEMENT****2 units**

Time management, conflict resolution, budgeting, responsibility, stress management, employee rights and responsibilities, goal setting, job needs, family issues, child care issues, family and work ethics. Total of 36 hours lecture.

**SPANISH****(Languages Division)****SPAN 001 ELEMENTARY SPANISH****5 units**

Practice in pronunciation, reading, writing and speaking. 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***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.*Completion of elementary grammar essentials; stress on oral work; further study of Spanish and Latin-American civilization. **No credit** if taken after Span 002A. Total of 90 hours lecture.*Transfer Credit: CSU; UC***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. **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.*

Development of communication skills based on 19th and 20th century Spanish and Spanish-American readings; review of the basic structure of Spanish. Customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**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 development of communication skills based on 19th and 20th century Spanish and Spanish-American readings; finish review of the basic structure of Spanish. Customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC*

**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 XIX 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 which is grammatically correct, lexically sophisticated and rhetorically competent. Production of coherent expository prose. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**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, lit-

erature, 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.)

**Recommended** intermediate Spanish skills. **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 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 100 INFANTS AND CHILDREN WITH EXCEPTIONAL NEEDS**

**3 units**

Impact of exceptional needs on physical, mental and functional abilities of infants, preschool and school-age children, adolescents and their families; how these affect the child's emotional, social and educational development; specific techniques for the paraprofessional working in educational, clinical and recreational settings. **Recommended** enrollment in or completion of Psyc 021. Total of 54 hours lecture.

**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 105 BEHAVIOR MANAGEMENT IN SPECIAL EDUCATION**

**3 units**

Basic concepts of behavior management and their application in special education, residential and home settings for children and adults with disabilities. **Recommended** Psyc 021 or 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.

**SET 122 SPECIAL EDUCATION FIELD PRACTICE****2 units**

**Prerequisite:** *Maintain enrollment in 7 or more units, including field practice; concurrent enrollment in other special education courses.*

Supervised field practice in approved special education or relevant community agency settings, working directly with children or adults with disabilities. **Pass/no pass** grading. Total of 18 hours lecture and 90 hours field practice.

**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 concurrently** 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****(Arts, Media and Design 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 002 PERSUASION****3 units**

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*

**SPCH 003 VOICE AND DICTION****3 units**

Physiological and anatomical basis of voice production and articulation. Instruction in articulation, pronunciation

tion 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*

#### **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.

*Transfer Credit: CSU*

#### **SPCH 005B FORENSICS**

##### **1 unit**

Intercollegiate debate and/or Readers' Theater. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

*Transfer Credit: CSU*

#### **SPCH 006 ARGUMENTATION AND DEBATE**

##### **3 units**

Principles and forms of argumentation and debate. Logical analysis and reflective thinking. Adaptation of materials 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 COMMUNICATION AND GROUP LEADERSHIP**

##### **3 units**

Communication in business, civic and industrial organizations; management of small and large groups; parliamentary procedure. Total of 54 hours lecture.

*Transfer Credit: CSU*

#### **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*

#### **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*

#### **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*

#### **SPCH 100 PREPARATION FOR PUBLIC SPEAKING**

##### **1/2 unit**

Concentration on delivery, research, stress reduction techniques for success in public speaking courses. **Six weeks. No credit** if taken after Spch 001, 005, 006, 010 or 012. Total of 18 hours lecture and 36 hours laboratory.

#### **SPCH 101 SPEECH LABORATORY**

##### **1 unit**

Special projects and on-campus supervised performance in preparation for public speaking. Guided study activities, assigned readings, and research in the development of speaking skills for the Forensics team and other endeavors such as theater, student government and community activities. **Pass/no pass** grading. Total of 54 hours laboratory.

*\*Course Identification Numbering System (C-ID)*

**SPCH 102 SPEECH LABORATORY****2 units**

Special projects and on-campus supervised performance in preparation for public speaking. Guided study activities, assigned readings, and research in the development of speaking skills for the Forensics team and other endeavors such as theater, student government and community activities. **Pass/no pass** grading. Total of 108 hours laboratory.

**SPCH 120 SPEECH-LANGUAGE LAB****1 unit**

Correction of speech/language problems. **Pass/no pass** grading. Total of 54 hours laboratory.

**SPCH 121 PRACTICAL SPEECH****3 units**

Techniques of oral communication, with emphasis on developing communication skills relating to the work place. Total of 54 hours lecture.

**SPCH 124 BOOKS AND STORYTELLING FOR CHILDREN****3 units**

Self-appraisal; techniques of and experiences in storytelling. Bibliography of children's books. **Recommended** enrollment in English 59. Total of 54 hours lecture.

**SPCH 125 PROFESSIONAL COMMUNICATION****3 units**

Practical experience in communication skills used in the professions such as decisionmaking, group facilitation, leadership roles, status relationship communication, conflict resolution and communication networks as a variable in organizations. Total of 54 hours lecture.

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT****(Art, Media and Design 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.*

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

### (Business and Computer Technology Division)

#### STAT 015 STATISTICS FOR BUSINESS AND ECONOMICS

##### 4 units

(Business and Computer Technology Division)

**Prerequisite:** *Bus 014A or placement based on the Business assessment process.*

Descriptive and inferential statistics. Collection, analysis and presentation of business and economic data using frequency distributions, charts, number summaries and other graphic methods: Measures of central tendency, deviation and distribution shape. Basic probability theory and operations. Discrete and continuous distributions: Normal, binomial, hypergeometric, Poisson, chi square and F. Sampling theory, point and interval estimation, hypothesis testing (large and small samples,) analysis of variance, covariance, correlation, regression, and non-parametric methods using calculators and computers. **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 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; 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 Engineering and Technology Division 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.

*\*Course Identification Numbering System (C-ID)*

## TELEVISION AND RADIO

(Art, Media and Design Division)

### TVR 001 SURVEY OF TELECOMMUNICATIONS

3 units

Overview of the telecommunications industry. History, law, business operations, economics, new technology, career opportunities and the future of the telecommunications industry. **Recommended** Comm 1. Total of 54 hours lecture.

*Transfer Credit: CSU*

### TVR 002A FUNDAMENTALS OF AUDIO FOR MEDIA

3 units

Physics of sound and characteristics of human hearing as applied to digital sound recording and production techniques used in radio broadcasting and related fields, microphone use, audio mixing, digital (computer workstation) editing, sound quality evaluation, signal flow, equipment interfacing, cabling, field production, digital formats, audio signal processing and program continuity. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

### 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, FCC rules and regulations, mathematical calculations relating to proper transmitter operation, program logs, remote control systems, remote pickup units, EAS system requirement. All students will have the opportunity to become certified as radio station operators by the Society of Broadcast Engineers. **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 007 VIDEO CONTROLS LABORATORY

3 units

Introduction to video in a television studio environment. Operation of studio equipment including: cameras, lighting, audio, video switcher. Concepts of production and Advanced Television Systems Committee scanning. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU*

### TVR 012 ANNOUNCING AND PERFORMING IN ELECTRONIC MEDIA

3 units

Performance for electronic media with emphasis on voice skills, communication of personality and ideas.

Techniques for various microphones and environment. **Recommended** enrollment in Spch 003. Total of 54 hours lecture.

*Transfer Credit: CSU*

### TVR 014A PRODUCTION TECHNIQUES FOR ELECTRONIC MEDIA

3 units

**Recommended preparation:** TVR 002A and TVR 012.

Basic techniques of programming, writing, producing, directing and announcing. **Recommended** enrollment in TVR 015. Total of 54 hours lecture.

*Transfer Credit: CSU*

### TVR 014B ADVANCED RADIO PRODUCTION

3 units

**Prerequisite:** TVR 014A.

Advanced projects in production: news, public affairs, documentary and music programs. **Recommended** enrollment in or completion of TVR 018. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU*

### TVR 015 INTRODUCTION TO RADIO AND TELEVISION WRITING

3 units

Creative and structural elements of broadcast writing including advertising, station promos, documentary, news and various live and taped television program formats. 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 TELEVISION AND SOCIETY**

**3 units**

The many dimensions of television; its role as a pervasive medium of mass communication; its effect on popular culture, attitudes, opinions and beliefs; guide to practical criticism. 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 102 TELEVISION CONTROLS LABORATORY**

**2 units**

**Prerequisites:** TVR 002A and enrollment in or completion of TVR 106C.

Practical experience in the use of TV controls; cameras, videotape, switchers, lighting, audio and telecine. **Pass/no pass** grading. Total of 108 hours laboratory.

### **TVR 103A ADVANCED AUDIO RECORDING TECHNIQUES**

**3 units**

**Prerequisite:** TVR 002A.

Multi-channel recording techniques; studio set-ups; multitrack mixing systems; editing. Total of 36 hours lecture and 54 hours laboratory.

### **TVR 103B ADVANCED AUDIO RECORDING TECHNIQUES**

**3 units**

**Prerequisite:** TVR 103A.

Multi-channel mixdown methods, signal processing, stereo imaging. Light studio maintenance. Total of 36 hours lecture and 54 hours laboratory.

### **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 105 TELEVISION MASTER CONTROL OPERATIONS**

**1 unit**

**Prerequisite:** TVR 106B.

Experience in on-air television master control operations: Pasadena City College closed circuit television and community cable television head-end facility. Total of 18 hours lecture and 54 hours laboratory.

### **TVR 106A TELEVISION OPERATIONS**

**4 units**

Definition, processing, distribution of audio and television signals, use of studio monitoring equipment and introduction to elementary test signals, FCC rules and regulations, color television scanning. Total of 72 hours lecture and 18 hours laboratory.

### **TVR 106B TELEVISION OPERATIONS**

**4 units**

Modulation systems, magnetic tape theory and operation, system evaluation with test signals, video camera and encoding systems. Total of 72 hours lecture and 18 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, videotape recording, audio mixer, and monitoring equipment. Total of 72 hours lecture and 72 hours laboratory.

### **TVR 108 TELEVISION OPERATIONS**

**4 units**

**Prerequisite:** TVR 107.

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 110 BROADCAST CERTIFICATION REVIEW**

**3 units**

Review of material necessary to pass the Society of Broadcast Engineers Certification: Broadcast Technologist. Includes basic electronics, AM/FM radio and television systems. Total of 54 hours lecture.

### **TVR 112 VOICE-OVER TECHNIQUES**

**3 units**

**Prerequisite:** TVR 012 or audition.

Development of skills in narration, dubbing and looping films. Techniques for industry, education, entertainment media and commercials. Total of 54 hours lecture.

### **TVR 117 TELECOMMUNICATIONS WORKSHOP**

**1 unit**

**Prerequisite:** One of the following: TVR 002B, 014A, 016A, 107.

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, 016A, 107.

Faculty selected projects permitting advanced students to work in any field of telecommunications. Total of 162 hours laboratory.

### **TVR 120 WORKSHOP**

**2 units**

**Prerequisite:** One of the following: TVR 002B, 014A, 016A, 107.

Faculty selected projects permitting advanced students to work in any field of telecommunications. Total of 108 hours laboratory.

### **TVR 121 EQUIPMENT WORKSHOP**

**1 unit**

**Prerequisite:** One of the following: TVR 002B, 016A, 103B, 107.

Faculty selected projects for advanced work on selected equipment. Total of 9 hours lecture and 27 hours laboratory.

### **TVR 124 TELEVISION FIELD PRODUCTION**

**3 units**

**Prerequisites:** TVR 016A, TVR 107.

Television production and operations techniques associated with field production. Total of 36 hours lecture and 54 hours laboratory.

### **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 127 ADVANCED ELECTRONIC GRAPHICS**

**2 units**

**Prerequisite:** TVR 007 or 016A.

Techniques of electronic graphic displays and animation with advanced video graphics equipment. Total of 18 hours lecture and 54 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 131 ADVANCED TELEVISION OPERATIONS/ PRODUCTION**

**2 units**

**Prerequisite:** *One of the following: TVR 002B, 016A, 024, 107.*

Supervised instruction at state-of-the-art professional television facilities. Total of 108 hours laboratory.



**TVR 141A DIGITAL NON-LINEAR VIDEO EDITING****3 units****Prerequisite:** TVR 007.

Introductory theory and application of editing techniques using the Avid Editing System. Study of the editing process. Digitizing, and editing scenes. **No credit** if taken after TVR 141. Total of 36 hours lecture and 54 hours laboratory.

**TVR 141B DIGITAL NON-LINEAR VIDEO EDITING****3 units****Prerequisite:** TVR 141A or placement based the Television and Radio 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****2 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.

**TVR 147 DIGITAL BROADCAST STUDIO FACILITIES****3 units****Prerequisites:** Eltn 031 or 131; Eltn 032 or 132; TVR 002B.

Planning, design specification and installation of digital audio studios for the broadcast services; setup and test evaluation of digital audio equipment; wiring, terminations, and documentation; electrical codes, workmanship and safety issues. Use and installation of satellite receivers, Remote Pickup Unit receivers, telephone interfaces, Emergency Alert Systems, transmitter remote controls, transmitter logging equipment and microphones. Configuration and use of computers typically used in digital studios. **May not be taken concurrently** with or after Eltn 147. Total of 36 hours lecture and 54 hours laboratory.

**THEATER ARTS****(Art, Media and Design 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 FUNDAMENTALS****3 units**

Principles of acting techniques: characterization, interpretation, movement and voice. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***THRT 002B INTERMEDIATE ACTING****3 units****Prerequisite:** Thrt 002A.

Acting techniques for stage and camera. Characterization through script interpretation and preparation for performance. **Recommended** enrollment in Thrt 029 and 030. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***THRT 002C ADVANCED ACTING FUNDAMENTALS****3 units****Prerequisite:** Thrt 002B.

Application of performance techniques and support activities for stage and camera productions. Advanced

*\*Course Identification Numbering System (C-ID)*

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**

Development of the stage from primitive theater to the present. **Recommended** Engl 060. 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*

#### **THRT 010A MAKEUP FOR STAGE AND SCREEN**

##### **1 unit**

Theory and practical application of makeup for stage, television and cinema. **Required** participation in rehearsals and performances. **Recommended** enrollment in Thrt 030. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

#### **THRT 010B ADVANCED MAKEUP FOR STAGE AND SCREEN**

##### **1 unit**

**Prerequisite:** Thrt 010A.

Theory and application of advanced techniques of make-up including hair makeup, principles of design for non-realistic makeup, mask construction and introduction to prosthesis. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC*

#### **THRT 012A TECHNICAL THEATER**

##### **4 units**

Theory of stage craft and advanced practical application; set construction, painting and audio techniques. **Required** stage crew activity. **Recommended** enrollment in Thrt 030. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

#### **THRT 012B ADVANCED TECHNICAL THEATER**

##### **4 units**

**Prerequisite:** Thrt 012A and enrollment in Thrt 030.

Theory of stage craft and advanced practical applications. Students are required to assume technical and production responsibility for all department productions

approved by instructor. **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**

**Prerequisite:** *Thrt 012A.*

Aspects of scenic design; problems of translating a dramatic idea into stage production. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**THRT 015 COSTUME CRAFTS**  
**3 units**

Introduction to theatrical costume; tools, techniques, materials and construction. **Recommended** enrollment in Thrt 030. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC*

**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**

**Prerequisite:** *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:** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Production Family:** Danc 007AB, Musc 067, 074, 075, Thrt 075, 027. **Formerly** Thrt 127.

*Transfer Credit: CSU; UC credit under review.*

**THRT 028 STUDIO PRODUCTION – REHEARSAL AND PERFORMANCE**

**1 unit**

**Prerequisite:** *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.

*Transfer Credit: CSU; UC*

**THRT 029 REHEARSAL AND PERFORMANCE**  
**3 units**

**Prerequisite:** *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 18 hours of lecture and 126 hours of laboratory.

*Transfer Credit: CSU; UC*

**THRT 030 STAGE TECHNIQUES**  
**1 unit**

Experience in technical theater as member of staff in lighting, scenery, costuming, makeup or props for College 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.

*Transfer Credit: CSU; UC*

**THRT 041 FUNDAMENTALS OF STAGE LIGHTING**  
**3 units**

Theatrical lighting, theory, instruments, control and application. Required participation in rehearsals and performances. Total of 54 hours lecture.

*Transfer Credit: CSU; UC*

**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, 074, 075, Thrt 075, 027. Total of 18 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC*

**THRT 101A-I TECHNIQUES FOR THE PERFORMING ARTS**

**9 units**

Various techniques designed to give the student an overview of the craft of acting. **Each course** 1 unit. **Six weeks.** Total of 18 hours lecture.

THRT 101A    *TECHNIQUES FOR SITUATION  
COMEDY*

*(No credit if taken after Thrt 127)*

THRT 101B    *MIME FOR ACTORS*

*(No credit if taken after Thrt 004A)*

THRT 101C    *AUDITIONING TECHNIQUES*

THRT 101D    *INTRODUCTION TO IMPROVISATION*

*(No credit if taken after Thrt 126A)*

THRT 101E    *SOAP OPERA TECHNIQUES*

THRT 101F    *COMMERCIAL ACTING*

THRT 101G    *GUEST ARTIST*

THRT 101H    *STAND-UP COMEDY TECHNIQUES*

THRT 101I    *LINE MEMORIZATION*

### **THRT 103 INTRODUCTION TO PERFORMANCE ARTS AND ARTISTS**

**2 units**

Survey of the performing arts media. Contribution of the producer, director, designer, actor, technical staff, facilities and unions. Emphasis on career opportunities. Total of 36 hours lecture.

### **THRT 104 MIME PRODUCTION**

**1 unit**

**Prerequisite:** *Enrollment in or completion of Thrt 004A.* Participation in mime productions. Total of 54 hours laboratory.

### **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 110 TELEVISION/MOTION PICTURE ACTING**

**3 units**

**Prerequisite:** *Thrt 002A.*

Technical aspects of on-camera acting for television and film. Videotape recording of theatrical scenes and commercials. Business aspects for freelance actors. Development of audition techniques and tape. Total of 54 hours lecture and 54 hours laboratory.

### **THRT 120 THEATER WORKSHOP**

**3 units**

Practical application of all aspects of theatrical production and repertory theater for children and adults. **Required** instructional trips. **Pass/no pass** grading. Total of 162 hours laboratory.

### **THRT 121 DIRECTING**

**3 units**

**Prerequisite:** *Thrt 002C.*

Application of the principles of directing. Total of 162 hours laboratory.

### **THRT 127 COMEDIC PERFORMANCE**

**2 units**

**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 27 hours lecture and 27 hours laboratory.

### **THRT 128 IMPROVISATION PERFORMANCE**

**2 units**

**Prerequisite:** *Thrt 026.*

Improvisation techniques directed towards live performance. Total of 18 hours lecture and 90 hours laboratory.

### **THRT 129 REHEARSAL AND PERFORMANCE**

**1 units**

**Prerequisite:** *Audition.*

Participation in small-scale dramatic productions. Total of 72 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.

### **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.

## 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*

### 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

1 unit

**Prerequisite:** *Weld 044B.*

Techniques of out-of-position arc welding. Vertical and overhead filled welds. Study of welding symbols and blueprint reading. 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 150A OXY-ACETYLENE AND ARC WELDING

5 units

Combined study of the oxy-acetylene and electric arc welding processes. Fundamentals of gas welding, brazing and cutting. Shielded metal arc welding of mild steel. Welding safety and nomenclature. Total of 54 hours lecture and 126 hours laboratory.

### WELD 150B ARC WELDING

5 units

**Prerequisite:** *Weld 150A.*

Advanced arc welding practice in the vertical overhead position using low-hydrogen electrodes. Welding equipment, blueprint reading and welding symbols. Total of 54 hours lecture and 126 hours laboratory.

### WELD 150C STRUCTURAL ARC WELDING

5 units

**Prerequisite:** *Weld 150B.*

Preparation for structural steel welding certification. Practical groove welding in all positions. Welding code requirements and weld testing. Total of 54 hours lecture and 126 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.



# *Community Education Center*



# SECTION IX

## COMMUNITY EDUCATION CENTER

3035 East Foothill Boulevard  
Pasadena, California 91107  
(626) 585-3000  
<http://www.pasadena.edu>

### GENERAL INFORMATION

#### LOCATION

The Community Education Center (CEC) is located at 3035 East Foothill Boulevard in Pasadena approximately 2 miles east of the main College campus that occupies a 53-acre site centrally located in Pasadena at 1570 East Colorado Boulevard (between Hill and Bonnie Avenues). The Community Education Center offers classes throughout the Community College District in approximately 25 off-campus locations.

### STUDENT SERVICES AND MATRICULATION

#### Admissions and Records

The Admissions and Records Office admits and enrolls students into classes at 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 college career/technical education certificates. The office maintains all student records and files. Students who intend to enroll must submit a completed application to the Admissions and Records Office and upon acceptance, they will be given a Permit to Register, confirming the admissions process.

Students must be 18 years of age, or older, for admission to any CEC 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: High School Diploma, GED, or English as a Second Language. 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, 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 Community Education Center (CEC) comprises 16 major program areas. CEC provides noncredit programs in the following categories: ESL/ABE and Civics Education, Adult Basic Education, Short-term Career and Technical Education Programs (Apparel Skills, Apprenticeship Preparation Program, Business Office Systems, Career Planning and Student Development Program, Entrepreneur Success Program, High School Diploma Program, and GED, Parent Education/Seniors and Disabled Adults, and Printing Technology), as well as a Foster and Kinship Care Program. Most noncredit programs are open entry, open exit programs, and offered year round. The Center also offers a credit Cosmetology program at the site.

## FOSTER KINSHIP CARE EDUCATION AND INDEPENDENT LIVING PROGRAMS

This program provides preparation for foster, adoptive and kinship care providers. It helps prospective and caring families with the protection and nurturance of children in their care. This program currently operates four Foster Care programs through CEC.

- Foster and Kinship Care Education (FKCE)
- YESS-LA ILP (Youth Empowerment Strategies for Success – Los Angeles County’s Independent Living Program)
- Permanence and Safety – Model Approaches to Partnerships in Parenting (PSMAPP)
- Scholars Transitioning and Realizing Success (STARS)

## ADULT BASIC EDUCATION (ABE)

ABE is a non-credit program for academic self-improvement designed to improve basic skills of students whose abilities range from non-literate to pre-college level. The development of reading, writing, and math skills are emphasized, as well as life skills, employability, and technology.

## ENGLISH AS A SECOND LANGUAGE (ESL) AND CIVICS EDUCATION

Individuals whose primary language is not English prepare with courses in conversation, advanced listening, speaking, pronunciation, reading, writing, and grammar, which are offered at pre-intermediate through advanced levels.

### Program Outcomes

1. Demonstrate improved grammatical and language development writing and speaking that can be successfully employed in everyday use.
2. Demonstrate an understanding of American cultural and sociological communities and the levels of communication as it occurs between citizens.
3. Demonstrate necessary abilities to integrate into American workplaces at entry levels and be able to communicate appropriately.
4. Demonstrate the beginnings of study skills practices necessary to successfully transition to programs of study leading to college degrees.

## English as a Second Language (ESL) Program

The Non-credit ESL Program curriculum provides intensive English Language instruction in Literacy to High-Intermediate level integrated courses (Levels 1-5). The program also offers four elective courses including Grammar, Conversation, American Culture, and Writing. An ESL Project Lab allows students to practice English and at the same time, improve their basic computer skills. The new Accelerated ESL course schedule allows students to move through the program quickly. 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.

A Certificate of Completion is awarded upon completion of all required courses.

### Required courses:

ESL 1010 or ESL 1010A  
 ESL 1015 or ESL 1015A  
 ESL 1020 or ESL 1020A  
 ESL 1030 or ESL 1030A  
 ESL 1031 or ESL 1040A

ESL 1060A or ESL 1060B  
 ESL 1061A or ESL 1061B  
 ESL 1062A or ESL 1062B  
 ESL1063A or ESL 1063B  
 ESL 1064A or ESL 1064B  
 ESL 1065A or ESL 1065B

### Recommended electives:

ESL 1040  
 ESL 1050  
 ESL 1051  
 ESL 1052

### Program Outcomes:

1. Communicate in various types of conversations as well as give a well prepared presentation.
2. Read and interpret authentic material as well as identify the main ideas and supporting details of various types of literature.
3. Write well organized and grammatically correct paragraphs as well as summaries of oral presentations and/or reading materials.

## HIGH SCHOOL OUTREACH PROGRAMS

### CAHSEE Preparation Program

The program provides preparation courses in English and Math to help students pass the California High School Exit Exam (CAHSEE) in order to get their high school district diploma.

### GED Preparation Program

The program prepares students in five subjects (writing, math, social studies, science, and reading) 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.

### High School Diploma Program

The program requires students to complete 170 units for graduation, which includes coursework in English, Mathematics, World Affairs, U.S. History, U.S. Government, Contemporary American Problems, Economics, Science, Fine Arts, Foreign Languages, Computer Education, Career Planning, and a selection of the listed required electives. Based on information such as student's high school grades, test scores, work experience, and other multiple measures, the counselor will recommend placement at the level which meets the student's needs. Students must register within the first two weeks of the beginning of the semester. 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.

#### Required courses:

HSDP 5401  
HSDP 5402  
HSDP 5403  
HSDP 5404  
HSDP 5405  
HSDP 5406  
HSDP 5408  
HSDP 5409  
HSDP 5410  
HSDP 5411  
HSDP 5412  
HSDP 5414  
HSDP 5413  
HSDP 5460  
HSDP 5420  
HSDP 5415  
HSDP 5416  
HSDP 5421  
HSDP 5446

HSDP 5448  
HSDP 5427  
HSDP 5428  
HSDP 5455  
HSDP 5480

#### Required Electives:

HSDP 5424  
HSDP 5470  
HSDP 5481  
HSDP 6000  
HSDP 6002  
HSDP 5407  
HSDP 5419  
VOC 4070  
VOC 4110  
VOC 4280  
VOC 4282  
VOC 9108  
VOC 9113A  
VOC 9130  
VOC 9132A  
VOC 9144A  
VOC 9220  
VOC 9220A  
VOC 9230  
VOC 9248  
VOC 9296

#### Program Outcomes:

1. Demonstrate understanding of the concepts in core subjects that prepare them to receive a high school diploma.
2. Demonstrate study skill habits that enable them to make the transition to college level coursework.
3. Demonstrate familiarity with subjects and concepts that are likely to be a part of the CAHSEE test.

## PARENT EDUCATION/SENIORS AND DISABLED ADULTS PROGRAM

Certificated instructors provide information about child development and parenting skills in order to support the valuable role families play in establishing the basic principles for children's lives. Parent Ed outcomes are designed to:

- Offer encouragement and empowerment to a diverse student population.
- Help parents appreciate the uniqueness of each child.
- Provide parents with instruction that results in the development of the parenting skills necessary to respond effectively in real life situations.

- Create a supportive and stimulating environment for student learning and growth.

The Seniors and Disabled Adults Program serves the community by providing life skills training to disabled adults and mentally stimulating classes to seniors in order to improve the quality of life for these two student populations. Certificated instructors provide instruction in an array of classes which include sewing, art, music, current events, and life review/journaling. The training for disabled adults fosters independent living through teaching and maintaining basic skills.

## SHORT-TERM CAREER AND TECHNICAL EDUCATION PROGRAMS

The following curricula lead to a Certificate of Completion and prepare students for entry-level employment, and/or enable students to make a seamless transition into a credit course or program.

### APPAREL SKILLS AND DRAPERY CONSTRUCTION

The curriculum prepares students for entry level positions in the fashion and garment industries. Students will develop skills in professional techniques of clothing construction and the use of trade machines, tools, and attachments. This program will also enable students to make a seamless transition into a credit course or program.

A Certificate of Completion is awarded upon completion of all required courses.

#### Required courses:

VOC 4280  
VOC 4282

#### Recommended electives:

VOC 9296

### APPRENTICESHIP PREPARATION PROGRAM

Certificate program designed to prepare students for apprenticeships in building trades and entry-level positions in other occupations. Program consists of modules of varying lengths with emphasis on introduction to the trades, math and reading, testing skills, job search skills, and some hands-on training. This 240 hour program offers a certificate of completion upon successful completion of all modules of the program.

#### Required courses:

VOC 9230

#### Program Outcomes

1. Safely perform duties as entry level crafts persons at an apprenticeship level.
2. Demonstrate fundamental construction trade skills.
3. Knowledge of health and safety rules and requirements at a construction work site.
4. Produce a complete employment resume and be able to obtain employment with the prepared skill sets.
5. Demonstrate math preparation and reading development applicable to an apprenticeship training level.

### BROADCAST MEDIA PROGRAM

The Broadcast Media program exposes students to careers in television studios, video production companies, and media enterprises. The program covers the practices of broadcast media in many of its phases and provides students with hands-on experience in radio and television studio production. Students will gain experience in operating production equipment in the field and studio settings. The program will enable students to seek entry-level employment in broadcast operations and production.

A Certificate of Completion is awarded upon completion of all required courses.

#### Required courses:

VOC 4271  
VOC 4273

#### Program Outcomes

1. Use broadcast television and related media production terminology in a media production setting.
2. Apply relevant media marketing strategies in the development of broadcast programming.
3. Develop portfolio of broadcast career profiles and chosen career path description.

### BUSINESS OFFICE SYSTEMS PROGRAM

The curriculum prepares students for entry/intermediate-level clerical jobs and/or transitions into a credit business information technology program. Program covers three disciplines: Clerical/Receptionist, Administrative Assistant, and Bookkeeping. Program will also enable students to make a seamless transition into a credit course or program.



A Certificate of Completion is awarded upon completion of all required courses.

**Required courses:**

BUS 2601A  
 BUS 2601B  
 BUS 7301  
 BUS 7302  
 BUS 7303  
 BUS 7304  
 BUS 7305  
 BUS 7306  
 BUS 7307  
 BUS 7308

**Program 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.

**CAREER PLANNING AND STUDENT DEVELOPMENT PROGRAM**

The curriculum enables students to develop the basic skills, competencies, and knowledge required by employers for success in the contemporary workplace. This program will also enable students to make a seamless transition into a credit course or program.

A Certificate of Completion is awarded upon completion of all required courses.

**Required courses:**

HSDP 5480  
 HSDP 5470

**Program Outcomes**

1. Acquire pre-employment workplace and/or occupational skills
2. Complete professional written documents for job placement, such as cover letters, resumes, and applications
3. Demonstrate critical thinking skills in interpersonal interactions with coworkers.

**ELECTRONIC ASSEMBLY AND WIRING PROGRAM**

The curriculum prepares students for entry level positions in the Electronics Assembly field. The requirements for program completion include wiring fundamentals, component assembly, NASA/DOD 2000A soldering techniques, harness making, printed circuit-board loading, color codes, component identification, schematic symbols, inspection skills, and rework skills. This program will also enable students to make a seamless transition into a credit course or program.

**Required courses:**

VOC 4070  
 VOC 9130  
 VOC 4298

**ENTREPRENEUR SUCCESS PROGRAM**

The Entrepreneur Success Program prepares students for the formation of entrepreneurial opportunities and ventures. It will enable students to form and operate competitive businesses, develop entrepreneurial skills, and understand the procedures for becoming self employed. The program fosters deliverables that are authentic to business environments. Students will learn the fundamentals of launching a venture, creating and protecting intellectual property, raising capital and protecting equity, and developing a product/service through the formation of a business plan on a concept of their choice.

A Certificate of Completion is awarded upon completion of all required courses.

**Required courses:**

BUS 2400  
 BUS 2850  
 BUS 2851  
 BUS 2852

**Program Outcomes**

1. Identify business start-up opportunities.
2. Define the characteristics of doing business in the local environment.
3. Complete a business start-up process from identifying an opportunity, determining funding sources, business planning, and culminating with marketing and sales.

## FASHION RETAIL ACADEMY PROGRAM

The curriculum educates and empowers individuals by helping them prepare for the workplace, and improve confidence and image through self-presentation, dress, and appearance. Students will develop a sense of style and etiquette, learn how to choose suitable clothing, identify fabrics, learn merchandise marketing and makeup application and create a portfolio that demonstrates their understanding of individual needs, tastes and body types. This program will also enable students to make a seamless transition into a credit course or program.

A Certificate of Completion is awarded upon completion of all required courses.

### Required courses:

VOC 4270  
VOC 4301  
VOC 4303  
VOC 4305

## FITNESS LIFESTYLE TRAINER PROGRAM

The Fitness Lifestyle Trainer Program provides theoretical and practical knowledge in exercise prescription and counseling techniques. Students prepare for the core competencies in motivation, and fitness, including exercise demonstration and technique, equipment selection, exercise prescription and modification, program design and planning. Students will receive practical knowledge in fitness assessment and counseling techniques. Students will apply techniques in exercise testing and prescription for individuals/groups. They will learn practical experiences being applied at local fitness centers. The program will prepare students to transition to credit programs.

A Certificate of Completion is awarded upon completion of all required courses.

### Required courses:

VOC 9400  
VOC 9401  
VOC 9402

### Program Outcomes

1. Analyze health and fitness occupation choices for potential employment
2. Evaluate fitness environments, customer relations, public relations, and membership activity that drive health and fitness club businesses
3. Assess the exercise sciences and kinesiology that apply to client needs and goals

## HEALTH PROMOTIONS PROGRAM

The program fosters a change in lifestyle and behaviors within exercise science, health psychology, nutrition, health communications and worksite health. The program includes planning, promoting and delivering services which enhance the health, fitness and well-being of individuals and groups in diverse settings. Students will learn about the human body and how it works, personal health and healthy lifestyle choices and habits, and educating others to make healthy choices for physically active lifestyles. The program will suit the needs of students wishing to pursue careers in community health promotion, community health development, and fitness training.

A Certificate of Completion is awarded upon completion of all required courses.

### Required courses:

VOC 4274  
VOC 9403

### Program Outcomes

1. Articulate an understanding of health and behavioral science occupations and how they influence individual and community health.
2. Critically analyze how U.S. health care and fitness services meet the needs of the local community.
3. Assess and evaluate one's own lifestyle to improve one's ability to be health conscious, professional, and a community health worker.

## PRINTING TECHNOLOGY PROGRAM

The curriculum prepares students for in-house, entry-level electronic printing jobs and/or transition to a credit program. Employment opportunities are available in both in-plant facilities and commercial printing shops. This program will also enable students to make a seamless transition into a credit course or program.

A Certificate of Completion is awarded upon completion of all required courses.

### Required courses:

VOC 4110  
VOC 9113A  
VOC 9132A

### Program Outcomes

1. Demonstrate the proper printing techniques to complete in-house entry level electronic printing jobs. Demonstrate entry level on-the-job skills in electronic publishing and designing.

2. Make a seamless transition into a credit course or program. Prepare and analyze screens of various size, mesh count and tension for production ready screen products.
3. Be prepared for employment in both in-plant facilities and commercial printing jobs. Analyze and differentiate between inks and mechanicals to create a multicolor graphic.

Note: Cosmetology courses are offered as credit courses at the Community Education Center and are listed in Section VIII of the *Pasadena City College Catalog*.

## DESCRIPTION OF COURSES

This section presents a description of non-credit courses offered at the Community Education Center. 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.

## AMERICANIZATION

### AMER 1000 CITIZENSHIP

Preparation of non-citizens for naturalization. **Short term class. Maximum repeats:** 3. Total of 32 hours lecture.

## BUSINESS (GENERAL)

### BUS 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.

### BUS 2530 BUSINESS OFFICE SYSTEMS PROGRAM CERTIFICATE PROGRAM

**Prerequisite:** *Satisfactory score on assessment test (8th grade reading and math level).*

Curriculum prepares students for entry/intermediate-level office careers. Choose from three certificate opportunities depending upon interest: Clerical/ Receptionist, Administrative Assistant, or Bookkeeping. In this self-paced program, students will review basic academic and workplace skills and will be trained to use industry-current computer software designed to increase office productivity. A certificate of completion will be awarded upon satisfactory completion of certificate requirements. A full-time student will take approximately three semesters to complete the program. Once certificate requirements have been met, students have the option to continue their education in an effort to obtain an additional certificate or to continue to acquire additional computer skills. Total of 252 hours lecture.

### BUS 2600 WORD PROCESSING

**Prerequisite:** *Minimum typing speed of 45 words a minute.*

An individualized study of processing words into printed form with the aid of mechanical devices. Recording and revising material and production of reports, outlines, standard paragraphs and form letters. Total of 216 hours lecture.

**BUS 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.

**BUS 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.

**BUS 2605 WORD PROCESSING APPLICATIONS**

Word processing concepts for office support personnel and managers. Types of equipment, trends in industry, types of word processing centers, input and output phases and career opportunities. Total of 18 hours lecture.

**BUS 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.

**BUS 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.

**BUS 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.

**BUS 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.

**BUS 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.

**BUS 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.

**BUS 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.

**BUS 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.

**BUS 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.

**BUS 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.

**BUS 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.

**COMPUTER INFORMATION SYSTEMS****CIS 1005Y SUPERVISED COMPUTER STUDY**

Individualized, self-paced study of computer applications and/or programming languages. Total of 450 hours lecture.

**CIVICS****CIV 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. Maximum repeats: 3.** Total of 48 hours lecture.

**CIV 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. Maximum repeats: 3.** Total of 32 hours lecture.

**CIV 3000 ADULT BASIC EDUCATION**

Review and reinforcement of basic skills in reading (to 8th 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.

**CIV 3031 SUPERVISED TUTORING**

Individualized or small group tutoring for students needing additional knowledge and study skills to succeed in regular course work.

**CIV 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.

**CIV 3035 INDIVIDUALIZED SKILL DEVELOPMENT**

Skills development for individual students through the use of instructional media in supervised learning centers. Designed to supplement classroom instruction.

**CIV 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. Maximum repeats: 3.** Total of 24 hours lecture.

**CIV 3314 PARAPROFESSIONAL MENTAL HEALTH WORKER TRAINING**

Designed to provide students with basic skills for employment as a paraprofessional Mental Health Worker. The course consists of 48 hours of practicum training supervised by a community-based behavioral health clinic or mental health center. Total of 120 hours lecture.

**CIV 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 288 hours lecture.

**CIV 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. Maximum repeats: 3.** Total of 32 hours lecture.

**CIV 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. Maximum repeats:** 3. Total of 24 hours lecture.

**CIV 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. Maximum repeats:** 3. Total of 32 hours lecture.

**CIV 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. Maximum repeats:** 3. Total of 24 hours lecture.

**CIV 3377 DISCUSSION GROUPS FOR OLDER ADULTS**

Designed for adults residing in a residential care facility to stimulate mental agility through the use of films, the study of current events, and discussion of topics in social sciences, art and music. **Short term class. Maximum repeats:** 3. Total of 24 hours lecture.

**CIV 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. Maximum repeats:** 3. Total of 24 hours lecture.

**CIV 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. Maximum repeats:** 3. Total of 24 hours lecture.

## ENGLISH AS A SECOND LANGUAGE

**ESL 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.

**ESL 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.

**ESL 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.

**ESL 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.

**ESL 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.

**ESL 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.

**ESL 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.

**ESL 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.

**ESL 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.

**ESL 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.

**ESL 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.

**ESL 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.

**ESL 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.

**ESL 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.

**ESL 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. **Maximum repeats:** 2. Total of 108 hours lecture.

**ESL 1060B ENGLISH AS A SECOND LANGUAGE LITERACY LEVEL B**

**Prerequisite:** *ESL 1060A.*

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. **Maximum repeats:** 2. Total of 108 hours lecture.

**ESL 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. **Maximum repeats:** 2. Total of 108 lecture hours.

**ESL 1061B ENGLISH AS A SECOND LANGUAGE, LEVEL 1 B**

**Prerequisite:** *ESL 1061A.*

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. **Maximum repeats:** 2. Total of 108 lecture hours.

**ESL 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. **Maximum repeats:** 2. Total of 108 lecture hours.

**ESL 1062B ENGLISH AS A SECOND LANGUAGE, LEVEL 2B****Prerequisite:** *ESL 1062A.*

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. **Maximum repeats:** 2. Total of 108 lecture hours.

**ESL 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. **Maximum repeats:** 2. Total of 108 hours lecture.

**ESL 1063B ENGLISH AS A SECOND LANGUAGE, LEVEL 3B****Prerequisite:** *ESL 1063A.*

Functioning independently at high-beginning proficiency in most situations. Emphasis on building listening, speaking, reading and writing skills within life, work and educational settings. **Maximum repeats:** 2. Total of 108 hours lecture.

**ESL 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. **Maximum repeats:** 2. Total of 108 hours lecture.

**ESL 1064B ENGLISH AS A SECOND LANGUAGE, LEVEL 4B****Prerequisite:** *ESL 1064A.*

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. **Maximum repeats:** 2. Total of 108 hours lecture.

**ESL 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. **Maximum repeats:** 2. Total of 108 hours lecture.

**ESL 1065B ENGLISH AS A SECOND LANGUAGE, LEVEL 5B****Prerequisite:** *ESL 1065A.*

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. **Maximum repeats:** 2. Total of 108 hours lecture.

**HIGH SCHOOL DIPLOMA PROGRAM****HSDP 5401 GRAMMAR A**

Review the parts of speech, mnemonic spelling, basic sentence structure and mechanics, vocabulary building. Total of 54 hours lecture.

**HSDP 5402 GRAMMAR B****Prerequisite:** *Minimum grade of C in HSDP 5401.*

English usage, spelling and mechanics. Intensive work in more complex sentence structures toward basic writing skills and increased vocabulary building. Total of 54 hours lecture.

**HSDP 5403 WRITING AND VOCABULARY SKILL BUILDING A**

Introduction to writing: Outlining, paragraph structure, grammar and vocabulary building. Total of 54 hours lecture.

**HSDP 5404 WRITING AND VOCABULARY SKILL BUILDING B****Prerequisite:** *Minimum grade of C in HSDP 5403.*

Review steps of the writing process, outlining, style exploration and introduction to research paper writing. Grammar, vocabulary and oral presentation skills. Total of 54 hours lecture.

**HSDP 5405 AMERICAN LITERATURE**

A survey of American literature (fiction and non-fiction). Examine period material as related to contemporary issues. Reading and comprehension exercises. Total of 54 hours lecture.

**HSDP 5406 ENGLISH LITERATURE**

Survey of English literature (fiction and non-fiction). Examine style as compared to American literature. Reading and comprehension exercises. **Recommended:** Successful completion of HSDP 5405. Total of 54 hours lecture.

**HSDP 5407 READING INSTRUCTION A**

Introduction to an individualized program to develop word attack skills and good reading habits. The student

will also be able to increase vocabulary, reading speed, and comprehension. Total of 27 hours lecture.

#### **HSDP 5408 HISTORY A**

A survey of American history from the period of Pre-Colonialism through Reconstruction. Total of 54 hours lecture.

#### **HSDP 5409 HISTORY B**

A survey of the United States from the period of the Civil War to the present. Emphasis will be placed on instruction in the essential content of American history. Total of 54 hours lecture.

#### **HSDP 5410 CONTEMPORARY AMERICAN PROBLEMS**

Analysis of social, economic, political and ethical issues facing American society today. Total of 54 hours lecture.

#### **HSDP 5411 GOVERNMENT**

Economic and political aspects of American democratic government at the national, state, and local levels. Government problems of national and international scope. Individualized program. Total of 54 hours lecture.

#### **HSDP 5412 ARITHMETIC**

Basic arithmetic skills; operations with whole numbers and rationales, the metric system; informal geometry, measurement, consumer arithmetic. Total of 54 hours lecture.

#### **HSDP 5413 PRE-ALGEBRA**

**Prerequisite:** *Arithmetic or equivalent.*

Modern concepts in arithmetic; basic operations with whole numbers, integers, rationales and irrationals; structure of real number system; the metric system; equations. Total of 54 hours lecture.

#### **HSDP 5414 ELEMENTARY ALGEBRA A**

**Prerequisite:** *Minimum grade of C in Pre-Algebra or satisfactory score on placement test.*

Basic operations with whole numbers and integers, exponential notation, order of operations, variables, solving first degree equations and inequalities, factoring monomials and polynomials, operations with rational expressions. Total of 54 hours lecture.

#### **HSDP 5415 LIFE SCIENCE A**

Introduction to the study of life, ecology and conservation within the context of the natural environment. Observations using scientific methods. Nature and composition of cells, tissues, organs and organ systems. Total of 54 hours lecture.

#### **HSDP 5416 LIFE SCIENCE B**

**Prerequisite:** *Minimum grade of C in Life Science A or equivalent.*

Biological concepts related to the structure and function of the human body; plant and animal classification, reproduction, heredity and theories of evolution. Total of 54 hours lecture.

#### **HSDP 5419 READING INSTRUCTION B**

Development of word attack skills and good reading habits. The student will also be able to increase vocabulary, reading speed and comprehension. Total of 45 hours lecture.

#### **HSDP 5420 ECONOMICS**

A survey of economic principles, money, banking, GNP, consumerism, foreign and domestic exchange. Total of 54 hours lecture.

#### **HSDP 5421 WORLD AFFAIRS**

Fundamental principles of world affairs; customs, problems, and decision making. Total of 54 hours lecture.

#### **HSDP 5424 PREPARATION FOR GED/STEP III**

Introduction to (GED/STEP III) (General Education Development/Sequential Tests of Educational Progress) (Series III) with a review of grammar, spelling, reading comprehension and mathematics at a level comparable to the GED/STEP 3 tests. Total of 90 hours lecture.

#### **HSDP 5427 ART APPRECIATION A**

A survey of historical and contemporary art forms; perspective design, composition and color theory. Total of 54 hours lecture.

#### **HSDP 5428 ART APPRECIATION B**

Continuation of the survey of historical and contemporary art forms; perspective design, composition and color theory. **Field trips and report writing required.** Total of 54 hours lecture.

#### **HSDP 5446 PHYSICAL SCIENCE A**

**Prerequisite:** *Minimum grade of C in pre-algebra or equivalent or satisfactory score on math placement test.* Investigation of the principles of general chemistry with emphasis on the scientific method. Selected laboratory demonstrations of experiments in chemistry. Total of 54 hours lecture.

#### **HSDP 5448 PHYSICAL SCIENCE B**

**Prerequisite:** *Minimum grade of C in Physical Science A and minimum grade of C in Algebra or equivalent.* Investigation of the principles of general physics with emphasis on the scientific method. Selected laboratory demonstrations of experiments in physics. Total of 54 hours lecture.



**HSDP 5455 COMPUTER LITERACY 1**

Overview of microcomputer hardware, software and operating systems. Survey of common computer applications including word processing, spreadsheets and data bases. Total of 54 hours lecture.

**HSDP 5460 ELEMENTARY ALGEBRA B**

**Prerequisite:** *Minimum grade of C in Elementary Algebra A or equivalent.*

Solution of first degree equations and inequalities in two variables, graphical and algebraic solution to linear and quadratic equations; simplifying radical expressions. Total of 54 hours lecture.

**HSDP 5470 JOB PLACEMENT PREPARATION**

Principles of job placement preparation with emphasis on self esteem, completing job applications, resume writing, dress code, attendance, attitudes and interviewing techniques. **Nine weeks**, 3 hours each week. Total of 27 hours lecture.

**HSDP 5480 STUDENT DEVELOPMENT AND ACADEMIC PLANNING**

Effective personal and social relations in the academic and social environments. Strategies for improving performance on standardized tests, interpersonal skills, confidence building, and time management. Survey of occupational opportunities and requirements. Total of 54 hours lecture.

**HSDP 5481 PSYCHOLOGY IN THE WORKPLACE**

This course facilitates self-assessment in the areas of personality characteristics, cognition, anger and stress management and communication skills. The factors involved with problem-solving, emotional self-awareness and personal growth will be highlighted. The target experience is behavioral change. This is suitable for students who would like to enhance their emotional intelligence so that they can interact effectively in the workplace. Total of 54 hours lecture.

**HSDP 6000 CAHSEE PREPARATION (B) MATHEMATICS**

This course provides remediation for individuals preparing for the CAHSEE exam. It will provide instruction in (B) mathematics. **Maximum enrollment:** 2. Total of 64 hours lecture.

**HSDP 6002 CAHSEE PREPARATION (A) ENGLISH**

This course provides remediation for individuals preparing for the CAHSEE exam. It will provide instruction in (A) English language arts. **Maximum enrollment:** 2. Total of 64 hours lecture.

**PARENT 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 36 hours lecture.

**PAR 7617A PARENT EDUCATION OBSERVATION: 2 YEARS 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. **Short term class. Maximum repeats:** 3. Total of 48 hours lecture.

**PAR 7617B PARENT EDUCATION OBSERVATION: 3 YEARS 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 December 2 of the current school year. **Short term class. Maximum repeats:** 3. Total of 48 hours lecture.

**PAR 7617C PARENT EDUCATION OBSERVATION: 4 YEARS OLD**

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. **Short term class. Maximum repeats: 3.** Total of 48 hours lecture.

**PAR 7618A PARENT EDUCATION PRESCHOOL OBSERVATION A**

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 December 2 of the current school year.** Total of 54 hours lecture.

**PAR 7618B PARENT EDUCATION PRESCHOOL OBSERVATION B**

Parents and their four-year old children attend classes together in a supportive, stimulating, age appropriate environment. The stage 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 decide 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 54 hours lecture.

**PAR 7680A PARENT EDUCATION INFANT OBSERVATION A**

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. Maximum repeats: 3.** Total of 48 hours lecture.

**PAR 7680B PARENT EDUCATION INFANT OBSERVATION B**

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 after September 1 of the current school year. Maximum repeats: 3.** Total of 48 hours lecture.

**PAR 7680C PARENT EDUCATION INFANT OBSERVATION C**

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. Maximum repeats: 3.** Total of 48 hours lecture.

**PAR 7681A PARENT EDUCATION TODDLER OBSERVATION A**

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. Maximum repeats: 3.** Total of 48 hours lecture.

**PAR 7681B PARENT EDUCATION TODDLER OBSERVATION B**

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. Maximum repeats: 3.** Total of 48 hours lecture.

**PAR 7682 PARENT EDUCATION MULTI-AGE GROUP OBSERVATION**

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 December 2 of the current school year. Maximum repeats: 3.** Total of 48 hours lecture.

**PAR 7683 PARENT EDUCATION FAMILY GROUP OBSERVATION**

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. Maximum repeats: 3.** Total of 48 hours lecture.

**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. Maximum repeats: 3.** 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. Maximum repeats: 3.** 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. Maximum repeats: 3.** 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. Maximum repeats: 3.** 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 physi-

cal 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. Maximum repeats: 3.** 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. Maximum repeats: 3.** 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. Maximum repeats: 3.** 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. Maximum repeats: 3.** 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. Maximum repeats: 3.** 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. Maximum repeats: 3.** 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. Maximum repeats:** 3. 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. Maximum repeats:** 3. 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. Maximum repeats:** 3. 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. Maximum repeats:** 3. 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. Maximum repeats:** 3. 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. Maximum repeats:** 3. Total of 18 hours lecture.

**VOCATIONAL EDUCATION****VOC 4070 ELECTRONICS ASSEMBLY AND WIRING**

An intensive course in NASA Electronic Assembly Techniques, harnessing, printed circuit board assembly, color code, schematic symbols, component identification and NASA soldering. Total of 72 hours lecture and 144 hours laboratory.

**VOC 4110 PHOTOCOPY TECHNOLOGY**

Theory and practice of photo copying procedures, duplicator press and related bindery operations. Papers, inks, equipment, terminology and paste up. Total of 54 hours lecture.

**VOC 4260 AUTOMOTIVE FUNDAMENTALS**

Theories and fundamentals of four-cycle internal combustion engines, ignition, carburetion, transmission, differentials, chassis suspension, brakes. Techniques of measurement related to automotive trade. Total of 90 hours lecture.

**VOC 4270 INTRODUCTION TO FASHION, COSMETICS  
AND FASHION RETAILING**

The course surveys the fashion, cosmetics, and fashion retail industries by concentration on fashion and cosmetic fundamentals as they relate to today's business. The course offers a career focus, with a review of the marketing, manufacturing, design, production, and promotion of fashion in retail business. This course emphasizes jobs and careers in fashion apparel and cosmetic industries. Total of 35 hours lecture and 5 hours laboratory.

**VOC 4271 INTRODUCTION TO CAREERS IN  
BROADCASTING**

A survey course designed to provide students with an understanding of the field of Broadcasting as a potential career. Examines the skills and training needed at work in Radio, Television and Studio Production in such areas as D-J, News Anchor/Reporter, Sports Reporter, Commercial Voice-Over Artist, Production Director and Writer. Students will explore their own potential in a variety of areas through class discussion and hands-on demonstration. Total of 35 hours lecture and 5 hours laboratory.

**VOC 4273 INTRODUCTION TO CINEMA/MOTION PICTURE PRODUCTION**

Introduction to the basic principles and processes of motion picture production. Examines career paths and the knowledge, skills and training needed for the field. Provides an introductory experience with the major crew roles, including producer, director, screenwriter, cinematographer, editor and others. Total of 20 hours lecture and 20 hours laboratory.

**VOC 4274 HEALTH CARE PROFESSIONS AND DELIVERY SYSTEMS**

Introduction to professions, organizations, services, and methods that are used in healthcare. Covers the history, development, and organization of healthcare systems and public health; an overview of disease control, environmental health, food safety, nutrition, social and behavioral determinants of health, public health services, health policy, health care law, and health care legal issues. Total of 48 hours lecture and 16 hours laboratory.

**VOC 4280 INTRODUCTION TO APPAREL SKILLS AND DRAPERY CONSTRUCTION**

Beginning techniques in apparel and drapery construction. Introduction to career opportunities in the fashion and drapery industry. Total of 360 hours lecture.

**VOC 4282 ADVANCED SKILLS AND DRAPERY CONSTRUCTION**

Advanced apparel and drapery construction techniques. Pattern making and professional techniques used in the fashion and drapery industry. Career opportunities in the apparel and drapery industries. Total of 360 hours lecture.

**VOC 4301 ETIQUETTE AND IMAGE MANAGEMENT**

The course will apply principles of workplace etiquette, personal grooming, elements of design and fabric, and accessory knowledge, focuses on grooming, image, and self-concept. Total of 54 hours lecture.

**VOC 4303 APPAREL, COLOR THEORY AND WARDROBE PLANNING**

This course focuses on developing a career plan for job preparation through clothing selection, professional wardrobing, fashion elements, textiles, and apparel that reflects upward career mobility and opportunities. Total of 72 hours lecture.

**VOC 4305 MEDIA/BRIDAL COSMETIC FUNDAMENTALS**

The basics of cosmetic application and artistry with emphasis on practical make-up applications for black and white and color photography, television, video,

and bridal and specialized looks for evening. Total of 54 hours lecture.

**VOC 9108 MECHANICAL DRAFTING**

**Recommended:** *High school mathematics*

Basic orthographic projection, drafting tools and techniques, lettering, technical sketching, pictorial methods, dimensioning and sectioning, auxiliary views. Total of 108 hours lecture.

**VOC 9113A BASIC SCREEN PRINTING**

History and industry overview. Survey of the safe use of inks, solvents and equipment, ink and stencil system compatibility; preparation of mechanicals, screen fabric and frames. Color and design for the commercial screen printer. Printing on standard and unusual surfaces. Process camera and headliner. **Required** instructional trips. Total of 108 hours lecture.

**VOC 9130 INTRODUCTORY ELECTRONICS**

Fundamental concepts. Basic components and equipment orientation. Total of 90 hours lecture.

**VOC 9132A INTRODUCTORY SCREEN PRINTING**

History and description of present-day developments in the industry. In-depth work with safe use of inks, solvents and equipment. Thorough investigation of ink-stencil system compatibility, preparation of mechanicals for screen process, screen fabrics and frames. Intensive work with color and design for the commercial screen printer. Application of various inks to a wide variety of substrates. Thorough introductory use of the process camera and headliner. Total of 162 hours lecture.

**VOC 9144A INTRODUCTION TO GAS WELDING**

Survey of major welding processes, nomenclature, types of joints, study of oxy-acetylene welding, brazing and cutting. Welding safety. Total of 54 hours lecture.

**VOC 9145A ORIENTATION TO FOOD SERVICE**

History of food services industry; sanitation, safety, terms, technology, food preparation, introduction to quantity food production and organization of the kitchen. Total of 360 hours lecture.

**VOC 9162 BASIC LITHO PRESS**

Practical experience in operation and maintenance of small duplicator presses; set-up, register, ink/water balance and press work on commercial type production jobs. Advanced experience on close register, two and three color work. Use of subtractive and camera generated plates. **Required** field trips. Total of 252 hours lecture.



**VOC 9220 MACHINE SHOP TECHNOLOGY**

Theory and operations on equipment such as drill presses, lathes, mills, grinders, numerical control mills and electrical discharge machines. Total of 324 hours lecture.

**VOC 9220A MACHINE SHOP TECHNOLOGY**

Theory and operations on equipment such as drill presses, lathes, mills/grinders, numerical control mill and electrical discharge machine. Total of 108 hours lecture.

**VOC 9230 APPRENTICESHIP PREPARATION PROGRAM**

Certificate program designed to prepare students for apprenticeships in building trades and entry-level positions in other occupations. Program consists of modules of varying lengths. Emphasis on introduction to the trades, math and reading, testing skills, job search skills, and some hands-on training. A 240 hour program. **A certificate of completion will be awarded upon successful completion of all modules of the program.** Total of 240 hours lecture.

**VOC 9248 INTRODUCTION TO ELECTRICAL TECHNOLOGY**

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, test techniques, trouble-shooting procedures and schematic reading. Total of 108 hours lecture.

**VOC 9260 QUICK PRINT AND IN-PLANT GRAPHICS**

Theory and practice in in-plant printing. Duplicator press and related bindery operations. Papers, inks, equipment and terminology; plate making. Total of 126 hours lecture.

**VOC 9261 ADVANCED QUICK PRINT AND IN-PLANT GRAPHICS**

Theory and practice in in-plant printing. Duplicator press and related bindery operations. Papers, inks, equipment and terminology; plate making. Total of 126 hours lecture.

**VOC 9296 DRAPERY CONSTRUCTION**

Professional drapery construction techniques used in the drapery industry. Introduction to career opportunities. Total of 108 hours lecture.

**VOC 9336 PARAPROFESSIONAL TRAINING FOR CHILD AND YOUTHWORKERS IN OUT OF HOME CARE**

This course is designed to provide students with basic skills necessary for entry level employment in child and youth care in out of home care. Total of 36 hours lecture.

**VOC 9400 PERSONAL FITNESS LIFESTYLE TRAINER**

This course teaches the student knowledge, skills, and abilities to implement a medically-based fitness model for their future or current clients. Learn how to systematically integrate the clients' health history, goals, and abilities to exercise science curriculum and practical fitness training techniques through different training levels and phases. Total of 36 hours lecture and 18 hours laboratory.

**VOC 9401 HEALTH AND FITNESS OCCUPATIONS**

An overview of Fitness and Health occupations, including personal training, fitness instruction, health and fitness management, sports therapy, fitness consulting, fitness club occupations, nutrition and personal training, exercise science training, sales and business development, certifications, job profiles and marketing yourself as a trainer. Total of 36 hours lecture and 18 hours laboratory.

**VOC 9402 FITNESS, NUTRITION AND PERSONAL HEALTH**

Health and lifestyle training for potential personal health and fitness trainers; assessing lifestyle and its effects on well-being; the importance of a weight maintenance program; the relationship between energy and exercise; the importance of observing dietary guidelines; and energy requirements and carbohydrate needs of athletes and those in fitness programs. Total of 36 hours lecture and 18 hours laboratory.

**VOC 9403 PROMOTING PERSONAL HEALTH AND WELL-BEING IN A HEALTH CARE SETTING**

This course provides a foundation for promoting health enhancing behaviors for those interested in a career in health care. It focuses on basic health concepts, accessing valid health information and promoting the health of patients/clients. Total of 108 hours lecture and 36 hours laboratory.



## ADDITIONAL STUDENT SERVICES AND MATRICULATION

### Learning Assistance Center

The Learning Assistance Center (LAC) at CEC offers students individualized support across the curriculum for noncredit instruction. Assistance, supplemental materials, and independent skill improvement are provided for students, particularly in ESL, Adult Basic Education (ABE), High School Diploma Program (HSDP), 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.

### Community Business Center

The Community Business Center (CBC) currently offers Notary and Child ID services as well as Ink and Live Scan Fingerprinting. It also offers DMV and Passport services. Business hours are Monday-Friday, 8:00 a.m. - 5:00 p.m. It is located in a trailer unit at the northwest end of the CEC parking area.

### 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.

Additional scholarship opportunities are also advertised in the PCC *Campus Crier* publication.

### Parking

Students may purchase semester or intersession parking permits for parking at the Community Education Center or at Student Business Services on the main PCC campus. A free shuttle service 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. Available at the Community Education Center.

### Additional Services at PCC Main Campus

CEC 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 Main 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 Main 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 Faculty*



Faculty

## SECTION X

# PASADENA CITY COLLEGE FACULTY

ABDELKERIM, RICHARD J., Instructor, Division of Mathematics. B.S., UCLA; M.S., CSU Northridge; M.A., Loyola Marymount University, Los Angeles; Ph.D., University of Illinois, Chicago.

ABEDZADEH, SAEED, Assistant Professor, Division of Engineering and Technology. B.S., Howard University, Washington, DC; M.S., University of Memphis, Memphis, TN.

AGUIRRE, MARYLYNN G., Professor, Division of Health Sciences. B.S.N., Brigham Young University; M.N., Ph.D., UCLA.

ALDAS, SARA, Assistant Professor and Counselor, Counseling and Career Services. A.A., Mt. San Antonio College; B.A., M.S., CSU Fullerton.

ALEXANDER, TAMEKA, Counselor (Outreach), Counseling and Career Services. B.S., Cal Polytechnic Pomona, Pomona, CA; M.S., University of LaVerne, LaVerne, CA.

ALTOUNJI, MYRIAM, Counselor, Counseling and Career Services. B.S., UCLA; MS, California Lutheran University.

AMOUZEGAR, ALI, Instructor, Division of Engineering and Technology. M.S., University of Tehran, Iran.

ANDERSON, SUZANNE J., Instructor, Division of Social Sciences. B.A., University of Oregon, Eugene; M.A., Claremont Graduate School; M.A., Ph.D., USC.

ANDREASYAN, GRAYR, Instructor, Division of Mathematics. B.S., Yerevan State University, Armenia; M.S., Ph.D., Moscow State University, Russia.

ANSARI, ALIREZA, Instructor, Division of Natural Sciences. B.S., UCLA; M.S., CSU Long Beach.

APIAFI, GRACE, Instructor, Division of Kinesiology, Health, and Athletics. B.S.C., M.S.C., University of Wyoming.

ARA, PILAR, Professor, Division of Languages. B.A., M.A., UC Irvine.

ARAGON, JAMES, Assistant Professor, Counselor, Counseling and Career Services. B.S., CSU Fullerton; M.S., San Francisco State University.

ARENSON, LAUREN, Professor, Division of Social Sciences. B.A., UC Santa Barbara; M.A., CSU Los Angeles; Ph.D., USC.

ARMSTRONG, ALAN R., Assistant Professor, Division of Engineering and Technology. A.A., PCC.

ARNWINE, JAMES A., Division Dean and Professor, Division of Performing and Communication Arts. B.A., M.F.A., UCLA; D.M.A., USC.

ASHCROFT, JARED M., Instructor, Division of Natural Sciences. B.S., CSU Long Beach; M.A., Ph.D., Rice University, Houston, TX.

ASHRAF, JAMAL, Instructor, Division of Business and Computer Technology. B.S., CSU Dominguez Hills; M.S., CSU Long Beach.

AVILA, DOLORES, Instructor, Division of Performing and Communication Arts. A.A., East Los Angeles College; B.A., M.A., CSU Los Angeles.

BADEN, STANLEY, Assistant Professor, Division of Visual Arts and Media Studies. B.F.A., Columbia College; M.F.A., Otis Art Institute.

BANERJEE, SUPRIO, Assistant Professor, Division of Business and Computer Technology. B.A., Burdwan University, India; M.S., Bowie State University.

BANKS, MICHELLE, Associate Professor, Division of English. B.A., UC Irvine; M.A., CSU Los Angeles.

BANKS-SMITH, CHERYL, Associate Professor, Division of Performing and Communication Arts. B.A., UC Berkeley; M.F.A., Ohio State University.

- BARKESHLI, SASSAN, Assistant Professor, Division of Business and Computer Technology. B.S., University of Kansas; M.S., Azusa Pacific University.
- BASTANI, SHAROKH, Associate Professor, Division of Social Sciences. B.A., M.A., Bombay University; Ph.D., Rice University.
- BEARD, CHERYL, Assistant Professor, Division of Social Sciences. B.A., UC Irvine; M.A., Ph.D., Claremont Graduate School.
- BELL, ROBERT H., Senior Vice President/Assistant Superintendent, Academic and Student Affairs. B.A., M.A., University of Redlands; Ed.D., University of the Pacific.
- BERG, THOMAS M., Assistant Professor, Department of Health Sciences. A.A., Los Angeles City College; B.S.N., M.S.N., CSU Los Angeles.
- BEYER, RICHARD, Counseling Psychologist and Professor, Psychological Services. B.A., University of Redlands; Ph.D., United States International University.
- BHADHA, BAKHTAWAR, Assistant Professor, Division of Social Sciences. Teacher's Diploma, Trinity College of Music, England; B.A., Bombay University, India; M.S., CSU Los Angeles; M.S., M.A., Ph.D., USC.
- BIRD, DEBORAH, Assistant Professor Division of Engineering and Technology. Diploma, Calvin Grove College, Australia; M.A., UCLA.
- BLOODGOOD, HARRY, Counselor and Associate Professor, Counseling and Career Services. A.B., University of Rochester; M.A., Cornell University.
- BOBER, SHARON, Instructor, Division of Mathematics. A.S., College of the Canyons; B.A., M.S., CSU, Northridge.
- BOBICH, ANITA M., Instructor, Division of Health Sciences. A.A., L.A. Harbor College; B.A., UCLA.
- BOJARCZAK, ANDRZEJ Z., Associate Professor, Division of Languages. B.A., University of Wroclaw, Poland; M.S., CSU Fullerton.
- BONILLA, MARTHA, Instructor, Division of Languages. B.A., UC Berkeley; M.A., UC Santa Cruz.
- BORMAN, TERRI L., Assistant Professor, Division of Natural Sciences. B.S., UCLA; Doctor of Chiropractic, Cleveland Chiropractic College.
- BOWER, SUSAN L., Professor, Division of Natural Sciences. B.S., UCLA; M.S., Ph.D., USC.
- BRANZBURG, JUDITH V., Professor, Division of English. B.A., University of Rochester; M.A., S.U.N.Y. Stony Brook; Ph.D., University of Massachusetts.
- BRIGGS, SUSAN, Teacher Coordinator, Community Education Center. B.A., CSU Sacramento; B.S., Weber State College, Utah; M.A., Ph.D., University of Hawaii, Hawaii.
- BRINEGAR, DONALD L., Professor, Division of Performing and Communication Arts. B.M., M.M., USC.
- BRONSTEIN, DEBRA, Instructor, Division of English. B.A., UC San Diego; M.A., UCLA; M.A., M.S., Oxford University, England.
- BU CZKO, JO A., College Health Nurse and Professor. A.A., PCC; B.S.N., M.S., CSU Los Angeles.
- BURRES-JONES, CARA, Associate Professor, Division of Natural Sciences. B.A., M.A., University of Kansas.
- BURRUSS, LAURIE L., Professor, Division of Visual Arts and Media Studies. B.F.A., USC; M.F.A., USC.
- BUSTILLOS, ERNESTO, Assistant Professor, Division of Social Sciences. A.A., Pasadena City College; B.A., UCLA; M.A., M.P.A., University of Texas at Austin; M.A., Ph.D., UC Santa Cruz.
- CAIRO, EDUARDO A., Assistant Professor, Division of Social Sciences. B.A., UC Irvine; M.A., UCLA.
- CANFIELD, SARAH, Instructor, Division of Performing and Communication Arts. B.A., James Madison University, Harrisburg VA; M.F.A., Chapman University, Orange, CA.
- CANNIS, ELIZABETH, Instructor, Division of Mathematics. B.S., M.Ed., M.S., UC Riverside.
- CANNON, SUNNY, Instructor, Division of Business and Computer Technology. A.A.S., B.S., Fashion Institute of Technology, State University of New York.
- CAPPARELLI, DEENA-LISA, Assistant Professor, Division of Visual Arts and Media Studies. B.F.A., CSU Long Beach; M.F.A., Claremont Graduate School.
- CARLISI, KAREN, Associate Professor, Division of Languages. B.A., M.A., SUNY, Fredonia.



- CARPENTER, CHARLES, Instructor, Division of Performing and Communication Arts. B.A., CSU Northridge; M.M., USC.
- CARRI, JOHN G., Assistant Professor, Division of Engineering and Technology. B.S., St. Xavier's (India); M.S., Indian Institute of Technology; M.S., Caltech.
- CASTILLO, RICARDO A., Teacher-Specialist, Disabled Student Programs and Services. B.A., M.S., CSU Fresno.
- CASTRO, PETER P., Instructor, Division of Natural Sciences. B.S., CSU Los Angeles; Ph.D., UCLA.
- CATANESE, ERIKA, Instructor, Division of Natural Sciences. B.S., California Polytechnic State University, Pomona; M.S., CSU Fullerton.
- CERVENKA, KATHY C., Associate Professor, Division of Health Sciences. A.A., PCC; B.S.N., CSU Los Angeles; M.S.N., Azusa Pacific University.
- CHAFFEE, LYMAN, Instructor, Division of Mathematics. B.A., Occidental College; M.A., Ph.D., UCLA.
- CHAMMAS, DANY H., Instructor, Division of Natural Sciences. B.S., The Lebanese University (Lebanon); M.S., CSU Los Angeles.
- CHANG-HOU, YU-CHUNG, Assistant Professor, Division of Mathematics. B.S., M.S., Fu-Jen University (Taiwan); M.S., Ph.D., UCLA.
- CHEN, CHIA-WEI, Associate Professor, Division of Natural Sciences. B.A., UC Berkeley; Ph.D., USC.
- CHENEY, KENNETH B., Professor, Division of Natural Sciences. B.A., UCLA; M.A., USC.
- CHESS, BARRY R., Associate Professor, Division of Natural Sciences. B.S., CSU Los Angeles; M.S., CSU Los Angeles.
- CHEUNG, AMY H., Counselor, Counseling and Career Services. B.A., CSU Los Angeles; M.A., UCLA.
- CHO, JAY, Assistant Professor, Division of Mathematics. B.S., M.S., UC Irvine.
- CHOATE-CILETTI, ELISABETH A., Associate Professor, Division of Natural Sciences. B.S., San Jose State University; Ph.D., USC.
- CHRISTENSEN, CARLA, Instructor, Division of Health Sciences. B.S.N., Loma Linda University. M.S., Azusa Pacific University.
- CLICK, JAMES., Instructor, Division of English. B.A., M.A., UC Berkeley.
- COLE, DANIEL , Instructor, Division of Performing and Communication Arts. B.M., University of Southern Maine; M.S., Indiana University; D.M.A., USC.
- COLE, JEFFREY., Instructor, Division of Natural Sciences. B.S., UCLA; Ph.D., University of Kansas.
- CONNER, JOE W., Professor, Division of Natural Sciences. B.S., USC; Ph.D., UC San Diego.
- COOPER, GAIL S., General Counsel, B.A., UC Davis; J.D., UCLA School of Law.
- COOPER, REGENIA M., Counselor, Extended Opportunities Program and Services. B.A., UC Santa Barbara; M.S., CSU Los Angeles.
- COURTER, REBECCA E., Instructor, Division of Mathematics. B.S., Point Loma Nazarene University; M.A., USC.
- CROOK, MARY-ERIN, Instructor, Division of Languages. B.A., University of Massachusetts; M.A. CSU Los Angeles.
- CUATT, DAVID A., Assistant Professor, Division of Engineering and Technology. B.S., Rochester Institute of Technology.
- CURTIS, CAROL L., Associate Professor, Division of Languages. B.A., UC Riverside; M.S., CSU Fullerton.
- D'AMICO, RITA, Associate Professor, Division of Languages. Laurea Italian Doctorate; M.A., Ph.D., UCLA.
- DATKO, CATHERINE, Instructor (Instructional Designer for Online Learning); Distance Education; B.A., Georgetown University; M.A., Monterey Institute of International Studies
- DAVILA, JR., SALOMON, Dean, Career and Technical Education, Division of Engineering and Technology. B.S., MIT; Ed.M., Harvard.
- DAVIS, ANN, Associate Professor, Division of Mathematics, B.S., Brigham Young University; M.S., CSU Northridge; Ed.D., UCLA.

- DAVIS-ANDERSON, CECILE, Counselor, Counseling and Career Services, and Associate Professor. B.A., San Jose State University; M.S., San Diego State University.
- DE CARVALHO, VALERIE, Professor, Division of Languages. B.A., CSU Long Beach; M.A., M.A. TESL, UCLA.
- DE LILLY, CAROL, Assistant Professor, Division of Health Sciences. A.A., West Los Angeles College; B.S.N., M.S.N., CSU Los Angeles.
- DELMAN, ABBY, Instructor, Division of Social Sciences. B.A., UC Irvine; M.A., CSU Los Angeles.
- DI FIORI, RUSSELL E., Instructor, Division of Natural Sciences. B.S., UC Davis; M.S., San Diego State University.
- DODGE, AHNI D., Professor, Division of Business and Computer Technology. B.S.B.E., M.S.B.E., University of North Carolina, Greensboro; Ed.D., USC.
- D'ORANGE-MARTIN, PATRICIA, Counselor and Assistant Professor, Counseling and Career Services. A.A., San Bernardino Valley College; B.A., M.S., CSU Los Angeles.
- DOUGLAS, EARLIE B., Associate Professor, Division of Business and Computer Technology. B.S., M.S., Memphis State University.
- DOUGLASS, DAVID N., Division Dean and Professor, Division of Natural Sciences. B.S., UCLA; M.S., Ph.D., Dartmouth College.
- DURAN, ARMANDO, Counselor, Counseling and Career Services. B.S., CSU Northridge; M.S., CSU Los Angeles.
- DWYER, JANIS S., Counselor and Assistant Professor, Counseling and Career Services. B.A., Lewis and Clark College; M.S., CSU Los Angeles.
- ENCINAS, JORGE, Assistant Professor, Division of Mathematics. B.A., M.S., CSU Northridge.
- ENNIS, KELLI E., Assistant Professor, Division of Social Sciences. A.A., PCC; B.A., CSU Long Beach; M.A., CSU Los Angeles; M.A., CSU Northridge.
- ESTRADA-CEBALLOS, ANGELA, Instructor, Division of Mathematics. B.A., UCLA; M.A., CSU Fullerton.
- EVANS, DAVID, Assistant Professor, Division of Business and Computer Technology. B.S. Christopher Newport College; M.S., Azusa Pacific University; M.S., UCLA.
- EVERSOLE-CIRE, PAMELA, Assistant Professor, Division of Natural Sciences. B.S., M.S., UC Irvine; Ph.D., USC.
- FACCUSEH, MARIA, Associate Professor, Division of Mathematics. B.A., Mt. St. Mary's; M.S., USC.
- FERMI, RACHEL, Instructor, Division of Visual Arts and Media Studies. B.A., University of Derby (U.K.); M.F.A., Tyler School of Art, Temple University.
- FESER, EDWARD, Associate Professor, Division of Social Sciences. B.A., CSU Fullerton; M.A., Claremont Graduate School; Ph.D., UC Santa Barbara.
- FINKENBINDER, MICHAEL A., Division Dean and Professor, Division of Social Sciences. B.A., M.A., CSU Los Angeles; Ph.D., USC.
- FLEMING, JOSHUA, Instructor, Division of Performing and Communication Arts. B.S., Northern Arizona University, Flagstaff, AZ; M.A., California State University, Los Angeles.
- FLEMING, STEPHANIE, Assistant Professor, Division of Performing and Communication Arts. B.S., Northern Arizona State University; M.A., CSU Los Angeles.
- FOLSOM, DEBRA, Assistant Professor, Division of Natural Sciences. B.A., Yankton College; Ph.D., University of Texas at Austin.
- FONG, ELAINE J., Associate Professor, Division of Business and Computer Technology. A.B., UC Berkeley; J.D., Hastings College of Law, UC San Francisco.
- FOSTER, VALERIE, Assistant Professor, Division of Natural Sciences, B.A., UC Berkeley; Ph.D., UC Irvine.
- FOSTER, WILLIAM R., Associate Professor, Division of Visual Arts and Media Studies. B.A., Chapman College. J.D., Western State University College of Law.
- FRANCISCO, DIANA M., Assistant Professor, Division of English. B.A., M.A., CSU Los Angeles.
- FRANK, RUSSELL A., Professor, Division of Languages. B.A., Northern Illinois University; M.A., Ph.D., UCLA.

- FREUND, BARBARA M., Division Dean, Division of Health Sciences. B.S.N., Clayton University, St. Louis; M.S.N., Bellarmine College; Ph.D., Walden University.
- FUKAZAWA, KEIKO, Assistant Professor, Division of Visual Arts and Media Studies. B.F.A., Musashino Art University; M.F.A., Otis-Parsons School of Art and Design.
- FUTTNER, JOSEPH L., Associate Professor, Division of Visual Arts and Media Studies. B.A., University of Hartford; M.A., Hunter College, C.U.N.Y.; M.Phil., City University of New York Graduate Center.
- GAGLIARDI, LORRAINE, Professor, Division of Health Sciences. A.A., PCC; B.S., USC; M.Ed., Ed.D., University of La Verne.
- GALLON, DONALD, Associate Professor, Division of Engineering and Technology. B.S., CSU Los Angeles; J.D., Glendale University College of Law.
- GALLUP, DANIEL B., Instructor, Division of Mathematics. B.A., Occidental College; M.Div., Fuller Seminary; M.S., CSU Los Angeles.
- GANAPATHI, PADMA, Professor, Division of Natural Sciences. B.S., Nizam College, Osmania University, (India); M.S., Ph.D., University of Hyderabad, India.
- GARSON, JENNIFER, Instructor, Division of Languages. B.A., M.A., UCLA.
- GASKIN, SHELLEY L., Professor, Division of Business and Computer Technology. B.S., Robert Morris College, Pennsylvania; M.S., Northern Illinois University; Ed.D., Ball State University, Indiana.
- GATES, STEVEN M., Instructor, Division of Performing and Communication Arts. B.M., University of Denver, CO; M.M., D.M.A., USC.
- GOGUEN, KRISTA F., Librarian II and Associate Professor, Library Services. B.S., Cornell University; M.L.S., UCLA.
- GONZALES, RITA, Instructor, Division of Performing and Communication Arts. B.A., UC San Diego; M.A., CSU Northridge.
- GONZALEZ, OLGA M., Assistant Professor, Division of Languages. B.A., M.A., UCLA.
- GRAVES, JERROLD, Associate Professor, Division of Visual Arts and Media Studies. B.A., Art Center, Pasadena.
- GREEN, KATHLEEN, Associate Professor, Division of English. B.A., Ohio State University; M.A., Ph.D., University of Wisconsin.
- GRIFFITH, C. COLEMAN, Assistant Professor, Division of Engineering and Technology. B.S.Arch., The Catholic University of America, Washington, D.C.; M.Arch., Ohio State University, Columbus, Ohio.
- HALEY, DANIEL J., Professor, Librarian II, Library Services. B.S., U.S. Naval Academy; M.L.S., UCLA; Ph.D., UCLA.
- HAMMAN, DANIEL, Professor/Coordinator, Community Education Center. B.A., Wheaton College, Illinois; M.S.S., United States Sports Academy, Alabama; M.A., CSU Los Angeles; J.D., University of La Verne.
- HAMPTON, TERRI L., Executive Director, Human Resources. B.A., M.S., Golden Gate University.
- HANDELMAN, LINDA S., Associate Professor, Division of Social Sciences. B.A., University of Chicago; M.A., Ph.D., Claremont Graduate School.
- HANVEY, DUSTIN, Associate Professor, Division of English. B.A., UCLA; M.A., Ph.D., UC Riverside.
- HARMAN, MELISSA G., Instructor, Division of Natural Sciences. B.S., University of Virginia; A.M., Ph.D., Harvard University.
- HARRISON, ALLEN C., Instructor, Division of Visual Arts and Media Studies. B.F.A., California Institute of the Arts, Valencia; M.F.A., Otis Art Institute of Los Angeles.
- HAYNES, SANDRA C., Professor, Division of Visual Arts and Media Studies. A.A., PCC; B.A., San Diego State University; M.A., UCLA; M.A., CSU Los Angeles.
- HENES, MATTHEW, Instructor, Division of Mathematics. A.S., Riverside Community College, Riverside, CA; B.S., UC Riverside, Riverside, CA; M.A., CSU San Bernardino, CA.
- HENSLEY, CHIARA, Counselor and Assistant Professor, Counseling and Career Services, B.A., University of Michigan; M.A., Eastern Michigan University.

- HERNANDEZ-HENDERSON, BLANCA I., Counselor, Community Education Center. A.A., PCC; B.S., M.S., University of La Verne.
- HILEMAN-FORD, DEBORAH, Instructor, Division of Health Sciences. B.S., M.S., University of La Verne; M.S.N., University of Phoenix.
- HINTZMAN, LINDA, Assistant Professor, Division of Mathematics. B.S., Oregon State University; M.S., UC Riverside.
- HIRAI, RITSUKO, Professor, Division of Languages. B.A., Kyoto University (Japan); M.A., Ph.D., USC.
- HOGAN, MONIKA, Associate Professor, Division of English. B.A., University of Michigan at Ann Arbor; M.A., Ph.D., University of Massachusetts at Amhurst.
- HOGUE, CHARLES N., Instructor, Division of Mathematics. A.A., Orange Coast College; B.S., California Polytechnic State University, San Luis Obispo; M.A., CSU Long Beach.
- HORTON, GLORIA, Instructor, Division of English. A.A., PCC; B.A., Pitzer College; M.A. Chapman College.
- HOULIHAN, WAYNE P., Assistant Professor, Division of Engineering and Technology. A.A., PCC; B.V.E., CSU Los Angeles.
- HOUSE, MARTHA, Associate Professor, Division of Natural Sciences. B.S., University of Michigan; Ph.D., M.I.T.
- HUBER, KERIN, Professor, Division of Natural Sciences. B.S., Caltech; M.S., CSU Los Angeles.
- HUFFMAN, MARY, Instructor, Division of Health Sciences. A.D.N., Rio Hondo College; B.S.N. CSU Long Beach; M.S., University of Phoenix.
- HUH, JASON Y., Assistant Professor, Division of Business and Computer Technology. B.E., Korea University; B.S., St. Edwards University; M.S., Purdue University.
- HYATT, KRISTIN, Instructor, Division of Health Sciences. B.S.N., UCLA; M.S.N., University of Phoenix.
- IGOE, JESSICA C., Assistant Professor, Division of Natural Sciences. B.S., Walla Walla College, Washington; Ph.D., Loma Linda University.
- ILANO-TEAL, GILDA C., Assistant Professor, Division of Health Sciences. B.S., University of the Philippines; M.A., New York University.
- INGRAM, MICHELLE M., Instructor, Division of Mathematics. B.A., M.S., Northwestern University; M.A., CSU Fullerton.
- IRELAND-GALMAN, MICHELLE, Professor, Division of Social Sciences. A.A., PCC; B.A., M.A., CSU Long Beach; Ph.D., USC.
- JANG, LINDSEY, Instructor, Division of Visual Arts and Media Studies. B.A., UC Berkeley; M.F.A., USC.
- JARAMILLO, VERONICA, Instructor, Division of Natural Sciences. B.S., Moravian College; Ph.D., University of Arizona.
- JARRELL, PAUL E., Professor, Division of Natural Sciences. B.S., Ohio University; Ph.D., University of Oregon.
- JARSO, HILLINA Y., Counselor, Counseling and Career Services. B.A., M.S., CSU Long Beach.
- JENS, KRISTEN, Instructor, Division of Mathematics. B.A., M.S., CSU Los Angeles.
- JOHNSON, CJ, Associate Professor, Division of Languages. B.A., University of Nebraska; M.A., UCLA.
- JOHNSTON, BRADFORD, Instructor, Division of Social Sciences. B.A., UC Santa Cruz; M.A., CSU Stanislaus.
- JORDAN, MATTHEW T., Interim Associate Dean, General Education and Program Review; Assistant Professor, Division of Visual Arts and Media Studies. B.A., Yale University; M.F.A., UCLA.
- JUGE, TONY, Associate Professor, Division of Social Sciences. A.A., Universite Paris XI, Sceaux, France; B.A., M.A., Universite Paris III, Sorbonne, France; M.A., CSU Fullerton; Ph.D., UC Riverside.
- KAIAMA, ELIZABETH J., Counselor-Specialist and Assistant Professor, VEA. A.A., PCC; B.S., M.S., CSU Los Angeles.
- KASY, HASSAN, Assistant Professor, Division of Natural Sciences. B.S., UCLA; M.A., California Polytechnic State University, Pomona.

- KEEHN, MARK A., Assistant Professor, Division of Engineering and Technology. A.A., Los Angeles Pierce College; B.A., CSU San Bernardino.
- KEENE, FREDERICK W., Assistant Professor, Division of Mathematics. S.B., Massachusetts Institute of Technology; M.A., Ph.D., UC Berkeley.
- KELLOGG, CAROL D., Associate Professor, Division of Business and Computer Technology. B.A., University of La Verne; J.D., University of LaVerne, Law School.
- KENNEDY, BRIAN, Associate Professor, Division of English. B.A., Cedarville College, Ohio; M.A., Wright State University, Ohio; Ph.D., Miami University, Ohio.
- KETCHUM, ANNE M., Associate Professor, Division of Performing and Communication Arts. B.A., M.A., CSU Northridge.
- KETTLE, LAURINDA M., Assistant Professor, Division of Health Sciences. A.A., PCC; B.S.N., CSU Long Beach; M.S.N., Azusa Pacific University.
- KIM, JENNI K., Associate Professor, Division of Social Sciences. B.A., UC Berkeley; M.A., Ph.D., Columbia University, New York.
- KIM, SUNG H., Assistant Professor, Division of Social Sciences. B.A., Seoul National University, Seoul, Korea; M.A., Columbia University, New York; M.S., Ph.D., Claremont Graduate University.
- KIOTAS, ARGIRO (JULIE), Associate Professor, Division of Social Sciences. B.A., UC Irvine; M.A., CSU Long Beach; Ph.D., University of Delaware.
- KISS, BOGLARKA, Assistant Professor, Division of Performing and Communication Arts. B.A., Whittier College, Whittier, CA; M.F.A., UC Irvine, Irvine, CA.
- KISSEL, BARBARA, Instructor, Division of Health Sciences. A.A., PCC; B.S., University of St. Francis.
- KLEIN, BROCK, Interim Associate Dean, Teaching and Learning Center; Associate Professor, Division of Languages. B.F.A., University of Michigan, Ann Arbor; M.S., USC; Ph.D., UCLA.
- KNOTT-SILVA, TAMARA, Instructor, Division of Kinesiology, Health, and Athletics. A.A., Citrus College; B.A., M.A., Southeastern Louisiana University.
- KONG, STAN Y., Instructor, Division of Visual Arts and Media Studies. B.A., The Art Center College of Design.
- KOTTARAS, EKATERINI B., Instructor, Division of English. B.A., University of Illinois at Urbana-Champaign; M.A., UC Irvine.
- KOUBEK, PAULETTE, Instructor, Division of Languages. B.A., Cleveland State University; M.A., University of Illinois at Urbana-Champaign.
- KUROKI, MIKAGE, Assistant Professor, Division of English. B.S., B.A., USC; M.A., CSU Long Beach; Ph.D., U.C. Riverside.
- KURZE, HEATHER, Instructor, Division of Visual Arts and Media Studies. A.B., Columbia University; M.A., UCLA.
- LARSON, ERIC, Instructor, Division of Performing and Communication Arts. A.A., Santa Ana College; B.A., San Francisco State; M.F.A., UCLA.
- LAYTON, BOBBI A., Executive Director, Foundation. A.A., Evangel University, B.A., Avila College.
- LEE, DAEHWAN, Instructor, Division of Social Sciences. A.A., L.A. Valley College; B.A., M.A., UCLA.
- LEE, MICHELLE B. Instructor, Division of Business and Computer Technology. B.A., B.S., USC; M.B.A., Claremont Graduate University.
- LEE, ROBERT, Instructor and Coordinator, Writing Center, Division of English. B.A., UCLA; M.A., USC.
- LELOO, LYNN M., Instructor, Division of Health Sciences. A.A., A.S., Pasadena City College; B.A., University of Minnesota.
- LENG, XIAODAN, Professor, Division of Mathematics. B.S., Huazhong University of Science and Technology, China; M.S., CSU Los Angeles; Ph.D., UC Irvine.
- LEGG, BEVERLY, Instructor, Division of Health Sciences. A.S., PCC; B.S., M.S., University of La Verne.
- LEON, BARBARA A., Assistant Professor, Division of Languages. B.A., Universidad Central Santa Clara (Cuba); M.A., Ph.D., UC Irvine.
- LING, SUSIE H., Associate Professor, Division of Social Sciences. B.A., M.A., UCLA; M.A., CSU Los Angeles.



- LIU, WAI-MIN, Professor, Division of Natural Sciences. B.S., M.S., CSU Northridge; Ph.D., Nankai University, Nankai, China.
- LOPEZ, GENA L., Counselor, Counseling and Career Services. A.A. PCC; B.A., UC Riverside; M.S., University of LaVerne.
- LUCK, KYLE, Instructor, Division of Performing and Communication Arts. B.M., CSU Northridge; M.M., USC.
- LUSK, WALTER, Associate Professor, Division of Business and Computer Technology. B.S., M.B.A., CSU Long Beach.
- LUTTRELL, HOLLIE, Instructor, Division of Business and Computer Technology. A.A., Fashion Institute of Design and Merchandising; B.A., B.S., CSU Los Angeles; M.S., CSU Northridge.
- LY, PEARL M., Librarian, Library Services. B.A., University of San Diego; M.L.I.S., M.A., UCLA.
- LYNN, PATRICIA R., Professor, Division of Business and Computer Technology. A.A., PCC; B.A., M.A., CSU Los Angeles; Ed.D., USC.
- MACK, DARCY, Associate Professor, Division of Natural Sciences. B.S., M.S., UCLA.
- MAGEE, CATRELIA R., Professor, Division of Performing and Communication Arts. B.A., CSU Los Angeles; M.A., Mills College.
- MAHER II, THOMAS F., Instructor, Division of Kinesiology, Health, and Athletics. B.A., CSU Los Angeles.
- MARHEINE, ROGER C., Assistant Professor, Division of English. B.A., M.A., University of Wisconsin.
- MARTINEZ, JOSEPH EDWARD, Counselor, Associate Professor, Counseling and Career Services. B.A., University of Texas; M.A., UCLA; M.S., CSU Los Angeles.
- MATTES, JEFFREY R., Instructor, Division of Health Sciences. A.S., PCC.
- MATTHEWS, ZACHARY P., Instructor, Division of Performing and Communication Arts. B.M., B.A., Washington State University; M.M., USC.
- McCABE, CHRISTOPHER, Associate Professor, Division of English. B.A., CSU Long Beach; M.A., CSU Northridge.
- McCABE, DAVID, Teacher-Coordinator and Associate Professor, Division of Social Sciences. B.A., UC Riverside; M.P.A., CSU San Bernardino.
- McCLELLAN, MICHAEL L., Counselor and Assistant Professor, Counseling and Career Services. B.A., University of Oregon; M.S., University of La Verne; M.A., University of Redlands; M.S., Azusa Pacific University.
- McCLENDON, LOLA, Instructor, Division of Mathematics. A.A., Del Mar College, Corpus Christi, TX; B.S., M.S., Lamar University, Beaumont, TX.
- McDONALD, LYDIA, Associate Professor, Division of Languages. A.B., A.M., USC.
- McGAHARN, ANGELA C., Instructor, Division of Languages. A.A. Santa Monica College; B.S., UC Davis; M.A., University of the Pacific, Stockton.
- McGILL, LAWRENCE J., Professor, Division of Performing and Communication Arts. B.A., Union College; M.A., Texas Christian University; M.A., CSU Los Angeles; Ph.D., University of Denver.
- McKAY, YOLANDA, Instructor, Division of Visual Arts and Media Studies. B.A., Cal Poly University, Pomona; M.F.A., CSU Fullerton.
- McLEAN, ROBERT E., Professor, Division of Social Sciences. B.A., M.A., UC Santa Barbara; M.A., UC Riverside.
- McQUEEN, MARK M., Assistant Professor, Division of English. B.A., UCLA; M.A., CSU Long Beach.
- MEDINA, CECILIA D., Counselor, Counseling and Career Services. A.A. LACCD; B.A., UC Davis; M.A., San Diego State University.
- MEEHAN, KATHLEEN, Professor, Division of Business and Computer Technology. B.S., M.B.A., USC; J.D., Southwestern University School of Law.
- MEIER, DANIEL B., Assistant Professor, Division of English. B.A., M.A., CSU Dominguez Hills.
- MELNARIK, TIM, Assistant Professor, Division of English. B.A., UC Riverside; M.A., USC; Ph.D., Claremont Graduate University.

- MENDOZA, MARYROSE, Associate Professor, Division of Visual Arts and Media Studies. B.A., CSU Los Angeles; M.F.A., Claremont Graduate School.
- MICHEL, PATRICIA, Assistant Professor, Division of Mathematics. A.S., Santa Ana College; B.S., M.S., UC Irvine; Ph.D., Georgia Institute of Technology.
- MICHELSON, MELISSA, Assistant Professor, Division of Languages. B.A., UC Berkeley; M.A., CSU, Los Angeles.
- MILES, KIM, Assistant Dean, Scholarships and Financial Aid. B.A., M.S., CSU Los Angeles.
- MILLER, ROBERT B., Senior Vice President/Assistant Superintendent, Business and College Services. A.A., PCC; B.A., University of La Verne; M.P.A., CSU Northridge.
- MILNE, DEREK, Assistant Professor, Division of Social Sciences. B.A., UC Santa Cruz; M.A., Bowling Green State University; M.A., UCLA.
- MITTONGTARE, CHURAIRAT, Instructor, Division of Health Sciences. B.S.N., M.S.N., Mahidol University (Bangkok, Thailand).
- MOORE, BILL, Assistant Professor, Division of Kinesiology, Health, and Athletics. B.S.E., Northwest Missouri State, M.S., Louisiana Tech University.
- MORPHEUS, JAMES G., Assistant Professor, Division of Visual Arts and Media Studies. B.F.A., Tyler School of Art, Temple University; M.F.A., California Institute of the Arts.
- MORRIS, REBECCA J., Professor, Division of Visual Arts and Media Studies. B.A., Smith College; M.F.A., The School of the Art Institute of Chicago.
- MORRISON, CHARLES F., Instructor, Division of Health Sciences. A.D.N., Santa Monica College, B.S.N., University of Phoenix; M.S.N., CSU Los Angeles.
- MUNGEN, DONNA, Assistant Professor, Division of English. B.A., Howard University; M.F.A., Antioch University, Los Angeles.
- MURRAY, ANDREA, Instructor, Division of Social Sciences. B.A., San Diego State University; M.A., CSU Fullerton.
- MUYINGO, JOYCE, Instructor, Division of Health Sciences. A.A., PCC; M.S.N., UCLA.
- NAGY-SHADMAN, ELIZABETH, Associate Professor, Division of Natural Sciences. B.A., University of Colorado; M.S., Ph.D., California Institute of Technology.
- NAYLOR, BARBARA, Assistant Professor, Division of Performing and Communication Arts. A.A., A.S., Pasadena City College; B.A., USC; M.A., CSU, Los Angeles.
- NEIDERER, THOMAS, Assistant Professor, Division of Health Sciences. A.A., San Diego City College; B.S., USC; M.P.H., CSU Long Beach.
- NEWMAN-GOMEZ, SHARON, Instructor, Division of Mathematics. B.S., B.A., M.A., CSU San Bernardino; M.S., UC Riverside.
- NIELSEN, DONNA M., Assistant Professor, Division of Health Sciences. A.A., Citrus College; B.S.N., M.S.N., University of Phoenix.
- NOBLE, JENNIFER, Assistant Professor, Division of Social Sciences. B.A., Andrews University, Michigan; M.A., Ph.D., Alliant International University.
- NORDSTROM, DONNA E., Professor, Division of Mathematics. Wheaton College; M.A., UCLA; M.S., Azusa Pacific University.
- NORRIS, JASON R., Assistant Professor, Division of Engineering and Technology. A.S., PCC.
- NYONG, FRANCIS E., Assistant Professor, Division of Social Sciences. B.A., M.B.A., Azusa Pacific University; M.A., Ph.D., Claremont Graduate School.
- O, JEONG K., Instructor, Division of Health Sciences. B.S.N., Ewha Woman's University, (Korea); M.S.N., University of Hawaii.
- OBERLANDER, KEITH J., Professor, Division of Mathematics. B.S., Illinois State University; M.S., Purdue University; M.A., Northwestern University; Ph.D., USC.
- OGAZ, ANA, Counselor/Articulation Officer and Professor, Counseling and Career Services. A.A., Chaffey College, Rancho Cucamonga; B.A., CSU San Diego; M.A., Pt. Loma College, San Diego.
- OGDEN, KRISTEN, Associate Professor, Division of English. A.A., Skyline Community College, San Bruno, CA; B.A., San Francisco State University; M.F.A., University of Alaska, Fairbanks, AK; Ph.D., Louisiana State University.

- O'HORA, JILL, Professor, Division of English. B.A., University of Santa Clara; M.A., Ph.D., University of Toronto.
- OHYE, JUDY, Assistant Professor and Librarian II, Library Services. B.A., CSU Los Angeles; M.S.L.S., USC.
- OLIVO, CYNTHIA, Associate Dean, Counseling and Student Success Services. B.A., M.S., CSU, San Bernardino; Ph.D., Claremont Graduate University, Claremont.
- OROZCO, ENRIQUE C., Professor, Division of Social Sciences. B.A., CSU Northridge; Ph.D., USC.
- O'CONNOR, YUET-LING, Professor, Division of Natural Sciences. B.A., CUNY; Ph.D., USC.
- OSAKA, RICHARD, Instructor, Division of Visual Arts and Media Studies. A.A., PCC; B.F.A., Art Center College of Design.
- OVENTILE, ROBERT S., Assistant Professor, Division of English. B.A., UC Berkeley; M.A., UC Irvine.
- PANELLA, A.C., Instructor, Division of Performing and Communication Arts. B.A., Sonoma State University, Rohnert Park, CA; B.A., M.A., San Francisco State University.
- PASTRAS, PHILIP J., Assistant Professor, Division of English. B.A., M.A., Ph.D., Rutgers University.
- PEACH, PATRICIA L., Assistant Professor, Division of Mathematics. B.A., Mundelein College; M.A.T., Colorado State University.
- PEDRINI, MICHELE, Associate Professor, Division of Languages. B.A., M.A., UCLA.
- PELL, STEVE, Associate Professor, Division of Languages. B.A., M.A., CSU Los Angeles; M.A., California Polytechnic State University, Pomona.
- PERALES, OTILIO, Instructor, Division of English. B.A., UCLA; M.A., CSU Los Angeles.
- PERCEY, ROLAND S., Associate Professor, Division of Visual Arts and Media Studies. A.A., PCC; B.A., M.A., CSU Los Angeles.
- PEREA, MANUEL, Instructor, Division of English. B.A., CSU Long Beach; M.A., CSU Los Angeles.
- PERON, JOSEPH, Instructor, Division of Kinesiology, Health, and Athletics. A.A., PCC; B.A., Biola University; M.A., Azusa Pacific University.
- PERSAUD, LOKNATH, Professor, Division of Languages. B.A., University of West Indies; M.A., Ph.D., State University of New York at Buffalo.
- PHU, CINDY, Instructor, Division of Performing and Communication Arts. B.A., CSU Long Beach; M.A., CSU Los Angeles.
- PILGREEN, LINDSEY A., Instructor, Division of Languages. B.A., UC Irvine; M.A., California Polytechnic State University, Pomona.
- PILON, KRISTIN F., Professor, Division of Engineering and Technology. B.A., St. Olaf College; M.A., California Lutheran University.
- PORRECA, CARMEN, Instructor, Division of Performing and Communication Arts. A.A., Pasadena City College.
- POTTER, CHARLENE, Instructor, Division of Languages. B.A., University of Ottawa, Ontario, Canada; M.A., Carleton University, Ontario, Canada.
- POTTER, DOROTHY F., Associate Professor and Librarian II, Library Services. A.A., PCC; B.A., UCLA; M.S.L.S., USC.
- POWERS, JAMES R., Associate Professor, Division of Business and Computer Technology. B.A., M.A., San Jose State University; Ph.D., UCLA.
- PRESIADO, RHEA, Assistant Professor, Division of Natural Sciences. B.A., UC Berkeley; Ph.D., UC Davis.
- PRICE, PAUL, Associate Professor, Division of Social Sciences. B.A., University of Redlands; M.A., Fisk University, Tennessee; Ph.D., UCLA.
- PUGLIA, KAITZER, Assistant Professor, Division of Social Sciences. A.A., Glendale Community College; B.A., CSU Northridge; M.A., Pacific Oaks College.
- QUAN, (JENNY) JIA, Professor, Division of Natural Sciences. B.S., Fudan University (China); M.S., CSU Los Angeles.
- QUINTANAR, EVANGELINA, Counselor, Counseling and Career Services. B.S., CSU Northridge; M.S., CSU Los Angeles.

- RADDON, DANIEL, Instructor, Division of Business and Computer Technology. B.A., Brigham Young University; M.B.A., Arizona State University; M.I.M., American Graduate School of International Management.
- RANDALL, ROBERT L., Instructor, Division of Social Sciences. M.S., CSU Los Angeles; B.A., M.A., Ph.D., UCLA.
- REGAN, PHILIP G., Assistant Professor, Division of Social Sciences. B.A., College of Wooster; M.A. Claremont Graduate University.
- RICARDS, PHILIP C., Professor, Division of Social Sciences. B.A., UC Santa Barbara; M.A., Ph.D., Claremont Graduate School.
- RICHARDS, BIANCA M., Counselor, DSP&S. A.A., PCC; B.S., M.S., CSU Los Angeles.
- RICHARDS, JUSTUS A., Assistant Professor, Division of Social Sciences. B.A., Loma Linda University; M.A., Andrews University, Berrien Springs, Michigan; M.A., USC.
- RIGON, SILVIA, Instructor, Division of Visual Arts and Media Studies. B.F.A., Accademia Di Belle Arti, Venezia, Italy; M.F.A., UCLA.
- RIOJAS, TOMAS S., Counselor, Counseling and Career Services. B.A., CSU Los Angeles; M.Ed., University of Maryland.
- RIVAS-GOMEZ, ELSIE, Assistant Professor, Division of English. B.A., B.S., Santa Clara University; M.F.A., San Diego State University.
- ROCHA, MARK W., President/Superintendent. B.A., Villanova University, Philadelphia, Pennsylvania; M.A., CSU Fullerton; Ph.D., USC.
- RODRIGUEZ, BLANCA, Instructor, Division of Health Sciences. A.A., Santa Monica College; B.A., UC Riverside.
- RODRIGUEZ, KATHARINA, Instructor, Division of Natural Sciences. B.S., M.S., California Polytechnic State University.
- ROGACS, LYNORA, Assistant Professor, Division of Social Sciences. B.A., Scripps College; M.A., Claremont Graduate University.
- ROSAS, IVETTE H., Counselor, Counseling and Career Services. B.A., USC; M.S. San Francisco State.
- ROSE, PATRICIA C., Associate Professor, Division of English. B.A., George Mason College of the University of Virginia; M.A., University of Denver.
- ROSE, SHELAGH E., Assistant Professor, Division of Languages. B.A., UC San Diego; M.A., San Diego State University.
- RUTZEN, NANCY, Instructor, Division of Languages. B.A., CSU Los Angeles; M.A. Azusa Pacific University.
- RYDBECK, WHITNEY, Assistant Professor, Division of Performing and Communication Arts. A.A., PCC; B.A., CSU Los Angeles; M.A., CSU Fullerton.
- SACHTJEN, TRACY, Instructor, Division of Social Sciences. B.A., Smith College, Northampton, MA; M.A., Ph.D., UC Irvine.
- SAKATA, MARK, Teacher/Specialist - Disabilities and Assistant Professor, DSP&S. B.A., M.S., University of North Carolina at Chapel Hill.
- SALAZAR-ROMO, CRISTINA, Assistant Professor, Division of Languages. A.A., Cerritos College; B.A., M.A., California Polytechnic State University, Pomona; Ed.D., USC.
- SALOMON, PHIL M., Professor, Division of Engineering and Technology. A.A., Los Angeles City College; B.S., M.S., M.E., UCLA; M.A., CSU Northridge.
- SAMTANI, SHELLIE A., Instructor, Division of English. A.A. Pasadena City College; B.A., M.A., CSU Los Angeles.
- SAVAS, DIANA N., Professor, Division of Languages. B.A., Oberlin College; M.S., Cornell University; Ph.D., UCLA.
- SCHMIDT, STEPHANIE, Assistant Professor, Division of Health Sciences. A.A., Los Angeles Mission College; B.A., CSU Dominguez Hills; M.S., Boise State University.
- SCHUBERT, JAMES R., Associate Professor, Division of Mathematics. B.A., UCLA; M.S., CSU Los Angeles.
- SCHWYZER, HUGO B., Instructor, Division of Social Sciences. B.A., UC Berkeley; M.A., Ph.D., UCLA.

- SCOTT, ROSEMARY, Associate Professor, Division of Performing and Communication Arts, DSP&S. B.A., University of Redlands; M.A., CSU Los Angeles.
- SEPIKAS, JOHN P., Associate Professor, Division of Mathematics. B.S., M.S., CSU Northridge; Ph.D., Claremont Graduate University.
- SHAMAM, ASHER, Instructor, Division of Mathematics. B.S., M.S., UCLA; M.A., Ph.D., USC.
- SHI, JIA, Professor, Division of Natural Sciences. B.S., Fudan University; M.S., Ph.D., UCLA.
- SIERRA, JOSEPH, Associate Professor, Division of English. B.A., M.A., UCLA.
- SIMON, KENNETH, Librarian II, Library Services. B.A., UC Santa Cruz; M.L.I.S., UCLA.
- SIMONESCHI, JOSEPH, Executive Director, Business Services. B.S., University of Phoenix; M.A., Woodbury University.
- SKIATHITIS, KARYN, Instructor, Division of Health Sciences. B.S.N., University of Massachusetts Amherst; M.S.N., CSU Los Angeles.
- SLOCUM, RICHARD, Teacher Coordinator, Community Education Center. B.S., Ph.D., Massachusetts Institute of Technology.
- SMITH, MARJORIE, Associate Professor, Division of English. B.A., M.A., CSU Los Angeles.
- SMITH, PAULA, Instructor, Division of Health Sciences. A.D.N., Santa Ana College; B.S.N., CSU Dominguez Hills; M.S.N., University of Phoenix.
- SMITH, RUEBEN, Executive Director, Facilities Services. B.S., CSU Long Beach; M.B.A., Colorado Technical University.
- SOCRATES, JUDE THADDEUS, Professor, Division of Mathematics. B.S., University of the Philippines, Quezon City; M.S., University of the Philippines, Quezon City, and Caltech; Ph.D., Caltech.
- SOO HOO, PAULINE, Instructor, Division of Health Sciences. B.S.N., University of San Francisco; M.N., UCLA.
- STALEY, DOUGLASS W., Assistant Professor, Division of Business and Computer Technology. B.S., Pennsylvania State University; M.B.A., California Polytechnic University, Pomona.
- STARBIRD, CARRIE A., Assistant Professor, Division of Mathematics. B.S., Cal-Poly, San Luis Obispo; M.S., Cal-Poly, Pomona.
- STEED, BRAD, Instructor, Division of Performing and Communication Arts. A.A., Pasadena City College; B.A., M.M., CSU Los Angeles.
- STODDARD, TERRY W., Instructor, Division of Kinesiology, Health, and Athletics. B.S., M.A., Eastern Kentucky University.
- STRINDEN, CHRISTOPHER N., Instructor, Division of Mathematics. B.A., M.S., Western Washington University.
- STROUD, LINDA J., Associate Professor, Division of Social Sciences. A.A., Butte College; B.A., CSU Chico; M.A., Pacific Oaks College.
- SUMITOMO, MIKI, Professor, Division of Languages. B.A., Kwansei Gakuin University (Japan); B.A., University of Oregon; M.Ed., Ph.D., Boston University.
- SURENYAN-KRECH, TATYANA, Instructor, Division of English. B.A., M.A., CSU Northridge.
- SWAIN, KATHERINE, Counselor, Counseling and Career Services. B.A., CSU Los Angeles; M.S.W., USC.
- SWAMINATHAN, VANITHA, Instructor, Division of English. B.A., Ranchi University, India; B.Ed., Bombay University, India; M.Ed., University of Sheffield, UK.
- SWANEGAN, MICHAEL, Instructor, Division of Kinesiology, Health and Athletics. A.S., Paris Junior College, Texas; B.S., Langston University, Oklahoma; M.A., Azusa Pacific University.
- SWEIMEH, KHULOUD, Associate Professor, Division of Natural Sciences. B.S., University of Jordan, Jordan; Ph.D., UC Irvine.
- SWIL, WARREN, Assistant Professor, Division of Visual Arts and Media Studies. B.S., University of Cape Town, South Africa; B.A., San Diego State University; M.A., CSU, Los Angeles.



- SY, JAMES, Professor, Division of Natural Sciences. B.S., University of Santo Tomas (Philippines); M.S., Eastern Illinois University; Ph.D., Iowa State.
- TAKATA, YOJI, Assistant Professor, Division of Languages. B.A., M.A., Sophia University, Tokyo, Japan; M.A., Ph.D., University of Tennessee at Knoxville.
- TALAO, SILVIA, Instructor, Division of Mathematics. A.A., College of the Canyons; B.A., M.S., CSU, Northridge.
- TATE, BEVERLY A., Assistant Professor, Division of English. B.A., M.A., Pepperdine University.
- TAYLOR, DARYL J., Associate Professor, Division of Business and Computer Technology. B.A. University of Pennsylvania, Philadelphia; M.B.A., Wharton School of Business, Philadelphia.
- THAYER, SCOTT, Assistant Dean, Student Affairs. A.A. Normandale Community College, Minnesota; B.A., Rollins College, Florida; M.A., Point Loma Nazarene University; Ed.D., USC.
- THONGTHIRAJ, DOOTSDEEMALACHANOK, Associate Professor, Division of English. B.A., M.A., Ph.D., UCLA.
- TIRAPELLE, LESLIE A., Associate Professor and Librarian II, Library Services. B.A., UC San Diego; M.L.I.S., San Jose State; Ed.D., USC.
- TRENDLER, TERESA A., Professor, Division of Natural Sciences. B.S., Biola University; M.S., San Diego State University.
- TRUONG, LAN, Counselor, Counseling and Career Services. B.A., M.S., CSU Long Beach.
- TSAO, MING-YAO, Instructor, Division of Health Sciences. B.S.N., CSU Los Angeles; M.S.N., UCLA.
- TUCKER, BRIAN, Associate Professor, Division of Visual Arts and Media Studies. B.A., Pitzer College; B.F.A., M.F.A., California Institute of the Arts.
- UDEOZOR, VALERIE, Instructor, Division of Health Sciences. A.A., Mount St. Mary's College; B.A., Howard University; M.S.N., University of Phoenix.
- ULMER, AMY G., Division Dean and Assistant Professor, Division of English. B.A., UCLA; M.A., CSU Northridge.
- UNDERWOOD, SHANE., Instructor, Division of English. B.A., M.A., CSU Northridge.
- URANGA, DAVID J., Assistant Professor, Division of Social Sciences. B.A., CSU Northridge; M.A., UCLA.
- UYEKAWA, M. KATHLEEN, Professor, Division of Mathematics. B.S., California Polytechnic University, Pomona; M.A., UCLA.
- VALENTINE, JESSICA, Instructor, Division of Mathematics. B.S., M.S., Cal State Polytechnic University, Pomona.
- VALENTINE, SONYA, Instructor, Division of Natural Sciences. B.S., M.S., CSU Los Angeles.
- VALLEJO, CESAR J., Assistant Professor, Division of Languages. B.A., Convento-Capuchinos, Pasto (n) Colombia S.A.; M.A., Collegio Internazionale dei Cappuccini, Palermo, Italy; M.A., USC.
- VAN CORVA, CLAUDIA, Professor, Division of Natural Sciences. B.A., CSU Northridge, M.A., USC; Ph.D., Caltech.
- VARGAS, ALICIA, Professor, Division of Business and Computer Technology. B.S., M.S., CSU Los Angeles.
- VENTO, PAULA, Instructor, Division of Health Sciences. B.S., California Polytechnic University; M.S.N., University of Phoenix.
- VILLANUEVA, SILVA, Assistant Professor, Division of English. A.A., Mount San Antonio College; B.A., M.A., CSU Los Angeles.
- VIZER, GLORIA M., Instructor, Community Education Center.
- WALTER, KRISTA, Associate Professor, Division of English. B.A., University of Michigan; M.A., Ph.D., UC Irvine.
- WEI, CATHY J., Professor, Division of Languages. B.A., National Cheng-Kong University; M.S., Ph.D., USC.
- WELLER, EMY LU, Teacher/Specialist and Professor, Learning Disabilities, DSP&S. A.A., Eastern Wyoming College; B.A., M.A., University of Wyoming; Ph.D., UCLA.
- WEST, CHRISTOPHER D., Instructor, Division of Social Sciences. B.A., UC Berkeley; M.A., Ph.D., USC.

- WEYDAHL, ERLIND, Instructor, Division of Mathematics. B.S., M.S., Florida International University; M.S., CSU Los Angeles.
- WHEELER, RICHARD L., Instructor, Division of Engineering and Technology. A.A., PCC.
- WHITWORTH, MARK T., Instructor, Division of Performing and Communication Arts. B.A., M.A., CSU Los Angeles.
- WILBUR, BRYAN C., Assistant Professor, Division of Natural Sciences. B.S., UCLA; Ph.D., University of Texas, Austin.
- WILKERSON, ANDREA L., Instructor, Division of Performing and Communication Arts. B.A., University of Tulsa, Oklahoma; M.A., Pittsburg State University, Kansas.
- WILKINSON, PAUL, Professor, Division of Business and Computer Technology. A.S., B.S., Loma Linda University; M.S. UC Riverside; Ph.D., University of Durham, United Kingdom.
- WILLHIDE, MELANIE, Instructor, Division of Visual Arts and Media Studies. A.S., Manchester Community College, CT; B.F.A., Rhode Island School of Design, RI; M.F.A., Yale University School of Art, CT.
- WILLIAMS, CHARLOTTE M., Assistant Professor, Division of Social Sciences. A.A., PCC; B.A., UCLA; M.P.A., American University.
- WILSON, PAIGE L., Assistant Professor, Division of English. A.A., Los Angeles Valley College; B.A., M.A., CSU Northridge.
- WOOD, DEBRA W., Assistant Professor, Division of Natural Sciences. B.S., Columbia Union College; M.S., UC Riverside; M.A., CSU Los Angeles.
- WOODS, GARY L., Professor, Division of Business and Computer Technology. A.A., PCC; B.S., M.S., USC; J.D., Southwestern University.
- WRIGHT, LYNN, Professor, Division of English. B.A., CSU Northridge, M.A., Ph.D., USC.
- WU, EUGENIA, Associate Professor, Division of Languages. B.A., Tamkang University; M.A., CSU Northridge, CSU Sacramento.
- WU, RUOYI, Assistant Professor, Division of English. B.A., Inner Mongolia Teacher's University (China); M.A., Northeast Missouri State University; Ph.D., University of Louisville.
- WU, XIU-ZHI, Associate Professor, Division of Languages. B.A., National Kaohsiung Normal University, Kaohsiung, Taiwan; M.A., National Taiwan Normal University, Taipei, Taiwan; M.A., Ph.D., USC.
- WURST, SONIA K., Professor, Division of Business and Computer Technology. B.S., University of Dubuque; M.A., Azusa Pacific University; M.A., CSU Fullerton; Ph.D., University of LaVerne.
- YAMATO, YOSHIKO Y., Assistant Professor, Division of Mathematics. B.A., CSU Los Angeles; M.A., USC.
- YAMAUCHI, KENT T., Assistant Dean and Associate Professor, Office of Special Services. B.A., M.S.W., USC; M.A., Ph.D., California School of Professional Psychology.
- YANAGA, BARRON, Assistant Professor, Division of Business and Computer Technology. B.S., M.A., USC; M.B.A., University of Rochester, N.Y.; J.D., USC.
- YANG, SEUNG, Instructor, Division of Business and Computer Technology. Bachelor of Landscape Architecture, Cal Poly, San Luis Obispo; M.S., Azusa Pacific University.
- YANG, ROGER, Assistant Professor, Division of Mathematics. B.A., Cornell University; Ph.D., UC Irvine.
- YEE, KAY Y., Professor, Division of Visual Arts and Media Studies. A.A., San Francisco City College; B.F.A., California College of Arts and Crafts; M.F.A., CSU Long Beach.
- YEGANOV, NIKOLAY, Assistant Professor, Division of Mathematics. B.S., M.A., Azerbaijan Pedagogical Institute; M.S., CSU Los Angeles.
- YOUNG, PHILLIP, Instructor, Division of Performing and Communication Arts. B.M., University of the Pacific, Stockton, CA; M.M., Peabody Conservatory of Music, Baltimore, MA; D.M.A., USC.
- YOUNG, THEODORE R., Division Dean, Division of Languages. B.A., M.A., UC Santa Barbara; Ph.D., Harvard.

ZARATE, ELOY, Assistant Professor, Division of Social Sciences. A.A., PCC; B.A., M.A., UC Riverside.

ZARDOOST, VAHID, Associate Professor, Division of Business and Computer Technology. B.A., University of Tehran (Iran); M.S., George Washington University, Washington, D.C.

## EMERITI

ABBEY, NORMAN C., Professor Emeritus, Division of Art. B.A., UCLA; M.A., CSU Los Angeles.

BURKARD, MARTHA R., Professor Emeritus, Division of Life Sciences and Allied Health. D.D.A, A.A., John Muir College; B.V.E., CSU Los Angeles; M.A. CSU Long Beach.

ANDERSON, PAULINE C., Professor Emeritus, Chairperson, Department of Allied Health. C.D.A., USC; A.A., PCC; B.V.E., M.A., CSU Los Angeles.

CARTER, BRUCE A., Professor Emeritus, Division of Natural Sciences. B.S., M.S., Ph.D., Caltech.

ANGELONI, ELVIO V., Professor Emeritus, Division of Social Sciences. B.A., M.A., UCLA; M.A., Loyola Marymount University.

CHANDLER, FAY E., Professor Emeritus, Division of English and Foreign Languages. B.S., East Tennessee State College; M.A., East Tennessee State University.

BALLARD, RAE G., Professor Emeritus, Division of English and Foreign Languages. B.A., Reed College; M.A., UC Berkeley; Ph.D., Claremont Graduate School.

CHAPMAN, WILLIAM H., Professor Emeritus, Division of English and Foreign Languages. B.A., University of Dayton; M.A., St. John's University.

BARBER, DENNIES T., Professor Emeritus, Division of Performing and Communication Arts. B.A., M.A., USC; M.A., Pacific Oaks College.

COLE, ROBERTA C., Professor Emeritus, Division of Health Sciences. A.A., Los Angeles Valley College; B.S., M.S., CSU Los Angeles.

BAUM, LAUREL R., Professor Emeritus, Division of Mathematics and Computer Studies. A.A., PCC; B.A., UC Berkeley; M.A., CSU Los Angeles.

CONKLIN, BRUCE E., Professor Emeritus, Division of Social Sciences. B.S., M.A., University of Illinois; Ph.D., USC.

BICKLEY, JAMES B., Professor Emeritus, Division of Social Sciences. B.A., UC Riverside; M.A., CSU Los Angeles; Ph.D., California School of Professional Psychology.

CORDON, MARY JANE, Professor Emeritus, Division of Mathematics and Computer Studies. B.A., St. Mary-of-the-Woods College; M.S., Dayton University; M.A., Loyola Marymount University.

BLECKMANN, WILHELM A., Professor Emeritus, Division of Visual Arts and Media Studies. B.A., M.A., USC.

COREY, ALICE S., Professor Emeritus, Division of Natural Sciences. B.S., M.S., University of Michigan.

BOWLUS, ROBERT G., Professor Emeritus, Division of Natural Sciences. B.S., Caltech; M.S. Ed., USC.

CORNELIUS, PHILIP G., Professor Emeritus, Division of Art. A.B., CSU San Jose; M.F.A., Claremont Graduate School.

BRAVENDER, SUZANNE A., Professor Emeritus, Division of Art. B.F.A., M.F.A., Otis Art Institute.

DABELOW, KATHRYN W., Professor Emeritus, Division of Social Sciences. A.A., PCC; B.A., M.A., UC Santa Barbara.

BROWN, GORDON F., Professor Emeritus, Division of Social Sciences. A.A., PCC; B.A., M.A., CSU Los Angeles; Ph.D., USC.

DAVIS, LAURA L., Professor Emeritus, Division of Social Sciences. B.A., M.A., CSU Los Angeles; M.A., USC

BURCH, VANCE L., Professor Emeritus, Division of Social Sciences. B.S., M.S., Kansas State College.

DAVIS, LISA F., Professor Emeritus, Division of Social Sciences. B.A., M.A., CSU San Jose; Ph.D., USC.

- DI MASSA, JOSEPH F., Professor Emeritus, Division of Social Sciences. B.A., M.A., St. John's College; Ph.D., USC.
- DOUD, ROBERT E., Professor Emeritus, Division of Social Sciences. B.A., Cathedral College; M.A., DePaul University; Ph.D., Claremont Graduate School.
- EATON, JR., CLYDE B., Professor Emeritus, Division of Mathematics and Computer Studies. A.A., PCC; A.B., M.A., UC Berkeley; M.A., M.L.S., M.S., Ph.D., UCLA.
- FASTABEND, MARGARITA D., Professor Emeritus, Division of Foreign Languages. B.A., CSU Los Angeles; M.A., USC.
- GILES, BRYANT W., Professor Emeritus, Division of English and Foreign Languages. B.A., Stanford; M.A., Ph.D., Yale.
- GOLDMANN, WILLIAM E., Professor Emeritus, Division of Social Sciences. B.A., USC; M.A., CSU Los Angeles; Ph.D., USC.
- GRAINGER, WILLIAM K., Professor Emeritus, College Library Services. B.A., B.L.S., UC Berkeley; M.L.S., USC.
- GRAY, VELMA L., Professor Emeritus, Division of Health Sciences. R.N., Kahler School of Health Sciences; B.S., M.A., CSU Los Angeles.
- HAGER, MARTHA H., Professor Emeritus, Division of Health Sciences, B.S., M.S., M.A., CSU Los Angeles.
- HALLINGER, JANE L., Professor Emeritus, Division of English. B.A., DePauw University; M.A., Indiana University; M.A., CS U Los Angeles.
- HERINGER, VIRGINIA J., Professor Emeritus, Division of Languages. B.A., M.A., Ohio State University.
- HERTZ, HOWARD L., Professor Emeritus, Division of English. B.A., University of Chicago; M.A., Boston University; Ph.D., University of Texas.
- HILL, H. STANTON, Professor Emeritus, Division of Natural Sciences. B.A., Pomona College; M.A., Claremont Graduate School.
- HOLGERSON, KAREN M., Professor Emeritus, Division of Languages. B.A., University of Wisconsin; M.A., University of Minnesota; M.A., Ph.D., Claremont Graduate School.
- JACKSON, BETTY R., Professor Emeritus, Division of Health Sciences. A.A., PCC; B.A., University of Redlands; M.S., University of LaVerne.
- JAMES, VIRGIL T., Professor Emeritus, Division of Engineering and Technology. A.A., PCC; B.A., CSU Los Angeles; M.A., CSU Long Beach.
- JOHANNSEN, LAWRENCE A., Professor Emeritus, Chairperson, Division of Engineering and Technology. B.S., University of Wisconsin; M.A., University of Redlands, Ed.D., UCLA.
- JOHNSON, LANCE K., Professor Emeritus, Division of Social Sciences. A.A., PCC; B.A., M.A., CSU Long Beach; Ph.D., USC.
- JORIF, IVONNE T., Professor Emeritus, Division of Health Sciences. B.S., M.S., CSU Los Angeles.
- JUSTER, NORMAN J., Professor Emeritus, Division of Natural Sciences. B.A., M.S., Ph.D., UCLA.
- KAWAHARA, HARRY, Professor Emeritus, Counseling Services. B.A., UC Berkeley; M. Div., Fuller Seminary and Graduate School.
- KEELER, TERESA F., Professor Emeritus, Division of English. B.A., Mount St. Mary's College; M.A., Ph.D., UCLA.
- KIM, JOANNE Y., Librarian III and Professor Emeritus, Library Services. B.A., M.A., Ewha Women's University (Korea); M.A., University of Colorado; M.L., University of South Carolina.
- KINGMAN II, JAMES, Professor Emeritus, Division of Social Sciences. A.A., John Muir College; B.A., M.A., UCLA.
- KOLTS, DOROTHY K., Professor Emeritus, Division of Communication. B.A., University of Oregon; M.A., USC.
- KOVACS, BETTY H., Professor Emeritus, Division of English and Foreign Languages. B.A., M.A., Ouachita Baptist Colleges (Arkansas); Ph.D., UC Irvine.
- LAMSON, ALAN M., Professor Emeritus, Division of English. B.A., UCLA; M.A., CSU Los Angeles.
- LAU, LILY H., Professor Emeritus, Division of Health Sciences. B.S., M.S., CSU Los Angeles; Ed.D., USC.

- LEARY, DAVID T., Professor Emeritus, Division of Social Sciences. A.B., A.M., Stanford; M.A., Ph.D., USC.
- LEE, GREGORY K., Professor Emeritus, Division of Business and Computer Technology. B.A. University of Arizona, Tucson; M.A., University of North Dakota, Grand Forks.
- LEE, JO ANN, Professor Emeritus, Division of Business and Computer Technology. B.A., M.A., CSU Los Angeles; M.S., Pepperdine University; Ed.D., Nova University.
- MACFARLANE, RUTH, Professor Emeritus, Division of Social Sciences. B.A., University of Michigan; M.A., Stanford; Ph.D., Claremont Graduate School.
- McGUIRE, KAREN E., Professor Emeritus, Division of English. A.A., PCC; M.A., CSU Los Angeles; Ph.D., USC.
- MEYER, DIETRICH A., Professor Emeritus, Division of Mathematics and Computer Studies. B.A., UC Berkeley; M.A., CSU San Francisco; M.S., West Coast University.
- MIEDEMA, KENNON G., Professor Emeritus, Division of Social Sciences. B.A., M.A., CSU Los Angeles.
- MITOMA, DONA J., Professor Emeritus, Library Services. A.B., UCLA; M.S.L.S., USC; M.S., CSU Northridge; M.A., CSU Los Angeles.
- MOORE, JESSIE MAE, Professor Emeritus, Division of Kinesiology, Health, and Athletics. B.S., Tennessee State University; M.S., CSU Fullerton.
- MUNOZ, FLORENCE L., Professor Emeritus, Division of Health Sciences. B.S., Baguio Colleges Foundation, Philippines; M.S., CSU Los Angeles.
- MURPHY, MARION S., Professor Emeritus, Division of English and Foreign Languages. A.B., Marylhurst College; M.A., Claremont College.
- NAVARRO, ROBERT D., Professor Emeritus, Division of Engineering and Technology. B.A., M.A., CSU Los Angeles; M.A. Point Loma College.
- NORHEIM, CAROL J., Professor Emeritus, Division of Communications. B.A., Pasadena College; M.A., CSU Los Angeles.
- OHLSEN, H. WOODROW, Professor Emeritus, Division of English. B.A., Lawrence College; M.A., University of Michigan.
- ORTELL, EDWARD C., Professor Emeritus, Division of Business and Computer Technology. B.S., University of Dubuque; M.S., State University of New York; Ph.D., California Western University.
- PINCHUK, EUGENE, Professor Emeritus, Division of Business and Computer Technology. B.S., M.B.A., CSU Los Angeles; Ed.D., Nova University.
- POLENZANI, ELIZABETH, Professor Emeritus, Division of Business and Computer Technology. B.A., Mundelein College; M.B.A., California State Polytechnic University, Pomona.
- PROANO-GOMEZ, MARIA, Professor Emeritus, Division of Languages. B.A., Catholic University, Quito, Ecuador; M.A., CSU Los Angeles; Ph.D., Catholic University, Quito, Ecuador; Ph.D., UC Irvine.
- PROBST, JOSEPH M., Professor Emeritus, Division of Performing and Communication Arts. B.A., M.A., CSU Long Beach.
- RAMIREZ, ARNOLD A., Professor Emeritus, Counseling Services. B.S., M.A., Northern Arizona University.
- REID, JOEL O., Professor Emeritus, Division of Social Sciences. B.S., New York University; M.A., Montclair State College; Ph.D., Claremont Graduate School.
- REINHARTSEN, LEE L., Professor Emeritus, Division of English. B.A., CSU Humboldt; M.A., CSU Northridge.
- RIHERD, JAMES M., Professor Emeritus, Division of English. B.A., UCLA; M.A., CSU Los Angeles; Ph.D., USC.
- SAVOIE, PATRICIA O., Professor Emeritus, Division of English. B.A., Luther College; M.A., University of Alabama.
- SILTEN, RUTH G., Professor Emeritus, Division of Foreign Languages. B.A., M.A., UCLA.
- SINK, ROLAND E., Professor Emeritus, Division of Business Education. B.S., M.S., USC.
- SMITH, PAUL W., Professor Emeritus, Division of Communication. B.A., Baker University; M.A., Ph.D., USC.



STAUB, PATRICIA J., Professor Emeritus, Division of Performing and Communication Arts. B.A., Arkansas State University; M.A., Southern Illinois University.

STROUD, DUKE S., Professor Emeritus, Division of Performing and Communication Arts. B.A., UC Berkeley; M.A., CSU Los Angeles.

TULLEY, JOHN E., Professor Emeritus, Special Services. B.A., UCLA; M.S., Ed.D., USC.

VICKERS, MARJORIE H., Professor Emeritus, Division of Life Sciences. B.S., Ph.D., University of London.

VOLCKMANN, JEAN P., Professor Emeritus, Division of Social Sciences. B.A., Grinnell College; Ph.D., Indiana University.

WALDON, STENNIS H., Professor Emeritus, Division of Music. B.M., University of Redlands; M.M., University of Michigan.

WATSON, S. CHRYSTAL, Professor Emeritus, Division of Performing and Communication Arts. A.A., PCC; B.A., M.A., CSU Los Angeles.

WONG, DANIEL M., Professor Emeritus, Division of Natural Sciences. B.S., UC Berkeley; Ph.D., UCLA.

WORLEY, MARGARET R., Professor Emeritus, Division of Social Sciences. A.B., Stanford University; M.A., CSU, Chico.

WRIGHT, ROBERT L., Professor Emeritus, Division of Performing and Communication Arts. B.S., Northwestern University; M.A., Loyola University; Ph.D., UCLA.



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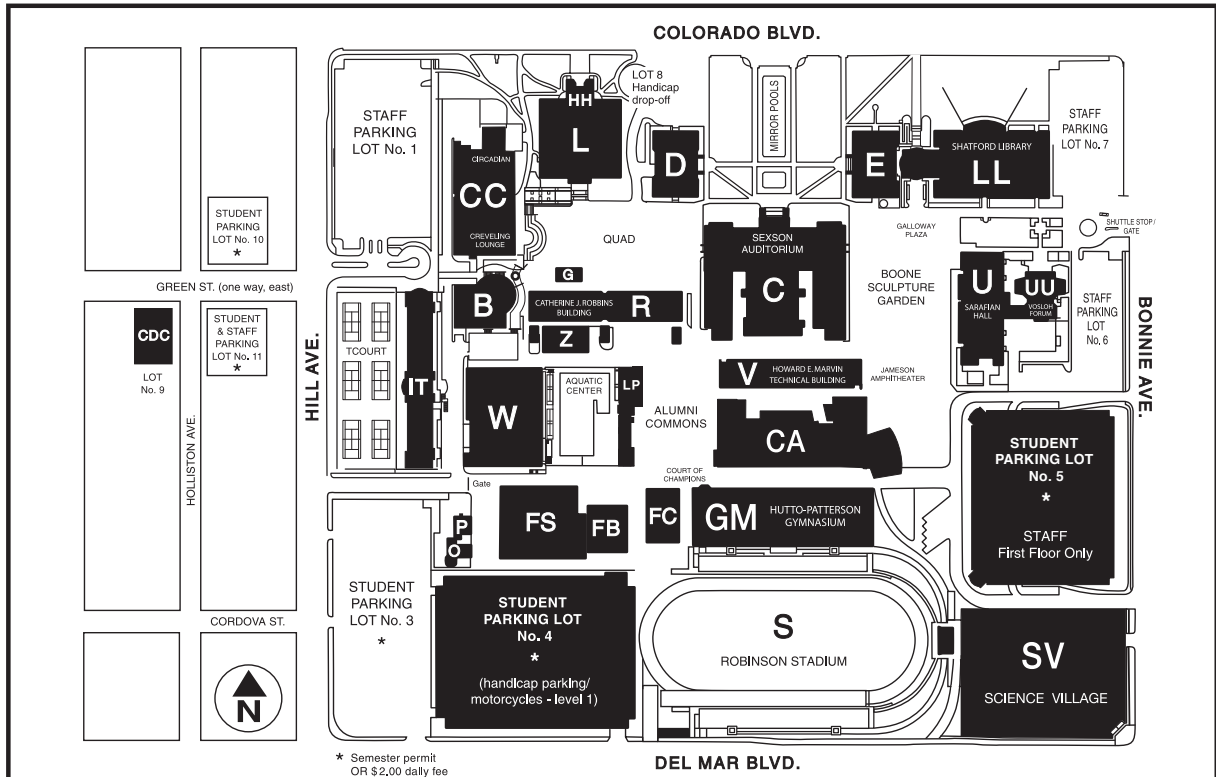


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# Pasadena City College - Campus Map



\* Semester permit  
OR \$2,00 daily fee

**PASADENA CITY COLLEGE** 1570 E. COLORADO BLVD., PASADENA, CA 91106-2003 • (626) 585-7123

Admissions and Records .....	L113	Financial Aid/Scholarships .....	L114	Outreach, Degree & Transfer Services .....	L110
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Facilities Services/Shops .....	FS	Observatory/Planetarium .....	O/P		

- **Community Education Center**  
3035 E. Foothill Blvd., Pasadena, CA 91107 • (626) 585-3000
- **Community Business Center**  
3035 E. Foothill Blvd., Pasadena, CA 91107 • (626) 585-3210

- **Child Development Center**  
1324 E. Green St., Pasadena, CA 91106 • (626) 585-3180

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