

PASADENA CITY COLLEGE

CATALOG

2015-2016



PASADENA
CITY COLLEGE

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PASADENA CITY COLLEGE

2015-2016 Catalog and Announcement of Courses



Pasadena Area Community College District Pasadena City College

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

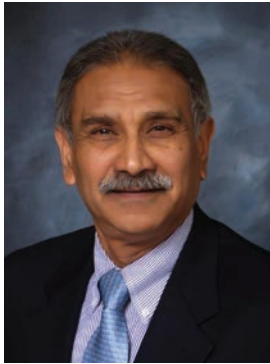
ACCREDITATION

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

CAMPUS LOCATION

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

PASADENA CITY COLLEGE
CATALOG
2015-2016



Welcome to Pasadena City College, home of the Lancers!

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

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

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

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

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

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

Onward Lancers!

Sincerely,

Rajen Vurdien, Ph.D.
Superintendent-President





THE PASADENA AREA COMMUNITY COLLEGE DISTRICT ORGANIZATION

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

BOARD OF TRUSTEES 2015-2016

Dr. Ross Selvidge	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
Kelly Banh.	Student Trustee

COLLEGE ADMINISTRATION

OFFICE OF THE SUPERINTENDENT-PRESIDENT

Superintendent-President.	Dr. Rajen Vurdien
Assistant Superintendent/Senior Vice President of Academic and Student Affairs	Dr. Robert H. Bell
Assistant Superintendent/Senior Vice President of Business and College Services	Dr. Robert B. Miller
Executive Director of Strategic Communications and Marketing.	Vacant

EXECUTIVE OFFICERS

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



TABLE OF CONTENTS

Accreditation	1	Section IV Academic Programs	
Campus Location.....	1	Leading To A Degree Or Certificate	71
Welcome From The President.....	3	The Associate Degrees	76
Board Of Trustees 2015-2016	5	Catalog Rights.....	76
College Administration.....	5	Philosophy Of General Education	76
Official Academic Calendar — 2015-2016.....	12	Associate In Arts Degree (AA)	77
General Information	15	Associate In Arts	77
A Brief History Of Pasadena City College	16	General Information	77
Mission Of The College	16	Competency Requirements.....	78
Institutional Core Values	17	General Education Requirements.....	78
Pasadena City College General Education		Global Studies	79
Outcomes	17	Major Or Area Of Emphasis Requirements	81
Functions Of The College	18	Associate In Science.....	94
Pasadena City College Foundation.....	19	General Information	94
Disclaimer.....	19	Competency Requirements.....	94
Catalog	19	General Education Requirements.....	94
Section I Admissions And Registration	21	Major Requirements.....	95
Student Success And Support Services	22	Course Identification Numbering System (C-ID)...	98
Admissions.....	24	Associate Degrees For Transfer To CSU (AD-T)	99
Prerequisites, Corequisites, Limitations		Administration Of Justice (AS-T)	100
On Registration And Advisories	27	Art History (AA-T).....	101
Residence Determination.....	28	Business Administration (AS-T)	102
Costs Of Attending The College.....	33	Communication Studies (AA-T)	102
Section II Student Support And Learning		Early Childhood Education (AS-T)	103
Services	35	English (AA-T).....	104
Empowerment Programs	36	Geology (AS-T)	105
Financial Aid	38	History (AA-T).....	105
Student Activities And Organizations.....	41	Kinesiology (AA-T)	108
Learning Resources	43	Mathematics (AS-T)	109
Library - LL, (626) 585-7221	44	Physics (AS-T)	109
Support Services	45	Political Science (AA-T)	110
Academic Information.....	46	Psychology (AA-T).....	111
Special Interest Programs.....	48	Sociology (AA-T).....	111
Grading System	48	Studio Arts (AA-T).....	113
Probation	50	Theater Arts (AA-T)	114
Repetition Of Courses	51	Section V Transfer Information	115
Transcripts Of Record.....	53	Transfer Curricula	116
Credit By Examination And Advanced		Transferring To A Four-Year College	
Placement.....	54	Or University.....	116
Section III Policies And Regulations	67	Transfer Basics	116
		Transfer With An Associate Degree.....	116
		Assist (www.assist.org)	117
		PCC's Transfer Requirements Tool	117
		Systemwide General Education Agreements.....	117

Intersegmental General Education			
Transfer Curriculum (IGETC)	119		
IGETC Courses	119		
California State University General			
Education Certification Program	121		
Transfer Vocabulary	123		
Transfer-Related Websites.....	125		
Specific Transfer Information For Education			
And Preprofessional Programs	126		
Elementary School Education	126		
Middle School And High School Education.....	126		
Pre-Professional Programs	129		
Section VI Career Technical Education	133		
Requirements For The Certificate Of			
Achievement/Associate In Science Degree.....	134		
Certificate Of Achievement Programs	134		
Occupational Skills Certificates	135		
Achievement And Occupational Skills			
Certificates By School.....	136		
Accounting	141		
Accounting – Bookkeeping	141		
Accounting – Bookkeeping Assistant.....	141		
Accounting Clerk.....	142		
Accounting Occupational Skills Certificate.....	142		
Cashier.....	142		
Administration Of Justice	142		
Anesthesia Technician.....	143		
Archaeological Field Work Occupational Skills			
Certificate.....	144		
Automotive Technology.....	144		
All Automotive Systems	144		
Air Conditioning Technician	145		
Electrical/Electronics Systems	146		
Engine Performance Technician	146		
Powertrain Technician.....	147		
Undercar Technician	147		
Underhood Technician	148		
Biological Technology.....	148		
Computational Biology.....	149		
Laboratory Assistant Option	150		
Stem Cell Culture	150		
Biological Technology Occupational Skills			
Certificate.....	151		
Laboratory Skills	151		
Building Construction	151		
Building Construction Occupational Skills			
Certificates	152		
Cabinetmaking And Millwork.....	152		
Construction Law	152		
Business Administration.....	152		
Entrepreneurship.....	152		
Financial Investments.....	153		
International Business/Trade	153		
Business Administration – Management.....	154		
Retail Management.....	154		
Marketing Merchandising (With Field Practice)	155		
Business Administration			
Occupational Skills Certificates.....	155		
Customer Service	155		
E-Commerce	156		
Business Information Technology	156		
Administrative Assistant	156		
Business Software Specialist.....	157		
Information And Records Specialist.....	157		
Business Information Technology			
Occupational Skills Certificates.....	157		
Executive Assistant	157		
Office Applications Specialist I.....	158		
Office Applications Specialist II	158		
Office Assistant	158		
Child Development	159		
Child Development			
Occupational Skills Certificate Options.....	160		
Child Development Instructional Assistant	160		
Music And Movement Education For			
Young Children	161		
School Age Instructional Assistant.....	161		
Special Education Assistant	161		
Commercial Music Occupational Skills			
Certificate.....	162		
Computer Information Systems.....	162		
Microcomputer Support.....	162		
Operations	163		
Programming.....	163		
Small Computer Applications.....	164		
Computer Information Systems Occupational			
Skills Certificates	164		
CISCO Certified Network Associate			
(CCNA) Preparation	164		
CISCO Certified Network Professional			
(CCNP) Preparation.....	165		
E-Commerce	165		
Microsoft Certified Solutions Expert (MCSE):			
Server Infrastructure Professional	166		
Oracle Database Fundamentals	166		
Construction Inspection	166		
Cosmetology	167		
Cosmetology – Instructional Techniques			
In Cosmetology	167		

Culinary Arts	168	Graphic Communications Technology	184
Culinary Arts Occupational Skills Certificates	168	Graphic Communications Technology –	
Baking And Pastry.....	168	Computer Imaging And Composition	185
Catering	169	Graphic Communications Technology –	
Kitchen Assistant.....	169	Screen Printing.....	185
Dental Assisting.....	170	Graphic Communications Technology	
Dental Hygiene	171	Occupational Skills Certificates.....	186
Dental Laboratory Technology	172	Apparel Graphics And Printing.....	186
Design Technology Pathway		Electronic Prepress	186
Occupational Skills Certificate	173	Screen Printing For Small Business.....	187
Digital Media.....	174	Hospitality Management.....	187
Digital Media – Computer Assisted Photo		Industrial Design Occupational Skills	
Imaging	174	Certificate.....	188
Digital Media – Graphic Design.....	174	Interior Design Occupational Skills	
Digital Media – Web Design And		Certificate.....	188
Development.....	175	Jewelry/Metalworking Occupational Skills	
Digital Media Occupational Skill Certificate	175	Certificate.....	189
Digital Media – Foundation.....	175	Journalism.....	189
Electrical Technology.....	176	Journalism – Photojournalism	189
Electrical Technology		Journalism – Printed Media	190
Occupational Skills Certificates.....	177	Library Technology	190
Applied Circuits And Systems	177	Library Occupational Skills Certificate.....	191
Basic Photovoltaic Design And Installation	177	Digitization Skills For Libraries	
Electronics Technology Occupational Skills		And Cultural Heritage Institutions	191
Certificates	178	Machine Shop Technology.....	191
Basic Digital Technician	178	Machine Shop Technology Occupational Skills	
CISCO Certified Network Associate		Certificates	191
(CCNA) Preparation	178	Industrial Fabricator.....	191
Emergency Medical Technician I-A	179	Manufacturing Technology II	192
Engineering Design Technology –		Medical Assisting (Administrative-Clinical).....	192
CAD/CAM Technician.....	179	Medical Office – Administrative	193
Engineering Design Technology Occupational		Medical Office Insurance Biller	193
Skills Certificates	180	Medical Office Occupational Skills	
CAD Modeling And Animation –		Certificate Options	193
Architecture/Engineering/Construction.....	180	Medical Office Receptionist.....	193
CAD Designer – Architecture/Engineering/		Medical Office Transcription	194
Construction	180	Nursing Programs	194
CAD Technician – Architecture/Engineering/		Registered Nursing	195
Construction	181	Vocational Nursing	196
CAD Technician – Mechanical Design And		Licensed Vocational Nurse To Registered	
Manufacturing	181	Nurse – Associate Degree	197
Fashion – Design	181	Licensed Vocational Nurse To Registered	
Fashion Assistant.....	182	Nurse (A.S. Degree) Curriculum	197
Fashion Occupational Skills Certificates	182	Licensed Vocational Nurse To Registered	
Fashion – Fashion Marketing.....	182	Nurse – 30-Unit Option – Non-Degree	197
Fashion – Historical Costume Making	183	Nursing Occupational Skill Certificate	198
Fire Technology	183	Certified Nursing Assistant	198
Fire Technology Occupational Skills Certificate....	184	Paralegal Studies	198
Fire Academy Preparation	184	Photography	200
Geotech.....	184	Photography Occupational Skills Certificates.....	200

Cinema – Cinematography	200	Social Sciences	218
Cinema – Cinema Production/Filmmaking	201	School of Science and Mathematics	218
Digital Image Editing	201	Mathematics and Computer Science	218
Foundation In Photography	201	Science, Health, and Kinesiology	219
Portrait Photography	202	Noncredit Division	219
Product Design Programs	202	Section VIII Course Descriptions	221
Product Design	202	Prerequisites/Corequisites/Recommended	
Product Design – Graphics	203	Preparation	222
Product Design – Technology	203	Course Numbering System	222
Radiologic Technology	204	Divisions	222
Speech-Language Pathology Assistant	205	Accounting	224
Television And Radio	205	Administration Of Justice	224
Radio Production	205	American Institutions	226
Post-Production	207	American Sign Language	226
Television Operations	207	Anatomy	227
Television Production	207	Anesthesia Technology	227
Television And Radio Occupational Skills		Anthropology	228
Certificates	208	Arabic	230
Broadcast Journalism	208	Architecture	230
Media Programming And Management	208	Armenian	232
Television Post Production	208	Art	232
Television Production	209	Astronomy	240
Video Operations	209	Automotive Technology	241
Writing For Film, Television & Radio	209	Biology	242
Theater Arts	210	Building Construction	247
Theater Technology	210	Business (General)	249
Welding - Metal Processes Technology	210	Business Information Technology	251
Construction Welding	210	Chemistry	254
Gas Tungsten & Gas Metal Welding	211	Child Development	255
Welding Occupational Skills Certificate	211	Chinese	258
Basic Welding	211	College	260
High School Articulation		Communication	260
With Occupational Curricula	212	Computer Information Systems	260
Section VII Instructional Schools Of		Computer Science	266
The College	215	Cosmetology	269
School Of Career and Technical Education	216	Counseling	270
Business And Computer Technology	216	Culinary Arts	271
Engineering And Technology	216	Dance	272
Cosmetology	216	Dental Assisting	277
School of Health Sciences	217	Dental Hygiene	279
School of Visual, Media and Performing		Dental Laboratory Technology	281
Arts	217	Design Technology	284
Performing Arts	217	Economics	286
Visual Arts	217	Education	286
Media Arts	217	Electricity	287
Speech Communication	217	Electronics	289
School of Humanities and Social Sciences	217	Emergency Medical Technology	292
English	218	Engineering	292
Languages	218	English	293

English As A Second Language	300	Spanish	382
Environmental Studies	304	Special Education Technology	384
Fashion	304	Special Services	385
Fire Technology	306	Speech Communication	385
Foreign Language Study	307	Speech-Language Pathology Assistant	386
French.....	308	Statistics	387
Geography	309	Technical Education (General)	388
Geology	311	Television And Radio	388
German	313	Theater Arts.....	392
Gerontology	314	Welding.....	395
Graphic Communications Technology	314		
Greek	319	Section IX Noncredit Division	398
Health Education	319	General Information	398
Hebrew.....	320	Student Services	398
History.....	320	Instruction	399
Hospitality.....	323	English As A Second Language (ESLN)	400
Humanities	323	Apparel Skills And Drapery Construction.....	402
Italian.....	324	Apprenticeship Preparation Program.....	402
Japanese	325	Business Office Systems Program	402
Journalism	326	Career Preparation.....	403
Kinesiology - Activity	327	Entrepreneur Success Program	403
Kinesiology – Intercollegiate Athletics	330	Printing Technology Program	403
Kinesiology - Theory.....	333	Description Of Courses	403
Latin.....	335	Adult High School Diploma	404
Library	335	English As A Second Language (ESLN)	408
Linguistics	336	Parenting Education	410
Machine Shop.....	337	Additional Services.....	415
Manufacturing and Industrial Technology.....	339		
Marketing	339	Section X Pasadena City College Faculty	418
Mathematics.....	339		
Medical Assisting	344	Index.....	437
Microbiology	345		
Music	346	Campus Map.....	446
Nursing	361		
Nutrition	366		
Paralegal Studies	366		
Personal Health Care Assistant	367		
Philosophy.....	368		
Photography	369		
Physical Science	372		
Physics.....	373		
Physiology	374		
Political Science	374		
Portuguese.....	375		
Psychology	376		
Radiologic Technology	377		
Religious Studies	380		
Russian	380		
Social Sciences	381		
Sociology.....	381		

OFFICIAL ACADEMIC CALENDAR — 2015-2016

(Dates Subject to Change)

SUMMER 2015 TERM

May 18, 2015	Summer session classes begin
July 4, 2015	Independence Day (campus closed)
August 23, 2015	Summer Session ends
August 23, 2015	Last day of Summer Intersession and officially posted graduation date

FALL 2015 TERM

August 31, 2015	First day of classes (16 weeks)
September 7, 2015	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 11, 2015	Last day to petition for December graduation
November 11, 2015	Veteran’s Day holiday (campus closed)
Refer to Class Schedule	Last day to drop and receive a “W”
November 26 - November 29, 2015	Thanksgiving holiday (campus closed)
December 14-20, 2015	Final Examinations
December 20, 2015	Last day of the semester and officially posted date of graduation for this semester
December 24, 2015 - January 3, 2016	Winter vacation (campus closed)





SPRING 2016 TERM

January 11, 2016	First day of classes (16 weeks)
January 29, 2016	Last day to petition for Spring Graduation
February 12-15, 2016	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 7-10, 2016	Spring Break – Classes not in session
March 11-13, 2016	Campus Closed
March 31, 2016	Cesar Chavez Day holiday (campus closed)
Refer to Class Schedule	Last day to drop and receive a “W”
May 2-8, 2016	Final Examinations
May 6, 2016.	Commencement ceremony for all 2015-2016 graduates
May 8, 2016.	Last day of the semester and officially posted date of graduation for this semester
May 30, 2016.	Memorial Day (campus closed)

PASADENA CITY COLLEGE
CATALOG
2015-2016

General Information



A BRIEF HISTORY OF PASADENA CITY COLLEGE

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

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

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

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

Embracing Change

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

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

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

The Community Education Center showcases the Col-

lege's commitment to Career Technical Education and basic skills education. Similarly, the PCC Child Development Center has strengthened PCC's involvement in early childhood education.

In 2013, the College modified its academic structure to reflect a more contemporary and accessible view of its offerings. Divisions were combined into the following schools: the School of Health Sciences; the School of Business, Engineering and Technology which incorporates the former Business and Computer Technology Division and Engineering and Technology Division; the School of Humanities and Social Sciences, which incorporates the former English, Languages, ESL, and Social Sciences divisions; the School of Science and Mathematics, which incorporates the former Mathematics and Computer Science, Natural Sciences, and Kinesiology, Health and Athletics divisions; and the School of Visual, Media and Performing Arts, which combines the Visual Arts and Media Studies and Performing and Communication Arts divisions.

A Gateway to Education

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

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

For more information about the history and evolution of Pasadena City College, visit the College Web site at www.pasadena.edu.

MISSION OF THE COLLEGE

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students

pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

At Pasadena City College we serve our students by:

- Providing courses and programs in a variety of instructional modalities that reflect academic excellence and professional integrity;
- Fostering a dynamic and creative learning environment that is technologically, intellectually and culturally stimulating;
- Challenging our students to participate fully in the learning process and encouraging them to be responsible for their own academic success;
- Respecting them as individuals who may require diverse and flexible learning opportunities;
- Supporting organizational practices that facilitate student progress towards their goals; and
- Encouraging and supporting continuous learning and professional development in those who serve our students: faculty, staff, managers, and administrators.

INSTITUTIONAL CORE VALUES

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

A PASSION FOR LEARNING

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

A COMMITMENT TO INTEGRITY

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

AN APPRECIATION FOR DIVERSITY

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

A RESPECT FOR COLLEGIALITY

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

A RECOGNITION OF OUR HERITAGE OF EXCELLENCE

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

PASADENA CITY COLLEGE GENERAL EDUCATION OUTCOMES

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

Competencies:

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

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

1.3 Listening: Listen actively, respectfully, and critically.

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

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

Competencies:

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

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

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

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

Competencies:

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

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

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

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

Competencies:

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

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

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

Competencies:

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

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

FUNCTIONS OF THE COLLEGE

GENERAL EDUCATION

General education provides students with the knowledge, attitudes and skills needed to be effective individuals in our society. Pasadena City College has established graduation requirements that are intended to achieve the objectives of general education. In addition

to class work, students are also encouraged to participate in student government, public and departmental forums, radio and television presentations, concerts, art gallery exhibits and other College-sponsored events.

COLLEGE TRANSFER

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

CAREER AND TECHNICAL EDUCATION

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

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

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

NONCREDIT EDUCATION

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

COMMUNITY EDUCATION CENTER

The Community Education Center (CEC) provides noncredit education, training, and services designed to continuously improve California's workforce such as Small Business Development and Entrepreneur programs. The Center offers vocational,

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

NOT-FOR-CREDIT EDUCATION AND CONTRACT EDUCATION

PCC EXTENSION/COMMUNITY SERVICES CLASSES

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

CONTRACT EDUCATION

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

PASADENA CITY COLLEGE FOUNDATION

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

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

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

DISCLAIMER

Pasadena City College has made every reasonable effort to determine that everything stated in the *Catalog* is accurate. Courses offered, together with other matters contained herein, are subject to change without notice by the administration of Pasadena City College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the College. The College further reserves the right to add, amend or repeal any of their rules, regulations, policies and procedures, consistent with applicable laws. The College reserves the right to change any provision in this *Catalog* at any time, with or without notice.

CATALOG

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

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

PASADENA CITY COLLEGE
CATALOG
2015-2016

Admissions and Registration



SECTION I

ADMISSIONS AND REGISTRATION

STUDENT SUCCESS AND SUPPORT SERVICES

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

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

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

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

Who Participates?

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

Admission

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

Orientation

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

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

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

Orientation

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

Assessment Services

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

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

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

Items to Bring For Assessment

New and Returning Students

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

Continuing Students

1. PCC LancerPoint ID Card
2. Pencil

Policies

Course Enrollment Policy

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

Retest Policy

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

Assessment and Counseling

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

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

Testing

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

Optional Initial Placement in Courses

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

Prerequisite/Corequisite Enrollment Limitation Challenge Process

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

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

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

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

ADMISSIONS

Scholastic Requirements for Admission

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

Application for Admission

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

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

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

Program of Study

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

Concurrent Enrollment Students

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

Open Enrollment Policy

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

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

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

Counseling – Room L104, (626) 585-7251

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

REGISTRATION

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

Changes in the Student's Schedule

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

Adding Courses

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

Dropping Courses

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

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

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

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

Academic or Administrative Drop

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

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

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

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

Continuous Enrollment

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

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

Change of Address

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

Study Load Regulations

Maximum Load

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

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

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

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

The maximum load for the Summer session is 8.3 units.

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

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

The following is a suggested guideline:

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

Minimum Load

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

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

Summer Session Load

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

Student Classification:

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

PREREQUISITES, COREQUISITES, LIMITATIONS ON REGISTRATION AND ADVISORIES

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

Note: Unofficial transcripts are accepted for prerequisite clearance.

Initial Placement in Courses

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

Prerequisites/Corequisites/Recommended Preparation

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

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

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

dents for success in the subsequent course or program.

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

Prerequisite/Corequisite Enrollment Limitation Challenge Process

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

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

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

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

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

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

RESIDENCE DETERMINATION

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

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

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

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

General Summary of Residency Rules

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

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

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

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

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

Spouses

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

Minors

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

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

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

Meeting the Criteria of Presence and Intent

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

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

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

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

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

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

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

Meeting the Criterion of Financial Independence

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

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

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

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

Exceptions

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

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

California Nonresident Tuition Exemption (AB 540)

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California):

1. The student must have attended a high school (public or private) in California for three or more years.
2. The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
3. An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Students who are nonimmigrants (for example, those who hold valid F [student] visas, B [visitor] visas, J [exchange visitor visas], etc.) are not eligible for this exemption.

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.

Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

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

(SB 150)

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

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

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

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

(SB 141)

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

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

Military Exemption

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

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

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

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

Residence Categories

Applicants for admission are divided into the following categories:

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

International Students – (F-1 Visa Status Students)

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

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

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

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

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

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

1. General – All Applicants

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

2. Limitations and Exceptions

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

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

B. Additional Information

1. Orientation

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

2. Employment

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

3. Housing

International students must arrange for their own housing.

4. Maximum Period of Enrollment

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

5. Regulations

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

International Students – Other Than

F-1 Visa

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

COSTS OF ATTENDING THE COLLEGE

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

Fees

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

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

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

Nonresident Tuition

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

Instructional Materials Fee

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

Refund Policy

A student who has paid fees, and drops from all or part of his or her enrollment by the refund deadline per course (published in the online class schedule) will be eligible for a refund of the class fees/tuition.

Refunds are automatic and checks will be sent two weeks after census date of the class (bi-weekly thereafter) to the mailing address on file. **It is the student's responsibility to officially drop courses he/she is no longer attending within the refund period to be eligible for a refund. You must use lancerpoint to drop your classes.** Students who have paid fees and then received a BOGW (Board of Governor waiver) are eligible for a refund.

Refunds will be calculated as follows:

HEALTH FEE - Refundable if all classes are dropped by the published refund deadline.

ENROLLMENT FEE – Refundable if class(es) are dropped by the published refund deadline.

COURSE FEE - Refundable if class(es) are dropped by the published refund deadline.

STUDENT REPRESENTATION AND ACTIVITY FEE - Refundable if all classes are dropped by the published refund deadline.

PARKING FEE - Refundable if permit is returned before or during the first two weeks of the semester or during the first week of the Summer session. Immediate refunds may be requested at the Cashier's Office, B203.

METHOD OF REFUND - Checks will be sent by mail to the mailing address on file.

Student Support and Learning Services



SECTION II

STUDENT SUPPORT AND LEARNING SERVICES

Counseling -

Room L104, (626) 585-7251 or
www.pasadena.edu/studentsservices/counseling

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

Transfer Center -

Room L110, (626) 585-7287

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

Career Center -

Room L103, (626) 585-3377

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

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

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

EMPOWERMENT PROGRAMS

The Stan Gray

Academic Athletic Zone -

Room GM112, (626) 585-3115

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

Puente Project -

Room L104, (626) 585-7860

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

Ujima Program -

Room CC224, (626) 585-7255

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

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

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

Veterans Resource Center

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

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

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

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

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

The VRC is a centralized resource hub, easily accessible

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

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

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

Cooperative Agencies Resources

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

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

Program for Academic Support Services

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

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

CalWORKs Program -

Room L107, (626) 585-7060

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

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

tance with books, educational supplies, transportation and childcare fees. Access our website by going to www.pasadena.edu/student_services/calworks.

FINANCIAL AID -

Room L114, (626) 585-7401

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

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

A. Applications

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

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

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

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

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

C. California Dream Act of 2011

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

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

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

Financial Aid Programs

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

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

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

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

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

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

Veterans Benefits information and details are available at the Veterans Office, room L113 or go to www.pasadena.edu/admissions/veterans/.

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

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

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

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

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

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

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

Return of Title IV Funds

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

Expected Family Contribution (EFC)

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

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

Satisfactory Academic Progress (SAP)

Policy for Financial Aid Recipients

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

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

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

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

Student Health Services -

Room D105, (626) 585-7244

(Hours vary depending on intersession/semester)

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

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

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

An overview of low cost and no cost services:

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

For more information, please visit: www.pasadena.edu/healthservices.

Psychological Services -

Room L108, (626) 585-7273

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

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

Child Development Center

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

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

GI Bill Benefits Processing -

Room L113, (626) 585-7294

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

In addition to filing an application for admission, a student wishing to attend under one of the assistance bills must submit certain documents to the GI Bill Benefits Processing desk in L113 before benefits will be processed. The student must submit a Statement of Responsibility Form (obtained from our office), official transcripts of all college and military training, and a Student Educational Plan (SEP) obtained from a PCC Counselor. **In addition to the academic standards required of all students, certain additional restrictions apply to students receiving Veteran Administration (VA) educational benefits. In accordance with VA regulations, a student on academic probation will be terminated from receiving VA benefits after two semesters on probation.**

For Chapter 33 students, a monthly housing allowance is available if attending at more than 50% of full-time. Students will also receive an allowance for books and supplies up to \$1,000 per year depending upon units taken. Some fees will be paid by the VA directly to the College for courses that are requirements for the student's educational program. The covered fees are the Enrollment fee, Course fees, and the Health fee. All other tuition and fees are the responsibility of the student. Chapter 33 recipients training at 50% of full-time or less will receive payments for books and supplies. The VA will also pay some fees. These fees will be paid by the VA directly to the College for courses that are requirements for the student's educational program. The covered fees are the Enrollment fee, Course fees and the Health fee. All other tuition and fees are the responsibility of the student. No monthly housing allowance is paid to 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.

Reserve Officers Training Corps

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

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

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

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

STUDENT ACTIVITIES AND ORGANIZATIONS

Office of Student Life

Room CC105

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

Definitions:

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

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

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

Intercollegiate Athletics

The College offers intercollegiate competition in the following sports:

	Men	Women
Baseball	X	
Badminton		X
Basketball	X	X
Cross Country	X	X
Football	X	
Soccer	X	X
Softball		X
Swimming	X	X
Track & Field	X	X
Volleyball		X
Water Polo		X

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

Student Government

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

Student government is not intended to take the place of other educational endeavors. Instead, its purpose is to enrich the student's total educational experience. It is intended to complement coursework and other activi-

ties. Students are urged to improve study habits and to manage their time well.

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

Clubs and Organizations

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

Commencement

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

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

Campus Publications

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

The *Guide to Leadership and Involvement* is designed to guide student leaders, prospective student leaders, and student clubs and organizations in producing successful activities and programs. As a companion to the Advisors Handbook, it covers areas to be consid-

ered when planning an event – financial aspects, scheduling, publicity set-up, preparation, evaluation and follow-up – and it includes useful sections with necessary forms, contact telephone numbers, and more.

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

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

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

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

Forensics

Forensics, or competitive intercollegiate speech and debate, provides students at Pasadena City College with an opportunity to compete with major colleges and universities at local, state and national tournaments. Students will develop speaking, research and critical thinking skills as they participate in individual events, debate and Reader's Theater. The program is open to all students with or without prior experience in speech or Forensics.

Music

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

Theater Arts

The Pasadena City College Theater Arts Department presents five major stage productions, four sets of one-acts, two sitcoms, and musical theater workshop productions, stand-up comedy at the Ice House, improvisa-

tional performances and a mime show each school year. The department also emphasizes media performance and technical skills in television and film with the extensive use of video to complement traditional stage work. All shows are taped and edited for student use.

Dance

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

LEARNING RESOURCES

Learning Assistance Center -

Room D300, (626) 585-7230

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

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

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

Library - LL, (626) 585-7221

The Shatford Library is PCC's gateway to a world of information resources. In this progressive library, students find a substantial collection of print and online resources that have been carefully selected to support the academic curriculum. 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 LancerPoint 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, certificate programs in Library Technology as well as Digitization Skills program. The library has three large computer labs 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 LancerPoint 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.

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

Library telephone numbers:

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

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, registraton, etc. In addition, students can utilize the Web to carry out college-related assignments requiring Internet access. Faculty can reserve time in computer classrooms D101 and W101 for group instruction or orientation. Students may receive guidance in exploring their personal learning styles, time management and study strategies offered through workshops and personal appointments. Walk-in tutoring for specific Computer Science courses is also available at scheduled times.

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

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

Video Production Services

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

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

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

SUPPORT SERVICES

Food Services

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

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

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

Bookstore -

Room B101, (626) 585-7378

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

Student Business Services -

Room B101, (626) 585-7336

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.

Transportation and Parking -

Room B210, (626) 585-7223

The College is located near downtown Pasadena and is easily accessible by car, bus or the Gold Line train. On-campus parking is limited and is available by displaying a semester or daily permit. Handicapped parking is available for people displaying a handicapped placard or handicapped license plates in addition to the semester or daily permit. Shuttle service is available every thirty

minutes for transportation between PCC (Lots 6, 7), Allen Station Gold Line, and the Community Education Center.

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

PCC Community Business Center

(626) 585-3210

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

Pasadena City College Police Department -

Room B210, (626) 585-7484

The Pasadena City College Police Department is staffed with sworn Police Officers. The Department is located in the B Building (room B210). The Department is responsible for providing police services, enhancing safety, and enforcing traffic and parking laws. Students who have a concern for their safety while on campus are encouraged to contact the Department for assistance. Emergency telephones are located in all elevators, parking lots, and most buildings. Please do not hesitate to use these telephones if you have a concern for your safety. The Department offers an escort service for students and staff from classrooms to vehicles. Students and staff are encouraged to use this available service. The District's crime awareness and crime statistics, otherwise known as the "Clery Report," are available in the B Building, room B210 and can also be located on the campus website under "Clery Report."

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

Semester parking permits for staff and students are available for purchase online (www.pasadena.edu/get-parking/). 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. Staff parking

permits will be available at the front counter of Campus Police. Exact cash or checks are accepted. Students and visitor may also purchase daily parking permits for \$2.00 a day from the parking permit machines located in every level of the parking lots. More information and the fee schedule are available online at www.pasadena.edu/student-services (click on Parking).

Lost and Found –

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

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

Smoking on Campus

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

Housing

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

ACADEMIC INFORMATION

Attendance

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

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

Course Examinations

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

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

Distance Education -

Room LL147 & 148, (626) 585-7189

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

Independent Study

Under the independent study program, the student may pursue topics or problems of special interest beyond the scope of a regular course under the supervision of a faculty advisor. The work is of a research or 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 program is designed to engage and challenge motivated students to prepare them for successful transfer from community college to university. The program offers special sections of a wide variety of UC transferable courses that fulfill general education

requirements for transfer. These Honors classes are open only to students participating in the program and offer a variety of special opportunities, including student research projects, special field trips, service learning, and other enhanced learning enrichment. Completing the Honors Transfer Program strengthens transfer applications and gives students priority consideration for transfer to many universities.

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

Honors

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

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

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

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

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

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

Study Abroad Programs -

Room C229, (626) 585-7480

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

Fall Semester Study Abroad: Florence, Italy. PCC offers a semester of study in the Renaissance city of Florence, Italy. Students select a program of 11-20 units of transferable credit. Field-study excursions include such places as Rome, Siena, Pisa, and other sites. Students live in shared apartments. The program is accepted by the PCC Honors Program. For more information, call (626) 585-7480 or visit www.pasadena.edu/travel.

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

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

SPECIAL INTEREST PROGRAMS

From Page to Performance

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

Theater in London

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

Theater in New York

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

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

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

Teaching and Learning Center

Program - Room V102, (626) 585-3046

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

GRADING SYSTEM

Unit of Credit

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

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

In some courses, such as physical education, drafting, and laboratory, more than one hour in class each week is required for each unit. Course descriptions show the minimum number of hours that must be completed in order to earn the number of units of credit associated with each course.

Grades and Grade Points

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

Grade or Symbol	Meaning	Grade Points Per Semester Unit
A Excellent	HONOR GRADE indicating EXCELLENCE earned as a result of consistently superior examination scores; consistently accurate and prompt completion of assignments; ability to deal resourcefully with abstract ideas; superior mastery of pertinent skills; promise of success in a field relating to the subject.	4
B Good	HONOR GRADE indicating COMPETENCE earned as	3

- 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.
- C Satisfactory** 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.
- D Less Than Satisfactory** 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.
- I Incomplete** 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.
- F Failing** 0
NON-PASSING GRADE indicating FAILURE TO MEET MINIMUM REQUIREMENTS earned as a result of non-passing examination scores; inaccurate, incomplete or late assignments; failure to cope with abstract ideas; inadequate mastery of pertinent skills, repeated absence from class.
- W Withdrawn** 0
A symbol recorded for a course when a student voluntarily withdraws; student is dropped from class by instructor; or petition is approved for a withdrawal. It is not considered in grade-point average but it is included in the computation of progressive probation.

- MW Military Withdrawal** 0
A symbol used to record a student withdrawal due to unexpected military obligations.
- P Passing** 0
PASSING GRADE, level of "C" or better, not considered in grade-point average but it is included in the computation of progressive probation.
- NP No Pass** 0
CREDIT NOT ALLOWED; performance less than average quality; not considered in grade-point average but it is included in the computation of progressive probation.
- IP In Progress** 0
Indicates work in progress but not considered in grade-point average. This symbol is intended for courses which may extend beyond the end of the normal semester.
- RD Report Delayed** 0
Used when there is a delay in reporting grades. It is a temporary notation not considered in the grade-point average.

Grade-Point Average

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

Pass/No Pass Grading

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

1. A maximum of 12 units may be taken on this basis, with a limit of one class per semester.
2. Pass/no pass classes must be taken in areas outside the student's Baccalaureate Degree major.
3. The decision to take a class on a pass/no pass basis can be made through the first 28% of the course duration. For semester-length courses this is Friday of the fourth week. Request deadlines in short-term classes and Summer session are considerably earlier; check with the Registration Office, the online schedule, and the course CRN details for exact dates.
4. The pass/no pass grading option is not available through online registration. You must go to the Admissions and Records Office to complete a Request For Pass/No Pass Grading Form.

5. A grade of "P" (pass) represents satisfactory achievement which would have been graded C or better on the regular grading scale. A grade of "NP" (no pass) indicates unsatisfactory achievement which would have been graded with a D or lower on the regular grading scale.
6. Sequential courses may be taken on a pass/no pass basis.
7. Instructors are notified as to which students have elected the pass/no pass option in their courses at the time of grading.
8. Any restriction listed above does not apply when a class is offered only on a pass/no pass basis.
9. The request for pass/no pass grading is final and may not be reversed.

Incomplete Grades

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

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

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

Authority on Grades

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

Grade Reports

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

Grade Appeal Process

The purpose of the academic grade appeal procedures is to provide a process by which a dispute in the assigned final grade for a course may be resolved in a full and efficient manner as provided in section 76224a of the California Education Code and section 55760a in the California Code of Regulations. The Grade Appeal Process can be found in the PACCD procedures No. 4051.10. The process and appropriate forms are available in the Office of the Vice President of Instruction (C231). The student must initiate any request for a grade change within the next regular semester following the award of the original grade.

PROBATION

Academic Probation

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

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

Academic Dismissal

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

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

Probation for Unsatisfactory Citizenship

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

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

dismissal from the College. Penalties for individuals, organizations and institutions can be severe.

Progress Probation

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

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

Progress Dismissal

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

Dismissal calculations are based upon classes taken from Spring 1982 to the present. Students will be notified of the progress dismissal by email and LancerPoint. Students enrolled for the following semester will be withdrawn from the College.

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

Repetition of Courses

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, CR, P, or better. For

verified cases of accidents, illness, or other extenuating circumstances beyond the student's control, or due to significant lapse of time of no less than 36 months since the last satisfactory grade was obtained, 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. If a student had three enrollments in a course with substandard grades and/or withdrawals, he or she under verified cases of accidents, illness, or other extenuating circumstances beyond the student's control, can petition for a fourth and final enrollment. See a Counselor, L-104 for more information.
3. No student may enroll in two sections of the same course in the same part of term for any one semester, regardless of whether or not the course is repeatable for credit.

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 GPA. Although the original substandard grades will not be calculated in the student's GPA, they will appear on the student's transcript and will not be removed. The student's transcript is considered a true history of coursework completed at PCC.

Courses Repeatable for Credit: Certain courses may be repeated for additional experience and credit, and are

so identified in their course descriptions by a "maximum credit" notation. A student may enroll in one of these exception courses once per semester and as many times as allowable until the maximum credit is earned. A student who receives a substandard grade in such a course may repeat the course for purposes of removing the substandard grade from calculating in the GPA (see above), as long as he or she has not reached the maximum number of enrollments allowed; if the student has already reached the maximum number of enrollments allowed, he or she must petition to repeat the course again.

Academic Renewal

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

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

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

academic performance (less than 2.000) and is not reflective of more recently demonstrated academic ability. Evidence of recent academic ability may include one of the following:

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

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

Transcripts of Record

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

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

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

Transfer Course Work

Only those lower division college level courses transferred from accredited colleges and universities are evaluated for applicability to the Associate in Arts or Associate in Science Degree. There is no guarantee that

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

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



Credit by Examination and Advanced Placement

Advanced Placement Policy

Students who have completed Advanced Placement Examinations of the College Entrance Examination Board (Box 592, Princeton, New Jersey 08540) shall receive credit for Pasadena City College courses as listed below. A grade of "Pass" will be assigned to each student who obtains a score of 3, 4, or 5, except as noted. Credit earned by Advanced Placement may be counted towards Associate Degree requirements, IGETC, and CSU General Education Breadth Requirements. The UC Policy for AP credit can be found at: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>. The CSU also has a system-wide policy for these and other AP exams for awarding transfer credit for admission. The CSU policy for AP can be found at <http://www.calstate.edu/app/general-ed-transfer.shtml>.

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

College Credit for Advanced Placement (AP) Tests

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE, and Associate degree general education and/or major requirements. Students must have the College Board (http://www.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 BREADTH AREA ¹ AND MINIMUM UNITS EARNED ²	CSU-UNITS EARNED TOWARD TRANSFER	IGETC	UC-UNITS EARNED TOWARD TRANSFER
Art History	Score of 4 or 5 – Art 001A or 001B (3 semester)	Area C1 or C2 3 semester	6 semester	Area 3A or 3B 3 semester	8 quarter/5.3 semester
Art (Studio)	Drawing Portfolio – Art 011A (3 semester)	N/A	3 semester	N/A	8 quarter/5.3 semester Maximum 8 quarter for all 3 AP Art Studio exams
Art (Studio)	Studio Art Portfolio – Art Elective Credit for 2D Design or 3D Design subject to division recommendation (3 semester per exam)	N/A	3 semester		8 quarter/5.3 semester Maximum 8 quarter for all 3 AP Art Studio exams
Biology	Score of 3, 4, or 5 – Biology 011 (4 semester)	Area B2 and B3 4 semester	6 semester	Area 5B and 5C 4 semester	8 quarter/5.3 semester
Calculus AB	Score of 3 or 4 – Math 009 (5 semester) and placement into Math 005A Score of 5 – Math 005A (5 semester) and placement into Math 005B	Area B4 3 semester	3 semester*	Area 2A 3 semester	4 quarter/2.7 semester**
Calculus BC	Score of 3 or 4 – Math 005A (5 semester) and placement into Math 005B Score of 5 – Math 005B (5 semester) and placement into Math 005C	Area B4 3 semester	6 semester*	Area 2A 3 semester	8 quarter/5.3 semester**

EXAM	PCC (MAJOR AND/OR GE)	CSU GE BREADTH AREA ¹ AND MINIMUM UNITS EARNED ²	CSU-UNITS EARNED TOWARD TRANSFER	IGETC	UC-UNITS EARNED TOWARD TRANSFER
Calculus BC/AB Subscore of 3 ³		N/A	3 semester*	Area 2A 3 semester	
AP CALCULUS AND COMPUTER SCIENCE EXAM LIMITATIONS					
	*Only one AP exam in Calculus or Computer Science may be used toward CSU baccalaureate **Maximum 8 quarter/5.3 semester for both				
Chemistry ⁴	Score of 3 or 4 – Chemistry 022 (4 semester) and placement into Chemistry 001A Score of 5 – Chemistry 001A (5 semester)	Area B1 and B3 4 semester	6 semester	Area 5A and 5C 4 semester	8 quarter/5.3 semester
Chinese Language & Culture		Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
Computer Science A	Score of 3, 4, or 5 – CS 001 (5 semester)	N/A	3 semester***	N/A	2 quarter/1.3 semester
Computer Science AB	Score of 3, 4, or 5 – CS 002 (5 semester)	N/A	6 semester***	N/A	4 quarter/2.7 semester****
AP COMPUTER SCIENCE AND CALCULUS EXAM LIMITATIONS					
	Only one AP exam in Computer Science or Calculus may be used toward CSU baccalaureate *Maximum 4 quarter/2.7 semester for both				
Economics - Macroeconomics	Score of 3, 4, or 5 – Economics 001A (3 semester)	Area D2 3 semester	3 semester	Area 4B 3 semester	4 quarter/2.7 semester
Economics - Microeconomics	Score of 3, 4, or 5 – Economics 001B (3 semester)	Area D2 3 semester	3 semester	Area 4B 3 semester	4 quarter/2.7 semester
English - Language & Composition	Score of 3, 4 or 5 – English 001A (4 semester)	Area A2 3 semester	6 semester	Area 1A 3 semester	8 quarter/5.3 semester*****
English - Literature & Composition	Score of 3, 4 or 5 – English 001A (4 semester)	Area A2 and C2 6 semester	6 semester	Area 1A or 3B 3 semester	8 quarter/5.3 semester*****
AP ENGLISH EXAM LIMITATIONS					
	*****Maximum 8 quarter/5.3 semester for both				
Environmental Science	Score of 3, 4, or 5 – Envs 001 (4 semester) <i>(formerly Biology 37/Physical Science37)</i>	Area B1 and B3 4 semester	4 semester	Area 5A and 5C 3 semester	4 quarter/2.7 semester
French Language and Culture	Score of 3 – French 001 (5 semester) Score of 4 – French 002 (5 semester) Score of 5 – French 003 (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
French Literature		Area C2 3 semester <i>(if taken prior to Fall 2009)</i>	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
German Language & Culture	Score of 3 – German 001 (5 semester) Score of 4 – German 002 (5 semester) Score of 5 – German 003 (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester

EXAM	PCC (MAJOR AND/OR GE)	CSU GE BREADTH AREA ¹ AND MINIMUM UNITS EARNED ²	CSU-UNITS EARNED TOWARD TRANSFER	IGETC	UC-UNITS EARNED TOWARD TRANSFER
Government and Politics - Comparative Government	Score of 3, 4, or 5 – Political Science 002 (3 semester)	Area D8 3 semester	3 semester	Area 4H 3 semester	4 quarter/2.7 semester
Government and Politics - U.S. Government	Score of 3, 4, or 5 – Political Science 001* (3 semester)	Area D8 and US 2** 3 semester	3 semester***	Area 4H 3 semester	4 quarter/2.7 semester
AP GOVERNMENT AND POLITICS EXAM LIMITATIONS					
	<p>*Also requires passing California state and local exam - Social Sciences Division **Does not fulfill American Institutions California Government requirement ***Student can satisfy the American Institutions-California Government requirement after transfer</p>				
History - European	Score of 3, 4, or 5 – History 001B (3 semester)	Area C2 or D6 3 semester	6 semester	Area 3B or 4F 3 semester	8 quarter/5.3 semester
History - U.S.	Score of 3, 4, or 5 – History 007A (3 semester)	Area C2 or D6 and US 1 3 semester	6 semester	Area 3B or 4F 3 semester	8 quarter/5.3 semester
History - World		Area C2 or D6 3 semester	6 semester	Area 3B or 4F 3 semester	8 quarter/5.3 semester
Human Geography		Area D5 3 semester	3 semester	Area 4E 3 semester	4 quarter/2.7 semester
Italian Language & Culture		Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
Japanese Language & Culture		Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
Latin – Literature or Vergil		Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	4 quarter/2.7 semester
Music Theory	Score of 3, 4, or 5 – Music 001A (3 semester)	Area C1 3 semester <i>(if taken prior to Fall 2009)</i>	6 semester	N/A	8 quarter/5.3 semester (Full Music Theory Exam required)
Physics B* (Replaced by Physics 1 & 2, effective 2014-15)	Score of 3, 4, or 5 – Physics 010 (3 semester)	B1 and B3 4 semester	4 semester****	Area 5A and 5C 4 semester	8 quarter/5.3 semester****
Physics 1 ⁴	Score of 3, 4, or 5 – Physics 002A (3 semester)	B1 and B3 4 semester	4 semester****	Area 5A and 5C 4 semester	8 quarter/5.3 semester****
Physics 2 ⁴	Score of 3, 4, or 5 – Physics 002B (3 semester)	B1 and B3 4 semester	4 semester****	Area 5A and 5C 4 semester	8 quarter/5.3 semester****
Physics C- Mechanics ⁴	Score of 3, 4, or 5 – Physics 031A (4 semester)	Area B1 and B3 4 semester*	4 semester****	Area 5A and 5C 3 semester	4 quarter/2.7 semester****
Physics C- Electricity/ Magnetism ⁴	Score of 3, 4, or 5 – Physics 031B (4 semester)	Area B1 and B3 4 semester*	4 semester****	Area 5A and 5C 3 semester	4 quarter/2.7 semester****
AP PHYSICS EXAM LIMITATIONS					
	<p>****Maximum 4 semester toward GE and 6 semester toward CSU baccalaureate *****Maximum 8 quarter/ 5.3 semester for all Physics exams</p>				
Psychology	Score of 3, 4, or 5 – Psychology 001 (3 semester)	Area D9 3 semester	3 semester	Area 4I 3 semester	4 quarter/2.7 semester

EXAM	PCC (MAJOR AND/OR GE)	CSU GE BREADTH AREA ¹ AND MINIMUM UNITS EARNED ²	CSU-UNITS EARNED TOWARD TRANSFER	IGETC	UC-UNITS EARNED TOWARD TRANSFER
Spanish Language & Culture	Score of 3 – Spanish 001 (5 semester) Score of 4 – Spanish 002 (5 semester) Score of 5 – Spanish 003 (5 semester)	Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
Spanish Literature & Culture		Area C2 3 semester	6 semester	Area 3B and 6A 3 semester	8 quarter/5.3 semester
Statistics	Score of 3 or 4 – Statistics 015 or 018 (4semester) Score of 5 – Statistics 050 (4 semester) Maximum credit - one Statistics course only	Area B4 3 semester	3 semester	Area 2 3 semester	4 quarter/2.7 semester

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.

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 Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive UC credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination

⁴ **Advisory to Pre-med Students:** Even though AP scores may place students into a higher level chemistry or physics course, many medical schools do not accept AP credit in lieu of college level course credit to fulfill admissions requirements. Students interested in medical school should consult directly with the medical schools they are considering for information on their credit policies. Students may also want to refer to www.aamc.org or www.aacom.org.

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

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-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.

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		CSU G.E. BREADTH AREA OR AMERICAN INSTITUTIONS ¹ (CSU - units earned toward breadth certification)	CSU-UNITS EARNED TOWARD TRANSFER ²
CLEP American Government	50	Area D8 - 3 semester units (<i>does not meet CSU American Institutions Requirement</i>)	3 semester units
CLEP American Literature	50	Area C2 - 3 semester units	3 semester units
CLEP Analyzing and Interpreting Literature	50	Area C2 - 3 semester units	3 semester units
CLEP Biology	50	Area B2 - 3 semester units (<i>no lab</i>)	3 semester units
CLEP Calculus	50	Area B4 - 3 semester units	3 semester units
CLEP Chemistry	50	Area B1 - 3 semester units (<i>no lab</i>)	3 semester units
CLEP College Algebra	50	Area B4 - 3 semester units	3 semester units
CLEP College Algebra - Trigonometry	50	Area B4 - 3 semester units	3 semester units
CLEP College Mathematics	50	n/a	0
CLEP Economics Principles of Macroeconomics	50	Area 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 ³ Level I	50	n/a	6 semester units
CLEP French ³ Level II	59	Area C2 - 3 semester units	12 semester units
CLEP Freshman College Composition	50	n/a	0

CLEP German ³ Level I	50	n/a	6 semester units
CLEP German ³ Level II	60	Area C2 - 3 semester units	12 semester units
CLEP History, United States I	50	Area D6 + US History 1 - 3 semester units Requirement for CSU	3 semester units
CLEP History, United States II	50	Area D6 + US History 1 - 3 semester units Requirement for CSU	3 semester units
EXAM		CSU G.E. BREADTH AREA OR AMERICAN INSTITUTIONS¹ (CSU - units earned toward breadth certification)	CSU-UNITS EARNED TOWARD TRANSFER²
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 - 3 semester units (<i>no lab</i>)	3 semester units
CLEP Pre-Calculus	50	Area B4 - 3 semester units	3 semester units
CLEP Principles of Accounting	50	n/a	3 semester units
CLEP Principles of Management	50	n/a	3 semester units
CLEP Principles of Marketing	50	n/a	3 semester units
CLEP Social Sciences and History	50	n/a	0
CLEP Spanish ³ Level I	50	n/a	6 semester units
CLEP Spanish ³ 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 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.

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) send IB exam results to the Admissions and Records Office (un-opened hand carried copies will be accepted) for use on the IGETC general education patterns.

INTERNATIONAL BACCALAUREATE (IB) EXAM	IGETC AREA
IB Biology HL	5B
IB Chemistry HL	5A
IB Economics HL	4B
IB Geography HL	4E
IB History (any region) HL	3B or 4F*
IB Language A: Literature (any language, except English) HL	3B and 6A
IB Language A: Language and Literature (any language, except English) HL	3B and 6A
IB Language A: Literature (any language) HL	3B
IB Language A: Language and Literature (any language) HL	3B
IB Language B (any language) HL	6A
IB Mathematics HL	2A
IB Physics HL	5A
IB Psychology HL	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://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>

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

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

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

INTERNATIONAL BACCALAUREATE (IB) EXAM	PASSING SCORE	CSU G.E. BREADTH AREA	CSU-UNITS EARNED TOWARD G.E. BREADTH CERTIFICATION	CSU-UNITS EARNED TOWARD TRANSFER
IB Biology HL	5	B2	3	6
IB Chemistry HL	5	B1	3	6
IB Economics HL	5	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) 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	4	B4	3	6
IB Physics HL	5	B1	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 2.000 or higher grade-point average.
4. The student has never failed the course and has not been enrolled in the class during the semester for which the examination is being requested.

5. The student may attempt credit-by-examination only once in a particular course.
6. Maximum credit-by-examination for courses of the College is 12 units. The credit will be recorded in the term in process when the examination results are submitted to the Admissions and Records Office. Credit will not be posted to prior terms.
7. Credit by examination courses are graded on a pass or no pass basis.
8. Approval is required from the division dean responsible for the area in which credit will be given and the 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 determining eligibility for College activities, or in certifying for financial aid, Veteran's Educational Assistance, or in certifying enrollment to an outside agency.

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

Credit for Military Training and Experience:

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

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

- For service members and veterans of the U.S. Army, submit an AARTS transcript. <https://aartstranscript.army.mil/>
- For service members and veterans of the U.S. Navy & Marine Corps, submit a SMART transcript. https://www.navycollege.navy.mil/smart_info.cfm

- For service members and veterans of the U.S. Air Force, submit a transcript from the *Community College of the Air Force*. <http://www.au.af.mil/au/ccaf/>
- For service members and veterans of the U.S. Coast Guard, submit a transcript from the U.S. Coast Guard Institute. <http://www.uscg.mil/hr/cgi/i>
- For service members who left the military before 1986, the college can apply credits from a notarized DD 214.

Evaluation of Credit From Military and Other Service

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

Credit for experiences in the military service (to a maximum of 16 units) and USAFI/DANTES tests may be allowed as recommended by the American Council on Education and in accordance with the provisions of the *Pasadena City College Catalog*.

Maximum Credit-by-Examination and Other Nontraditional Education

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

Credit Limitations in Basic Skills

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

Credit Limitations in Foreign Language

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

Auditing of Classes

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

Financial Obligations of Students

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

Student Records

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

I Definition of Education Records

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

II Access to Education Records

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

- A. Financial records of the parents of the students.

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

III Procedure for a Student's Access to Records

- A. A student may review his or her records upon appropriate identification and in conference with a College Counselor or other certificated Student Services staff member.
- B. A former student may request in writing a review of his or her records. The request should be directed to the Director of Admissions and Records who is the designated "Records Officer" acting for the President of the College.
- C. Any student request for review shall be granted within 15 days following the request.

IV Procedure for Challenge of Accuracy or Content of Education Records

- A. Informal
A student may submit to the Director of Admissions and Records a Student Petition to challenge the accuracy or content of education records maintained by the College. The Student Petition must be supported with verifying documentation. The Petition Committee will rule on the request and notify the student. Any student not satisfied with the decision of the Petitions Committee may discuss the matter with the Vice President of Student Services.
- B. Formal
If the student is not satisfied with the determination made by the Vice President of Student Services, the student may, within 30 days, appeal the decision in writing to the President of the College.



V Release of Education Records Information

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

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

- C. Without the student’s written consent and upon authorization of the Director of Admissions and Records or his/her designee, the College may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:
 - 1. College and District staff with a need to know. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees of the United States Office of Civil

Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law provided that, except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation and enforcement of federal legal requirements.

- 2. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to Nov. 19, 1974.
- 3. Officials of other public or private schools or school systems, including local county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students.
- 4. Agencies or organizations in connection with a student’s application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
- 5. Accrediting organizations in order to carry out their accrediting functions.
- 6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other

than representatives of such organizations. Such information will be destroyed when no longer needed for the purpose for which it is collected.

7. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Education.
8. Those who have obtained a subpoena or judicial order. The student is given notice by mail of the College's compliance with the order.

VI Record of Access

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

VII Transfer of Information by Third Parties

Education records or personal information transferred to a third party will include a notice that such party shall not permit access by any other party without the written consent of the student.

VIII Notice of Student Rights

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

Policies and Regulations



SECTION III

POLICIES AND REGULATIONS

BP 3430 Prohibition of Harassment

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

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

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

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

BP 3410 Nondiscrimination

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

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

BP 3420 Equal Employment Opportunity

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

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

Academic Regulations

Academic Freedom

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

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

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

Student Conduct and Academic Honesty

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

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

Grievance and Complaint Procedures

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

PASADENA CITY COLLEGE
CATALOG
2015-2016

Academic Programs Leading To A Degree or Certificate



SECTION IV

ACADEMIC PROGRAMS LEADING TO A DEGREE OR CERTIFICATE

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

Degree Title	AA	AS	ADT	CA	OSC	Page
ACCOUNTING						
Accounting – Bookkeeping		X		X		141
Accounting – Bookkeeping Assistant		X		X		141
Accounting Clerk		X		X		142
Cashier					X	142
ADMINISTRATION OF JUSTICE						
Administration of Justice		X	X	X		100,142
ARCHAEOLOGY						
Archaeological Field Work					X	144
ARCHITECTURE						
Architecture	X					81
ART						
Art History			X			101
Digital Media – Computer Assisted Photo Imaging		X		X		174
Digital Media – Graphic Design		X		X		174
Digital Media – Web Design and Development		X		X		175
Industrial Design					X	188
Interior Design					X	188
Jewelry/Metalworking					X	189
Product Design		X		X		202
Product Design – Graphics		X		X		203
Product Design – Technology		X		X		203
Studio Arts			X			113
AUTOMOTIVE TECHNOLOGY						
Automotive Technology – Air Conditioning Technician		X		X		145
Automotive Technology – All Automotive Systems		X		X		144
Automotive Technology – Electrical/Electronics Systems		X		X		146
Automotive Technology – Engine Performance Technician		X		X		146
Automotive Technology – Powertrain Technician		X		X		147
Automotive Technology – Undercar Technician		X		X		147
Automotive Technology – Underhood Technician		X		X		148
BIOLOGICAL TECHNOLOGY						
Biological Technology		X		X		148
Biological Technology – Computational Biology		X		X		149
Biological Technology – Laboratory Skills					X	151
Biological Technology – Laboratory Assistant Option		X		X		150
Biological Technology – Stem Cell Culture		X		X		150
BUILDING CONSTRUCTION						
Building Construction		X		X		151
Cabinetmaking and Millwork					X	152
Construction Inspection		X		X		166
Construction Law					X	152

AA = Associate in Arts AS = Associate in Science ADT = Associate Degree for Transfer to CSU
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Degree Title	AA	AS	ADT	CA	OSC	Page
BUSINESS ADMINISTRATION						
Business	X					82
Business Administration			X			102
Business Administration – Entrepreneurship		X		X		152
Business Administration – Financial Investments		X		X		153
Business Administration – International Business/Trade		X		X		153
Business Administration – Management		X		X		154
Business Administration – Marketing Merchandising (With Field Practice)		X		X		155
Business Administration – Retail Management		X		X		154
Customer Service					X	155
E-Commerce					X	156
Hospitality Management		X		X		187
BUSINESS INFORMATION TECHNOLOGY						
Business Information Technology – Administrative Assistant		X		X		156
Business Information Technology – Business Software Specialist		X		X		157
Business Information Technology – Information & Records Specialist		X		X		157
Executive Assistant					X	157
Office Applications Specialist I					X	158
Office Applications Specialist II					X	158
Office Assistant					X	158
CHILD DEVELOPMENT						
Child Development		X		X		159
Child Development Instructional Assistant					X	160
Early Childhood Education			X			103
Music & Movement Education for Young Children					X	161
School Age Instructional Assistant					X	161
Special Education Assistant					X	161
COMMUNICATION STUDIES						
Communication Arts	X					83
Communication Studies			X			102
Speech Communication	X					93
Speech-Language Pathology Assistant		X		X		205
COMPUTER INFORMATION SYSTEMS						
CISCO Certified Network Associate (CCNA) Preparation					X	164
CISCO Certified Network Professional (CCNP) Preparation					X	165
Computer Information Systems – Microcomputer Support		X		X		162
Computer Information Systems – Operations		X		X		163
Computer Information Systems – Programming		X		X		163
Computer Information Systems – Small Computer Applications		X		X		164
E-Commerce					X	165
Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Professional					X	166
Oracle Database Fundamentals					X	166
COSMETOLOGY						
Cosmetology		X		X		167
Cosmetology – Instructional Techniques in Cosmetology		X		X		167
CULINARY ARTS						
Culinary Arts		X		X		168
Culinary Arts – Baking & Pastry					X	168
Culinary Arts – Catering					X	169
Culinary Arts – Kitchen Assistant					X	169
ELECTRICAL AND ELECTRONIC TECHNOLOGY						
Applied Circuits & Systems					X	177
Basic Photovoltaic Design & Installation					X	177

AA = Associate in Arts AS = Associate in Science ADT = Associate Degree for Transfer to CSU
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Degree Title	AA	AS	ADT	CA	OSC	Page
ELECTRICAL AND ELECTRONIC TECHNOLOGY (cont.)						
Electronics Technology Basic Digital Technician					X	178
Electrical Technology		X		X		177
ENGINEERING & DESIGN TECHNOLOGY						
CAD Designer –Architecture/Engineering/Construction					X	180
CAD Modeling & Animation – Architecture/Engineering/Construction					X	180
CAD Technician – Architecture/Engineering/Construction					X	181
CAD Technician – Mechanical Design & Manufacturing					X	181
CISCO Certified Network Associate (CCNA) Preparation					X	164
Design Technology Pathway					X	173
Engineering Design Technology – CAD/CAM Technician		X		X		179
Engineering & Technology	X					84
ENGLISH						
English			X			104
English Literature	X					85
FASHION						
Fashion Assistant		X		X		182
Fashion – Design		X		X		181
Fashion – Fashion Marketing					X	182
Fashion – Historical Costume Making					X	183
FIRE TECHNOLOGY						
Fire Academy Preparation					X	184
Fire Technology		X		X		183
GENDER, ETHNICITY, AND MULTICULTURAL STUDIES						
Gender, Ethnicity, and Multicultural Studies	X					86
GEOGRAPHY						
Geotech (GIS)					X	184
GEOLOGY						
Geology			X			105
GRAPHIC COMMUNICATIONS TECHNOLOGY						
Graphic Communications Technology – Apparel Graphics & Printing					X	186
Graphic Communications Technology – Computer Imaging & Composition		X		X		185
Graphic Communications Technology – Electronic Prepress					X	186
Graphic Communications Technology – Screen Printing		X		X		185
Graphic Communications Technology – Screen Printing for Small Business					X	187
HEALTH SCIENCES						
Anesthesia Technician		X		X		143
Certified Nursing Assistant					X	198
Dental Assisting		X		X		170
Dental Hygiene		X		X		171
Dental Laboratory Technology		X		X		172
Emergency Medical Technician I-A					X	179
Licensed Vocational Nurse to Registered Nurse		X		X		196
Medical Assisting (Administrative-Clinical)		X		X		192
Medical Office – Administrative		X		X		193
Medical Office Insurance Biller		X		X		193
Medical Office Receptionist					X	193
Medical Office Transcription					X	194
Radiologic Technology		X		X		204
Registered Nursing		X		X		195
Vocational Nursing		X		X		196

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Degree Title	AA	AS	ADT	CA	OSC	Page
HISTORY						
History			X			105
HUMANITIES						
Humanities	X					87
JOURNALISM						
Journalism			X			107
Journalism – Photojournalism		X		X		189
Journalism – Printed Media		X		X		190
KINESIOLOGY						
Kinesiology			X			88
Kinesiology & Wellness	X					108
LANGUAGES						
Chinese	X					83
French	X					85
German	X					86
Italian	X					88
Japanese	X					88
Russian	X					91
Spanish	X					93
LIBRARY						
Digitization Skills for Libraries & Cultural Heritage Institutions					X	191
Library Technology		X		X		190
LINGUISTICS						
Linguistics	X					89
MACHINE SHOP TECHNOLOGY						
Machine Shop Technology		X		X		191
Industrial Fabricator					X	191
Manufacturing Technology II					X	192
MATHEMATICS						
Mathematics			X			109
MUSIC						
Commercial Music					X	162
Music	X					90
NATURAL SCIENCES						
Natural Sciences	X					91
PARALEGAL STUDIES						
Paralegal Studies		X		X		198
PHOTOGRAPHY						
Cinema – Cinematography					X	200
Cinema – Cinema Production/Filmmaking					X	201
Digital Image Editing					X	201
Foundation in Photography					X	202
Photography		X		X		200
Portrait Photography					X	202
PHYSICS						
Physics			X			109
POLITICAL SCIENCE						
Political Science			X			110
PSYCHOLOGY						
Psychology			X			111
SOCIAL & BEHAVIORAL SCIENCES						
Social & Behavioral Sciences	X					92
SOCIOLOGY						
Sociology			X			111

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Degree Title	AA	AS	ADT	CA	OSC	Page
TELEVISION & RADIO						
Broadcast Journalism		X		X	X	208
Media Programming & Management					X	208
Post-Production		X		X		208
Radio Production		X		X	X	197
Television Operations		X		X		207
Television Post Production					X	207
Television Production		X		X	X	207
Video Operations					X	209
Writing For Film, Television & Radio					X	209
THEATER ARTS						
Theater Arts			X			114
Theater Technology		X		X		210
WELDING						
Basic Welding					X	211
Construction Welding		X		X		210
Gas Tungsten & Gas Metal Welding		X		X		211

THE ASSOCIATE DEGREES

Pasadena City College offers the following Associates degrees:

- Associate in Arts Degree (**AA**), (p.77)
- Associate in Arts for Transfer (**AA-T**), (p.99)
- Associate in Science for Transfer (**AS-T**), (p.99)
- Associate in Science Degree (**AS**) (p.94) with the Certificate of Achievement (p.134)

- 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 134).
- **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 en-

courage 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 81.
- 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 121.
 - c. The Intersegmental General Education Transfer Curriculum (IGETC) detailed on page 119.

The Associate in Arts is awarded in the following disciplines:

- Architecture
- Business
- Chinese
- Communication Arts
- Engineering and Technology
- English – Literature
- French
- Gender, Ethnicity, and Multicultural Studies
- German
- Humanities
- Italian

- Japanese
- Kinesiology and Wellness
- Linguistics
- Music
- Natural Sciences
- Russian
- Social and Behavioral Sciences
- Spanish
- Speech Communication

ASSOCIATE IN ARTS:

GENERAL INFORMATION

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

COMPETENCY REQUIREMENTS

1. **Reading** – One course (with grade C or better) from the following: English 001A, 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, 150, Statistics 015, 018, 050, or a Math course that fulfills the general education requirement in Critical Thinking or by satisfactory score on an equivalency exam.
4. **Diversity** – Complete three (3) units in courses designated as either “Global Studies” or “Ethnic and Gender Studies” as listed in this *College Catalog* starting on page 79. The courses which can satisfy the diversity requirement and are also general education are designated by the (†) symbol in the list below.

GENERAL EDUCATION REQUIREMENTS

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

- Anatomy 025
- Anthropology 001† and 001L
- Astronomy 001
- Biology 001A, 001B, 001C, 002, 003, 004, 010A, 010B, 011, 014, 016, 030, 038, 039
- Chemistry 001A, 001B, 002A, 002B, 008A, 008B, 022
- Environmental Studies 001, 003, 030, 040
- Geography 001 and 001L
- Geology 001, 001F, 002, 002F, 003, 003F, 004 and 040, 006, 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†, 001L, 002†, 003, 004, 005, 006, 012†, 031†

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

C. Humanities 3 units

- American Sign Language 010A, 010B
- Arabic 001, 002
- Armenian 001, 002
- Architecture 024A, 024B
- Art 001A, 001B, 002†, 003A†, 003B†, 004A†, 004B†, 004C†, 004D, 005, 007†, 008†, 009†
- Chinese 001, 002, 002A, 003, 004, 010†, 012†, 022
- Dance 021A†, 021B†
- English 001B, 005A, 005B, 009, 010, 011, 012†, 024, 025A, 025C†, 025D, 025E, 025F, 025G, 025H, 025I†, 025J, 026, 030A, 030B, 030C, 044A†, 044B†, 044C†, 045A, 045B, 046A†, 046B†, 047†, 048†, 049A, 050†, 051†, 052†, 053, 054, 057, 059, 060, 061, 078A, 078B, 082A, 082B, 082C
- French 001, 002, 003, 004, 005A†, 005B†, 006, 010†, 012, 016, 050
- German 001, 002, 003, 004, 005†, 010†, 012
- Greek 001, 002
- Hebrew 001, 002, 003
- Humanities 001, 002, 003, 004
- Italian 001, 002, 003, 004, 010†, 012, 050†
- Japanese 001, 002, 003, 004, 005†, 010†, 012†
- Latin 001, 002
- Linguistics 010, 011, 012†
- Music 007A, 007B, 021†, 022, 023†, 024A, 24B, 025†, 026†, 027†, 028
- 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†,
 Theater Arts 001, 005, 005A, 005B, 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, 055H
 Philosophy 025, 030, 033
 Physical Science 002
 Speech 006, 012
 **Statistics 015, 018, 050
 **These courses also meet the mathematics
 competency requirement

E. American Institutions 6 units

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

F. Health Education 2 units

Biology 019
 College 001
 Counseling 012
 Health Education 002A, 002E, 044
 Nutrition 011

G. Physical Activity/Kinesiology 2 units

A maximum of 4 units of Physical Education/Kinesiology Activity or Dance Activity (Dance 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)
- Dance 021A-B (Dance History: Cultural and Social Heritage)
- English 012/Linguistics 012 (Intercultural Communications)
- English 025I (Post-Colonial Literatures)
- Geography 002 (Cultural Geography)
- Geography 003 (World Regional Geography)
- Linguistics 012 (Intercultural Communication)
- Music 023 (Music Cultures of the World)
- Sociology 014 (Introduction to Ethnic Studies)

5. Gender Studies:

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

6. Health Sciences Diversity Courses:

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

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

7. Native American Studies:

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

MAJOR OR AREA OF EMPHASIS REQUIREMENTS:

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

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

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

Architecture Associate in Arts Degree

Responsible School: Career and Technical Education

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

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

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

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

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

Program Outcomes:

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

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

Architecture:

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

Business

Associate in Arts Degree

Responsible School: Career and Technical Education

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

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

Program Outcomes:

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

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

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

Accounting:

ACCT 001A, 001B, 010

Business:

BUS 002, 009, 010, 011A, 012A, 012B, 014A, 014B, 016

Business Information Technology and Computer

Information Systems:

BIT 025 or CIS 001 or CIS 010

Economics:

ECON 001A, 001B

Math:

MATH 005A

Statistics:

STAT 015 or 050

Chinese

Associate in Arts Degree

Responsible School: Humanities and Social Sciences

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

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

Program Outcomes:

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

Requirements for the major in Chinese (18 units minimum)

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

Chinese:

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

Communication Arts

Associate in Arts Degree

Responsible School: Visual, Media and Performing Arts

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

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

Program Outcomes:

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

Requirements for the area of emphasis (18 units minimum)

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

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

Art/Design:

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

Communication:

COMM 001

English:

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

Journalism:

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

Photography:

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

Speech:

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

Television and Radio:

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

Theatre Arts:

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

Engineering and Technology Associate in Arts Degree

Responsible School: Career and Technical Education

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

gineering mathematics, engineering physics, and other similar disciplines at CSU, UC, and private universities.

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

Program Outcomes:

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

Requirements for the area of emphasis (18 units minimum)

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

Architecture:

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

Computer Information Systems:

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

Computer Science:

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

Electricity and Electronics:

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

Engineering:

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

Design Technology:

DT 008A, 008B, 008C, 017

Mathematics:

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

Physics:

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

English Literature Associate in Arts Degree

Responsible School: Humanities and Social Sciences

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

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

Program Outcomes:

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

Requirements for the area of emphasis (18 units minimum)

Courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete English 001C or English 026 and 15 units consisting of courses from at least three of the five cat-

egories listed below and including a minimum of two Literary Survey courses.

Literary Survey (2 courses):

ENGL 030A, 030B, 030C, 044B, 044C, 046A, 046B

Literary Origins:

ENGL 044A, 045A, 045B, 078A, 078B, 082A, 082B, 082C

Gender and Ethnic Literature:

ENGL 024, 025C, 047, 048, 050, 051, 052

Genre and Modes in Literature:

ENGL 025A, 025D, 025E, 025F, 025G, 034, 035, 036, 037, 049A, 049B, 053, 057, 060, 061

Special Topics in Literature:

ENGL 025H, 025I, 025J, 026, 054, 059

French Associate in Arts Degree

Responsible School: Humanities and Social Sciences

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

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

Program Outcomes:

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

Requirements for the major in French (18 units minimum)

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

French:

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

Gender, Ethnicity, and Multicultural Studies Associate in Arts Degree

Responsible Schools: Humanities and Social Sciences, Science and Mathematics

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

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

Program Outcomes:

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

Requirements for the area of emphasis (18 units minimum)

Courses must be completed with a grade of C or better.

All courses must be numbered 001- 099. Students must complete at least one course from at least three of the categories listed below:

Multicultural Studies:

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

Gender Studies:

HIST 025B, ENGL 025C

African American Studies:

ART 002, DANC 004A, ENGL 050, HIST 027A, 027B, 029A, 029B, MUSC 025, PSYC 029, SOC 029

American Indian/Native American Studies:

ANTH 012, ENGL 051, HIST 012

Asian America/Pacific Islander Studies:

ART 003A, 003B, CHIN 010, 012, DANC 004C, 004E, ENGL 048, 052, HIST 018, 019, 041, JAPN 010, 011, 012, MUSC 027, PSYC 041, SOC 041

Mexican American/Chicano/Latino Studies:

ANTH 031, ART 007, 008, DANC 004B, 004H, ENGL 047, HIST 009A, 009B, 030, 031, MUSC 026, PSYC 031, PHIL 031, SOC 031, SPAN 031, 042A, 042B, 044A, 044B

German Associate in Arts Degree

Responsible School: Humanities and Social Sciences

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

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

Program Outcomes:

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

Requirements for the major in German (18 units minimum)

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

German:

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

**Humanities
Associate in Arts Degree****Responsible Schools: Career and Technical Education, Humanities and Social Sciences, Visual, Media and Performing Arts**

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

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

Program Outcomes:

1. Demonstrate a broad understanding of the Humanities and their relation to the student and the student's own goals, world civilization, and the natural world.

2. Demonstrate an understanding of the achievements of the human mind and heart in a variety of disciplines, such as Art, English Literature, Theatre Arts, Foreign Languages, History, Philosophy, and Religious Studies.
3. Be prepared to pursue preferred areas of study at transfer universities enriched by a strong background in the Humanities.

Requirements for the area of emphasis (18 units minimum)

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

Architecture:

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

Art:

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

English:

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

Foreign Language:

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

Italian Associate in Arts Degree

Responsible School: Humanities and Social Sciences

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

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

Program Outcomes:

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

Requirements for the major in Italian (18 units minimum)

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

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

Japanese Associate in Arts Degree

Responsible School: Humanities and Social Sciences

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

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

Program Outcomes:

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

Requirements for the major in Japanese (18 units minimum)

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

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

Kinesiology and Wellness Associate in Arts Degree

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

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

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

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

Program Outcomes:

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

Requirements for the area of emphasis (22 units minimum)

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

Required Course (9 units minimum):
HED 044, KINT 003, and 097 or 014

Kinesiology and Movement (3 units minimum; maximum 4 units):
KATH 070-096, KINA 003A-081C, KINT 005, 027C, 031AB, 048, 061

Behavioral Development and Diversity (3 units minimum):
PSYC 001, 005, 025, SOC 001, 014, 029, 031, 041, COUN 010, 011, 017

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

**Linguistics
Associate in Arts Degree**

Responsible School: Humanities and Social Sciences

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

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

Program Outcomes:

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

Requirements for the area of emphasis (18 units minimum)

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

Core course (required):

LING 010 or ENGL 010

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

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

Linguistics:

LING 011 or ENGL 011
LING 012 or ENGL 012
LING 014, 016, 017, 020, ANTH 005, SLPA 018

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

American Sign Language:

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

Arabic:

ARBC 001, 002

Armenian:

ARMN 001, 002

Chinese:

CHIN 001, 002, 002A, 003, 004

French:

FRNC 001, 002, 003, 004

German:

GRMN 001, 002, 003, 004

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 School: Visual, Media and Performing Arts

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

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

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

Program Outcomes:

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

Requirements for the major (36 units minimum)

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

Music:

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

MUSC 009A

MUSC 009B **or** MUSC 009D

Students must complete two units from the following:

MUSC 009C **or** MUSC 009E

Students must complete four additional units from the following courses:

Music:

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

Natural Sciences**Associate in Arts Degree****Responsible School: Science and Mathematics**

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

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

Program Outcomes:

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

Requirements for the area of emphasis (18 units minimum)

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

Biological Sciences:

ANTH 001 and 001L

ANAT 025 **or** PYSO 002A

BIOL 001A, 001B, 001C, 002, 003, 004, 005AB, 011, 014, 016, 019, 025, 026, 028, 030, 035, 038, 039

MICR 002

NUTR 011

PYSO 001 **or** PYSO 002B

PSYC 002

Chemistry:

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

Environmental Studies:

ENVS 001, 002, 003, 030, 040

Geosciences:

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

Mathematics and Statistics:

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

Physics & Physical Sciences:

ASTR 001, 012

PHSC 003 & 003L

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

Russian**Associate in Arts Degree****Responsible School: Humanities and Social Sciences**

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

sity. The skills acquired will prepare students to pursue careers in education, journalism, business, linguistics, art, music, and international relations.

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

Program Outcomes:

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

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

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

Russian:

RUSS 002, 003, 004, 011

**Social and Behavioral Sciences
Associate in Arts Degree**

Responsible School: Humanities and Social Sciences

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

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

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

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

Anthropology:

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

Child Development:

CHDV 010, 011

Economics:

ECON 001A, 001B

Geography:

GEOG 002, 003, 005

History:

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

Linguistics:

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

Political Science:

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

Psychology:

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

Religious Studies:

RELG 001, 002, 003

Sociology:

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

Spanish Associate in Arts Degree

Responsible School: Humanities and Social Sciences

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

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

Program Outcomes:

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

Requirements for the major in Spanish (18 units minimum)

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

Spanish:

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

Speech Communication Associate in Arts Degree

Responsible School: Visual, Media and Performing Arts

A degree in Speech Communication from Pasadena City College prepares students for upper division (advanced

level) coursework and several entry level positions within the field. This area of emphasis is primarily intended to prepare students to transfer and earn a bachelor's degree in Speech Communication or Communication Studies. Students develop verbal, nonverbal and interpersonal communication skills, apply critical thinking skills, and learn about human communication in multiple contexts. The Speech Communication major helps students to improve their relationship skills in both 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 compete all of the following:

Speech:

SPCH 001, 006, 010

Additional Courses:

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

Speech:

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

ASSOCIATE IN SCIENCE DEGREE

GENERAL INFORMATION

1. A minimum of 60 units and completion of a Certificate of Achievement (see pp. 134-211).
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. 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, 010A, 010B, 011, 014, 016, 030, 038, 039
- Chemistry 001A, 001B, 002A, 002B, 008A, 008B, 022
- Environmental Studies 001, 003, 030, 040
- Geography 001 and 001L
- Geology 001, 001F, 002, 002F, 003, 003F, 004 and 040, 006, 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, 006, 012†, 031†
- Child Development 015
- Communication 001
- Economics 001A, 001B
- English 012†
- Environmental Studies 002
- Geography 002†, 003†, 005
- Gerontology 001
- History 001A†, 001B†, 002A†, 002B†, 005A†, 005B†, 007A, 007B, 008†, 009A†, 009B†, 012†, 016†, 018†, 019†, 024A†, 024B†, 024C†, 024D†, 024E†, 024F, 024G†, 025B†, 025D, 025F, 025I, 027A†, 027B†, 029A†, 029B†, 030†, 031†, 041†
- Linguistics 012†, 014, 016, 017
- Political Science 001, 002, 006, 007, 021, 022
- Psychology 001, 021, 022, 023, 024, 025, 029†, 031†, 033, 041†, 120
- Sociology 001, 002, 014†, 015, 016, 022, 024, 029†, 031†, 041†, 130
- Speech 013

C. Humanities 3 units

- American Sign Language 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†, 012†, 022
- Dance 021A†, 021B†
- English 001B, 005A, 005B, 009, 010, 011, 012†, 024, 025A, 025C†, 025D, 025E, 025F, 025G, 025H, 025I†, 025J, 026, 030A, 030B, 030C, 034, 035, 036, 037, 044A†, 044B†, 044C†, 045A, 045B, 046A†, 046B†, 047†, 048†, 049A, 049B, 050†, 051†, 052†, 053, 054, 057, 059, 060, 061, 078A, 078B, 082A, 082B, 082C, 119
- French 001, 002, 003, 004, 005A†, 005B†, 006, 010†, 012, 016, 050
- German 001, 002, 003, 004, 005†, 010†, 012
- Greek 001, 002
- Hebrew 001, 002, 003
- Humanities 001, 002, 003, 004
- Italian 001, 002, 003, 004, 010†, 012, 050†
- Japanese 001, 002, 003, 004, 005†, 010†, 011, 012†
- Latin 001, 002
- Linguistics 010, 011, 012†
- Music 007A, 007B, 021†, 022, 023†, 024A, 024B, 025†, 026†, 027†, 028
- Philosophy 001, 003, 007, 008, 020A†, 020B†, 031†, 037
- Photography 010
- Portuguese 001, 002, 003, 004
- Religious Studies 001, 002†, 003†
- Russian 001, 002, 003, 004, 011†
- Spanish 001, 002, 002A, 003, 004, 005†, 006A†, 006B†, 012, 025†, 031†, 042A†, 042B†, 044A†, 044B†
- Theater Arts 001, 005, 005A, 005B, 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, 055H, 131, 133AB, 134AB, 139, 141, 150
- Philosophy 025, 030, 033
- Physical Science 002
- Speech 006, 012
- **Statistics 015, 018, and 050
- **These courses also meet the mathematics competency requirement

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

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

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

F. Health Education 2 units

- Biology 003, 019, 100
- College 001
- Counseling 012
- Dental Hygiene 109
- Health Education 002A, 002E, 044
- Nursing 050, 051, 052, 053, 125, 126, 127, 137, 138
- Nutrition 011
- Physiology 001, 002A, 002B, 100

G. Physical Activity/Kinesiology 2 units

A maximum of 4 units of Physical Education/Kinesiology Activity or Dance (Dance 001, 002, 021A, 021B, and 025 are excluded) may be counted toward the degree. Music 61 may be substituted for 1 unit of PE/Kinesiology Activity each semester. Exemption is granted if the student has a physical limitation and submits a physician's recommendation which is approved by PCC Health Services.

MAJOR REQUIREMENTS:

Major..... 18 units

Students must select a major from among the choices listed in the PCC Catalog listed under Career and Technical Education/Certificates of Achievement

beginning on page 134. 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-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)
Dance 021A-B (Dance History: Cultural and Social Heritage)
English 012/Linguistics 012 (Intercultural Communications)
English 025I (Post-Colonial Literatures)
Geography 002 (Cultural Geography)
Geography 003 (World Regional Geography)
Linguistics 012 (Intercultural Communication)
Music 023 (Music Cultures of the World)
Sociology 014 (Introduction to Ethnic Studies)

5. Gender Studies:

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

6. Health Sciences Diversity Courses:

Anesthesia Technician 118 (Anesthesia Technician Clinical Seminar)
Dental Assisting 110 (Introduction to Dental Essentials)
Dental Assisting 111 (Applied Human Behavior)
Dental Assisting 123A (Chairside Techniques)
Dental Hygiene 104B (Clinical Dental Hygiene Theory and Practice)
Dental Hygiene 104C (Clinical Dental Hygiene Theory and Practice)

Dental Hygiene 109 (Dental Health Education and Communication)
 Dental Hygiene 119A (Community Dental Health)
 Dental Hygiene 121 (Clinical Practice in Alternative Settings)
 Gerontology 001 (Introduction to Gerontology)
 Gerontology 022 (Directed Studies in Gerontology)
 Medical Assisting 111A (Medical Office Procedures I)
 Nursing 050 (Foundational Nursing Care)
 Nursing 051 (Beginning Nursing)
 Nursing 052 (Intermediate Nursing Care)
 Nursing 053 (Advanced Medical-Surgical Nursing)

Nursing 125 (Fundamental of Vocational Nursing – Theory)
 Nursing 126 (Intermediate Vocational Nursing – Theory)
 Radiologic Technology 113A/B (Clinical Learning Experience)

7. Native American Studies:

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

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number indicates that the course is comparable in content and scope to courses offered at other California community colleges or participating universities (primarily CSU campuses), regardless of the course title or local course number. If a schedule of classes or catalog lists a course that includes a C-ID number, students can be assured that it will be accepted as an equivalent to a course identified with the same C-ID number at another community college. In other words, the C-ID number can be used to identify comparable courses at different community colleges.

The C-ID numbering system is useful for students attending more than one community college and can be used to avoid repeating a class that has been successfully passed at another community college. Students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

C-ID Number	PCC Course	C-ID Number	PCC Course	C-ID Number	PCC Course
AJ 110	AJ 010	BUS 125	BUS 012A	COMM 150	ENGL 012
AJ 120	AJ 012	BUS 140	BIT 025	COMM 150	LING 012
AJ 122	AJ 016	CDEV 110	CHDV 015	COMM 160B	SPCH 005A
AJ 124	AJ 014	CHEM 101	CHEM 002A	COMM 160B	SPCH 005B
AJ 140	AJ 019	CHEM 102	CHEM 002B	COMM 170	SPCH 004
AJ 160	AJ 018	CHEM 110	CHEM 001A	COMM 180	SPCH 013
ARTH 100	ART 005	CHEM 120S	CHEM 001A with CHEM 001B	COMP 122	CS 002
ARTH 120	ART 001B	CHEM 140	PHSC 003 with PHSC 003L	ECE 120	CHDV 010
ARTS 100	ART 031A	CHEM 150	CHEM 008A	ECE 130	CHDV 020
ARTS 110	ART 011A	CHEM 160S	CHEM 008A with CHEM 008B	ECE 200	CHDV 014
ARTS 205	ART 011B	COMM 110	SPCH 001H	ECE 220	CHDV 016
ARTS 270	ART 031B	COMM 120	SPCH 006	ECE 230	CHDV 017
ARTS 280	ART 034A	COMM 120	SPCH 012	ECON 202	ECON 001A
BIOL 110B	ANAT 025	COMM 130	SPCH 010	ECON 201	ECON 001B
BIOL 130S	BIOL 010A with BIOL 010B	COMM 140	SPCH 009	ENGL 100	ENGL 001A
BIOL 190	BIOL 010A			ENGL 100	ENGL 001AH
BUS 115	BUS 011A			ENGL 120	ENGL 001B
				ENGL 130	ENGL 030A

C-ID Number	PCC Course	C-ID Number	PCC Course	C-ID Number	PCC Course
GEOG 110	GEOG 001	MUS 125	MUSC 002A	PSY 115	PSYC 033
GEOG 111	GEOG 001L	MUS 130	MUSC 001A	PSY 130	PSYC 025
GEOG 125	GEOG 003	MUS 130	MUSC 001B	PSY 150	PSYC 002
GEOG 130	GEOL 024	MUS 135	MUSC 002B	PSY 170	PSYC 023
GEOG 155	GEOG 011	MUS 140	MUSC 001C	PSY 180	PSYC 024
GEOL 100	GEOL 001	MUS 145	MUSC 002C	PSY 205B	PSYC 005
GEOL 121	GEOL 003	MUS 150	MUSC 001D	SOCI 110	SOC 001
GEOL 200	GEOL 004	MUS 155	MUSC 002D	SOCI 115	SOC 002
GEOL 280	GEOL 006	MUS 160	MUSC 009A-E	SOCI 150	SOC 014
HIST 130	HIST 007A	MUS 180	MUSC 056	SOCI 130	SOC 024
HIST 140	HIST 007B	MUS 180	MUSC 057A-G	SOCI 125	STAT 018
HIST 160	HIST 002B	MUS 180	MUSC 060	SOCI 125	STAT 050
HIST 170	HIST 001A	MUS 180	MUSC 061	SPAN 100	SPAN 001
HIST 180	HIST 001B	MUS 180	MUSC 062	SPAN 110	SPAN 002
JOUR 100	COMM 001	MUS 180	MUSC 064	SPAN 200	SPAN 003
JOUR 130	JOUR 007A	MUS 180	MUSC 065	SPAN 210	SPAN 004
JOUR 131	JOUR 007B	MUS 180	MUSC 074	THTR 111	THRT 001
JOUR 150	JOUR 009	MUS 180	MUSC 075	THTR 114	THRT 009
JOUR 160	JOUR 023	PHYS 105	PHYS 002A	THTR 151	THRT 002A
JOUR 210	JOUR 004A	PHYS 140	PHSC 003 with PHSC 003L	THTR 152	THRT 002B
KIN 100	KINT 003	PHYS 200S	PHYS 001A with 001B, 001C & 001D	THTR 171	THRT 012A
KIN 101	KINT 005	PHYS 205	PHYS 001A	THTR 173	THRT 041
MATH 211	MATH 005A	PHYS 210	PHYS 001C	THTR 174	THRT 015
MATH 230	MATH 005C	POLS 120	POLS 022	THRT 175	THRT 010A
MATH 240	MATH 055	PSY 110	PSYC 001	THTR 191	THRT 028
MATH 250	MATH 010			THTR 191	THRT 029
MUS 100	MUSC 021			THTR 192	THRT 030

ASSOCIATE DEGREES FOR TRANSFER TO CSU (AD-T)



California Community Colleges are now offering Associate Degrees for Transfer (AD-T) to the CSU system. These may include the Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester (or 90 quarter) units. The AD-T degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To view the most current list of Pasadena City College Associate Degrees for Transfer (AD-T), please go to <http://www.pasadena.edu/academicprograms/transfer-degree.cfm>. To find out which CSU campuses offer a major or similar major related to each AA-T or AS-T, go to <http://www.calstate.edu/transfer/adt-search/search.shtml>.

The degree requires completion of:

- A minimum of 60 CSU-transferable units (courses numbered 001-099)
- A minimum grade point average (GPA) of 2.0 must be obtained in all CSU-transferable coursework completed at PCC and in comparable courses at other regionally accredited institutions. While a minimum 2.0 is required for admission, some majors may require a higher GPA.
- Completion of a minimum of 18 semester units (or 27 quarter units) in a major or area of emphasis. All courses in the major must be completed with a grade of C or better 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 121 or the Intersegmental General Education Transfer Curriculum (IGETC-CSU), see page 119.

The AA-T and AS-T degrees are awarded in the following disciplines:

- Administration of Justice (AS-T)
- Art History (AA-T)
- Business Administration (AS-T)
- Communication Studies (AA-T)
- Early Childhood Education (AS-T)
- English (AA-T)
- Geology (AS-T)
- History (AA-T)
- Journalism (AA-T)
- Kinesiology (AA-T)
- Mathematics (AS-T)
- Physics (AS-T)
- Political Science (AA-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 sheriff's departments and for positions in private security as well as preparation for careers in probation, parole, and federal law enforcement agencies.

Emphasis is on critical thinking, oral communication skills, and writing skills essential to today's law enforcement employees. Students are kept informed of changes in law enforcement such as community policing, laws of arrest, search and seizure, and updates to the state penal code. Role playing and Moot court presentation are included to enhance oral communication skills and preparation of written reports. Training is also provided in the area of crime analysis and use of computer technology in law enforcement. All courses in the major must be completed with a grade of "C" or better.

Associate in Science in Administration of Justice for Transfer Degree

REQUIRED TWO COURSES (6 UNITS)

- PAJ 010 – Introduction to the Administration of Justice (3)
- AJ 012 – Concepts of Criminal Law (3)

LIST A: SELECT 2 COURSES FROM BELOW (6 UNITS)

- AJ 014 – Legal Aspects of Evidence (3)
- AJ 019 – Principles of Investigation (3)
- AJ 018 – Community Relations (3)

LIST B: SELECT 2 COURSES FROM BELOW (MINIMUM 6 UNITS)

- SOC 001 – Introduction to Sociology (3)
- STAT 018 – Statistics for Behavioral or Social Sciences (4)

OR

- STAT 050 – Elementary Statistics (4)
- PSYC 001 – Introductory Psychology (3)
- POLS 001 – Introduction to American Government (3)

OR

- SOC 002 – Contemporary Social Problems (3)

REQUIRED SUBTOTAL.....	18-19
CSU General Education or IGETC Pattern.....	39-41
CSU transferrable units to meet 60 unit maximum for degree.....	1-3

DEGREE TOTAL 60

Student Learning Outcomes:

1. Identify the education stages to successfully enter a law enforcement academy consisting of academics, physical training, firearms and Code of Ethics requirements for the law enforcement officer as a professional.
2. Demonstrate fundamental knowledge of the law enforcement profession consisting of the role of the police, courts and corrections.
3. Explain an understanding of the role of the community in a partnership with law enforcement including, but not limited to interpersonal skills of effective written and oral communications plus critical thinking required of a law enforcement officer.
4. Outline and discuss the moral/legal aspects of the use of firearms, impact weapons, chemical agents, Laws of Evidence, the preparation of search warrants and the collection of physical evidence at a crime scene.

Art History (AA-T)

The Associate in Arts Degree in Art History for Transfer at Pasadena City College promotes an understanding of art across cultures and geographic boundaries. Students are taught to apply fundamental art and art historical terminology, and an appreciation of process, to analyze works, in order to articulate the historical, social, and aesthetic functions of art.

The Associate in Arts Degree in Art History for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

Associate in Arts in Art History for Transfer Degree

REQUIRED CORE: 9 UNITS

- ART 001A – History of Western Art (3)
- ART 001B – History of Western Art (3)
- ART 011A – Foundation Drawing (3)

LIST A: SELECT ONE COURSE (3 UNITS)

- ART 003A – History of Asian Art (3)
- ART 002 – History of African and African-American Art (3)
- ART 003B – History of Asian Art (3)
- ART 007 – Pre-Columbian Art (3)

- ART 008 – History of Mexican and Chicano Art (3)
- ART 009 – History of Islamic Art (3)

LIST B: SELECT ONE COURSE (3 UNITS)

- ART 031A – Color and Composition-Two-Dimensional Design (3)
- ART 032A – Design-Three Dimensional (3)
- ART 012A – Life Drawing-Beginning (3)
- ART 040 – Introduction to Digital Tools (3)
- ART 038A – Ceramics (3)
- PHOT 021 – Elementary Photography (3)
- ART 025 – Sculpture (3)
- ART 016 – Perspective (3)
- ART 020A – Painting (3)
- ART 023A – Printmaking-Intaglio and Relief (3)
- ART 023B – Printmaking-Lithography (3)
- ART 023C – Printmaking-Monotype (3)
- ART 026 – Sculpture (3)
- ART 034A – Crafts-Materials and Processes (3)
- ART 038B – Ceramics (3)
- ART 039A – Handbuilt Ceramics (3)
- ART 050A – Introduction to Advertising/Graphic Design (3)
- ART 051A – Lettering Fundamentals (3)

LIST C: SELECT ONE COURSE (3 UNITS)

- ART 004A – History of Ancient Art in the West (3)
- ART 004B – History of European Medieval Art (3)
- ART 004C – History of European Renaissance and Baroque Art (3)
- ART 004D – History of Modern Art in Europe and America (3)
- ART 005 – Art Fundamentals (3)
- HIST 002A – History of World Civilizations to 1500 (3)
- HIST 001A – History of European Civilizations (3)
- HIST 002B – History of World Civilizations from 1500 (3)
- HIST 001B – History of European Civilization from 1715 (3)

REQUIRED SUBTOTAL 18
 CSU General Education or IGETC Pattern..... 39-41
 Transferable Electives (as needed to reach 60 transferable units)

DEGREE TOTAL 60

Student Learning Outcomes:

1. Express an understanding of the contribution of art to humanity.
2. Communicate an understanding of the artistic contributions of diverse peoples.
3. Utilize critical thinking to discuss works of art in an historical context.

4. Demonstrate how works of art communicate visual meaning.

Business Administration (AS-T)

This program provides an opportunity for students to earn an Associate in Science in Business Administration for Transfer while preparing to transfer as an upper division student to a four-year college or university. For those students considering a career in business, a baccalaureate degree is necessary. However, the attainment of an Associate in Science in Business Administration for Transfer will demonstrate commitment to the field and the student's ability to complete an educational goal. An Associate in Science in Business Administration for Transfer is awarded for satisfactory performance in major courses, as well as completion of general education and graduation requirements

In doing so, students will acquire the knowledge and skills necessary to transfer to an upper-division Business program at a California State University. Given the uniqueness of each CSU campus, completion of the 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-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional PCC graduation requirements)

Associate in Science in Business Administration Degree

REQUIRED COURSES (17 UNITS)

- ACCT 001A – Financial Accounting (4)
- ACCT 001B – Managerial Accounting (4)
- ECON 001A – Principles of Economics (3)
- ECON 001B – Principles of Economics (3)
- BUS 012A – Business Law

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 012 – 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 (3)
- BUS 009 – Introduction to Business (3)
- BUS 011A – Business Communications (3)

REQUIRED SUBTOTAL	27-29
CSU General Education or IGETC Pattern.....	39-41
CSU transferable units to meet 60 unit maximum for degree.....	1-3

DEGREE TOTAL 60

Student Learning Outcomes:

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

Communication Studies (AA-T)

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

The Associate in Arts in Communication Studies for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

Associate in Arts in Communication Studies for Transfer Degree

REQUIRED CORE: 3 UNITS

SPCH 001 – Fundamentals of Speech (3)

LIST A: SELECT ANY 2 COURSES (6 UNITS)

SPCH 009 – Communication and Group Leadership (3)

SPCH 010 – Interpersonal Communication (3)

SPCH 012 – Argumentation and Critical Thinking (3)

OR

SPCH 006 – Argumentation and Debate (3)

LIST B: SELECT ANY 2 COURSES FROM BELOW OR FROM ANY LIST A COURSE NOT USED ABOVE (6 UNITS)

SPCH 003 – Voice and Diction (3)

SPCH 004 – Oral Interpretation (3)

SPCH 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.

Early Childhood Education (AS-T)

Child Development is the study of the physical, socio-emotional and cognitive growth and development of the child from conception through age eight. Students completing the Child Development program pursue a wide variety of careers including infant/toddler care, preschool teaching (including Head Start), elementary and secondary education, early childhood special education, program administration, school counseling, child psychology, child advocacy, social work, and community services. Completion of the Associate in Science in Early Childhood Education for Transfer (AS-T) ensures transfer students will complete the lower division general education requirements as well as the lower division major requirements for a bachelor's degree in Child Development prior to transferring to a CSU. The Child Development Program at Pasadena City College also offers Child Development Certificates for Child Development Permits from the California Commission on Teacher Credentialing. Please visit the following link <http://www.pasadena.edu/divisions/social-sciences/chdv/> for more information.

The Associate in Arts in Child Development for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements)

Associate in Science in Early Childhood Education for Transfer Degree

TOTAL UNITS FOR THE MAJOR: 25 UNITS

- PSYC 021– Developmental Psychology: The Child (3)
- CHDV 015– Principles of Home, School, and Community (3)
- CHDV 010– Principles and Practices of Teaching Young Children (3)
- CHDV 020– Introduction to Curriculum Planning (3)
- CHDV 014 – Observation and Assessment of Young Children (3)
- CHDV 013A – Practicum in Child Development (4)
- CHDV 016 – Health and Safety, and Nutrition (3)
- CHDV 017 – Teaching Children in a Diverse Society (3)

REQUIRED SUBTOTAL..... 25

DEGREE TOTAL 60

Student Learning Outcomes:

1. Interpret theoretical teaching practices as defined within the field of child development and education, the history, diversity, philosophies and ethical standards.
2. Identify the underlying theoretical perspective in forming a teaching and professional philosophy.
3. Integrate understanding of children’s development to maintain healthy, safe, respectful, supportive, and challenging learning environments.
4. Evaluate the effectiveness of classroom teaching strategies to improve teaching practices for all children, including the application of a variety of effective approaches, strategies, and techniques supporting positive relationships.

English (AA-T)

The Associate in Arts in English for Transfer Degree introduces students to a wide range of literary expression while grounding them in the core skills of writing, literary analysis, and critical thinking necessary for success as English majors at a transfer university.

English majors enroll in core classes in the methods of literary study and then take survey courses which expose them to a range of types and styles of literature. Students complete the program by choosing among English courses on genres, ethnic literature, special topics in literature, film, and creative writing. Aside from being well prepared to continue their studies, students who complete the Associate in Arts in English for Transfer Degree at PCC will be informed and skilled in ways which

will help them negotiate their place in a changing world.

The Associate in Arts in English for Transfer Degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

Associate in Arts in English for Transfer Degree

REQUIRED CORE: 8 UNITS

- ENGL 001B – Reading and Composition (4)
- ENGL 001C – Intermediate Composition-Critical Thinking and Argument (4)

LIST A: SELECT ANY TWO COURSES (6 UNITS)

- ENGL 030A – American Literature (3)
- ENGL 030B – American Literature (3)
- ENGL 030C – American Literature (3)
- ENGL 046A – English Literature (3)
- ENGL 046B – English Literature (3)
- ENGL 044A – World Literature: Antiquity to 1500 (3)
- ENGL 044B – World Literature: 1500 to 1800 A.D. (3)
- ENGL 044C – World Literature: 1800 to Mid-20th Century (3)
- ENGL 053 – Interpreting Poetry (3)
- ENGL 060 – Masterpieces of Drama (3)
- ENGL 061 – Introduction to the Novel (3)

LIST B: SELECT ONE COURSE FROM BELOW (3 UNITS)

- ENGL 005A – Creative Writing (3)
- ENGL 006 – Short Story Writing (3)
- ENGL 008 – Writing Poetry (3)
- ENGL 009 – Creative Nonfiction (3)
- ENGL 047 – Mexican and Chicano Literature (3)
- ENGL 050 – Afro-American Literature (3)
- ENGL 052 – Asian-American Literature (3)
- ENGL 078A – Introduction to Shakespeare (3)
- ENGL 078B – Introduction to Shakespeare (3)

LIST C: SELECT ONE COURSE FROM BELOW (3 UNITS)

- ENGL 005B – Creative Writing (3)
- ENGL 007 – Inscape Magazine Publication (3)
- ENGL 024 – A Literature in Translation (3)
- ENGL 025A – Interpreting Modern Literature (3)
- ENGL 025C – Women in Literature (3)
- ENGL 025D – Science Fiction and Fantasy (3)
- ENGL 025E – Literature of Horror Gothic Novel (3)
- ENGL 025F – Comedy and Literature (3)

- ENGL 025G – Mystery and Crime Fiction (3)
- ENGL 025H – American Journeys (3)
- ENGL 025I – Post-Colonial Literatures (3)
- ENGL 025J – Utopian Dystopian Literature (3)
- ENGL 026 – Introduction to Literature Theory and Criticism (3)
- ENGL 034 – Major Novelist (3)
- ENGL 035 – Major Dramatist (3)
- ENGL 036 – Major Poet (3)
- ENGL 037 – Major Critic (3)
- ENGL 045A – Literature of The Bible (3)
- ENGL 045B – Literature of The Bible (3)
- ENGL 048 – Asian Literature (3)
- ENGL 049A – Film as Dramatic Literature (3)
- ENGL 049B – Film as Dramatic Literature (3)
- ENGL 051 – Native American Mythology and Literature (3)
- ENGL 054 – California Literature (3)
- ENGL 057 – Modern Drama (3)
- ENGL 059 – Children’s Literature (3)
- ENGL 082A – Introduction to Mythology (3)
- ENGL 082B – Introduction to Mythology (3)
- ENGL 082C – Introduction to Mythology (3)

REQUIRED SUBTOTAL.....	20
CSU General Education or IGETC Pattern	39-41
Transferable Electives (as needed to reach 60 transferable units)	
DEGREE TOTAL	60

Student Learning Outcomes:

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

Geology (AS-T)

The Associate in Science Degree in Geology for Transfer provides a foundation in the physical sciences necessary for continued training at the upper division level for geology majors. It is a starting point for students who are preparing for careers in education, geoscience research, and government, where scientific and technical skills are in great demand.

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

must complete a minimum of 28 units, as set forth below. Additional CSU transferable units may be used to reach the 60 unit maximum for the degree if necessary.

The Associate in Science Degree in Geology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill additional PCC graduation requirements.)

Associate in Science Degree in Geology for Transfer

REQUIRED CORE (28 UNITS)

- GEOL 001 – Physical Geology (4)
- GEOL 002 – Historical Geology (4)
- CHEM 001A – General Chemistry and Chemical Analysis (5)
- CHEM 001B – General Chemistry and Chemical Analysis (5)
- MATH 005A – Calculus (5)
- MATH 005B – Calculus (5)

REQUIRED SUBTOTAL.....	28
CSU General Education or IGETC Pattern.....	39-41
CSU transferable units to meet 60 maximum units for degree	1-3

DEGREE TOTAL	60
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Student Learning Outcomes:

1. Demonstrate an understanding of the physical structure and morphology of the earth and operation of earth systems through the plate tectonic paradigm.
2. Articulate the general physical and biological history of the Earth through time.
3. Identify and classify earth materials, and demonstrate an understanding of their chemical makeup.

History (AA-T)

Knowledge of the past is a prerequisite for understanding the present and preparing for the future. The Associate in Arts in History for Transfer Degree offers an array of courses designed to enable students to comprehend how they, their nation, and the contemporary world have been shaped by historical events and forces. It is only by studying the history of other civilizations and cultures that we hope to gain perspective on our

own. In addition to producing teachers and historical researchers, the AA-T in History helps prepare students for other careers. Majoring in history is excellent preparation for students interested in a teaching career, the legal profession, or advanced work in the discipline. Students wishing to become business executives, administrators, and public servants profit immensely by gaining the methodological skills of the historian. Historians learn to gather, synthesize, analyze, and interpret evidence; they become skilled in presenting their conclusions to a general audience in a lucid and logical manner. History is an excellent foundation for a broadly based education in the liberal arts.

The Associate in Arts in History for Transfer Degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

Associate in Arts in History for Transfer Degree

REQUIRED CORE: 6 UNITS

- HIST 007A – United States History to 1876 (3)
- HIST 007B – United States History from 1876 (3)

LIST A: SELECT TWO COURSES (6 UNITS)

- HIST 002A – History of World Civilizations to 1500 (3)
- HIST 001A – History of European Civilization to 1715 (3)
- HIST 002B – History of World Civilizations from 1500 (3)
- HIST 001B – History of European Civilization from 1715 (3)

LIST B: SELECT ONE COURSE FROM EACH GROUP (6 UNITS)

GROUP 1

- HIST 002A – History of World Civilizations to 1500 (3)
- HIST 002B – History of World Civilizations from 1500 (3)
- HIST 027A – Traditional Africa (3)
- HIST 009A – Latin America: Pre-Columbian to 1825 (3)
- HIST 009B – Latin America: 1825 to Present (3)
- HIST 016 – History of the Middle East (3)

- HIST 018 – History of South Asia, Southeast Asia, and The Pacific (3)
- HIST 019 – History of China, Japan, and Korea (3)
- HIST 027B – Modern Africa (3)
- HIST 030 – History of Mexico (3)
- HIST 012 – The North American Indian (3)
- HIST 025B – Women in American Society (3)
- HIST 029A – African American History to 1865 (3)
- HIST 029B – African American History from 1865 (3)
- HIST 031 – History of Mexican Americans in the United States (3)
- HIST 041 – History of Asian Pacific Americans (3)

GROUP 2

- HIST 001A – History of European Civilization to 1715 (3)
- HIST 001B – History of European Civilization from 1715 (3)
- HIST 002A – History of World Civilizations to 1500 (3)
- HIST 002B – History of World Civilizations from 1500 (3)
- HIST 005A – History of Great Britain to 1714 (3)
- HIST 005B – History of Great Britain from 1714 (3)
- HIST 008 – History of California (3)
- HIST 025A – Great Personalities in U.S. History (3)
- HIST 025C – The American West (3)
- HIST 025D – America’s Relations with other Nations (3)
- HIST 025F – America and the two World Wars (3)
- HIST 025I – Issues of the Vietnam War (3)
- 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.

Journalism (AA-T)

The Journalism AA-T curriculum prepares students to seek employment with print and online newspapers, magazines, and digital publications. Graduates will be prepared to work as reporters, writers, news researchers, feature article writers, and editorial and design specialist. The curriculum features experience with computerized desktop publishing/editing and online publishing software.

This area of emphasis is intended to align students with preparation for transfer into the CSU system in the Journalism major sequence. It includes theory of mass communications, introduction to news writing, and practical experience reporting, writing and producing a weekly newspaper and its online edition.

The Associate in Arts in Journalism for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements)

Associate in Arts in Journalism for Transfer Degree

REQUIRED CORE: 9 UNITS

- COMM 001 – Survey of Mass Communication (3)
- JOUR 002 – Beginning Journalism (3)
- JOUR 007A – Newswriting and Make-Up (4)

LIST A: SELECT ONE COURSE (3 UNITS)

- JOUR 004A – Reporting and Newswriting (3)
- JOUR 009 – Public Relations and Organizational Communication (3)
- JOUR 023 – Photojournalism (3)
- JOUR 007B – Newswriting and Make-Up (4)

LIST B: SELECT TWO COURSES (6 UNITS)

- PHOT 021 – Elementary Photography (3)
- STAT 050 – Elementary Statistics (4)

OR

- STAT 018 – Statistics for Social and Behavioral Sciences (4)
- SPCH 013 – Introduction to Speech Communication (3)
- ECON 001A – Principles of Economics (3)
- ECON 001B – Principles of Economics (3)
- POLS 001 – Introduction to American Government (3)
- POLS 002 – Comparative Government (3)
- ENGL 001C- Intermediate Composition: Critical Thinking and Argument (4)
- PHIL 030 – Logic (3)

OR

- PHIL 033 – Introduction to Symbolic Logic (3)
- SPCH 006 – Argumentation and Debate (3)
- PHIL 025 – Introduction to Critical Thinking (3)

REQUIRED SUBTOTAL.....	19
CSU General Education or IGETC Pattern.....	39-41
Transferable Electives (as needed to reach 60 transferable units)	

DEGREE TOTAL 60

Student Learning Outcomes:

1. Cooperate with editors and other staff members in a news room environment to produce and publish a weekly campus newspaper.
2. Produce a portfolio showing a range of published stories demonstrating skills in writing news, feature, opinion, and sports stories.
3. Direct staff members and organize page content to produce a weekly newspaper. Students will also act as publication editors and design the pages.

Kinesiology (AA-T)

Kinesiology is the study of movement as it relates to physical activity, health, disease prevention, exercise, and sport. Kinesiology Majors are grounded in an interdisciplinary body of knowledge which encompasses the biological, psychological, physical, and social sciences. They use this knowledge to understand how the human body responds to movement, exercise, exercise training, and overall fitness. Kinesiology majors can find employment in health care, coaching, sports officiating, and athletic training. Public schools also recruit kinesiologists for their physical education departments or programs. Lastly, a baccalaureate degree in Kinesiology can also lead to advanced degrees in Physical Therapy, Occupational Therapy, or Medical School.

Students must complete a minimum of 21 units.

The Associate in Arts Degree in Kinesiology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional PCC graduation requirements)

Pasadena City College may certify a maximum of 39 units as having fulfilled the CSU lower division general education requirements.

Associate in Arts Degree in Kinesiology for Transfer

REQUIRED CORE (14 UNITS)

- KINT 003 – Introduction to Kinesiology (3)
- ANAT 025 – Human Anatomy (4)
- PYSO 001 – Human Physiology (4)

MOVEMENT-BASED COURSES (MINIMUM 3 UNITS)

SELECT A MAXIMUM OF ONE (1) COURSE FROM ANY THREE (3) OF THE FOLLOWING AREAS:

AQUATICS

- KINA 003A – Beginning Swimming I (1)
- KINA 003B – Advanced Beginning Swimming II (1)
- KINA 003C – Intermediate Swimming (1)
- KINA 003D – Advanced Swimming and Diving (1)
- KINA 028A – Beginning Aquatic Fitness Activities (1)
- KINA 028B – Intermediate Aquatic Activities (1)

COMBATIVES

- KINA 034A – Self Defense (1)
- KINA 034B – Intermediate Self-Defense (1)
- KINA 048A – Beginning Fencing (1)
- KINA 048B – Intermediate Fencing (1)
- KINA 048C – Advance Fencing (1)

DANCE

- DANC 005A – Social Dance (1)
- DANC 005B – Social Dance (1)
- DANC 006A – Beginning Tap (1)
- DANC 009A – Modern Dance I (1)
- DANC 009C – Modern Dance III (1)
- DANC 011A – Ballet I (1)
- DANC 011C – Ballet III (1)
- DANC 013 – Pilates-Based Method For Alignment And Correction (1)
- DANC 015A – Beginning Jazz Dance (1)

FITNESS

- KINA 029A – Body Building (1)
- KINA 029B – Intermediate Body Building (1)
- KINA 029C – Advanced Body Building (1)
- KINA 030 – Fitness Testing and Independent Exercise (1)
- KINA 032A – Beginning Fitness Activities (1)
- KINA 032B – Intermediate Fitness Activities (1)
- KINA 032C – Advanced Fitness Activities (1)
- KINA 033 – Stretching Fitness Activity (1)
- KINA 036 – Aerobic Fitness (1)
- KINA 038 – Cardiovascular Conditioning (1)
- KINA 039A – Cycling For Fitness – Outdoor (1)
- KINA 039B – Cycling For Fitness – Stationary, Indoor (1)

TEAM SPORTS

- KINA 046A – Beginning Badminton (1)
- KINA 046B – Intermediate Badminton (1)
- KINA 046C – Advanced Badminton (1)
- KINA 054A – Beginning Tennis (1)
- KINA 054B – Intermediate Tennis (1)
- KINA 054C – Advance Tennis (1)
- KINA 065A – Beginning Basketball (1)
- KINA 065B – Intermediate Basketball (1)
- KINA 065C – Advanced Basketball (1)
- KINA 069 – Soccer (1)
- KINA 081A – Beginning Volleyball (1)
- KINA 081B – Intermediate Volleyball (1)
- KINA 081C – Advanced Volleyball (1)

**LIST A: SELECT 2 COURSES FROM BELOW
(7 –10 UNITS)**

- STAT 018 – Statistics for Behavioral and Social Sciences (4)
- STAT 050 – Elementary Statistics (4)
- BIOL 011 – Human Biology (4)
- BIOL 010A – Cellular Biology, Genetics, and Evolution (4)
- CHEM 002A – Differential Equations (4)
- CHEM 001A – Fundamentals of Computer Science (5)
- PHYS 002A – General Physics (5)
- PHYS 001A – General Physics (5)
- KINT 005 – First Aid –Responding To Emergencies (3)

REQUIRED SUBTOTAL..... 21-24
 CSU General Education or IGETC Pattern..... 36-39

DEGREE TOTAL 60

Student Learning Outcomes:

1. Identify and apply basic physiological principles of human movement in exercise and sports settings.
2. Identify and apply fundamental techniques to improve individual kinesthetic sport specific skills.

Mathematics (AS-T)

The Associate in Science in Mathematics for Transfer (AS-T) prepares a student for transfer into the CSU system for further study in pure or applied mathematics. Earning a 4-year degree in mathematics prepares students for careers in which mathematical skills are in great demand, such as science, technology, engineering, computer science, business, industry, medicine, education or government.

The goal of this degree is to provide a clear pathway for transfer students applying to the California State University (CSU). Completion of the Associate in Science in Mathematics for Transfer (AS-T) ensures transfer students will complete the lower division general education requirements as well as the articulated lower division major requirements for the bachelor’s degree in Mathematics prior to transferring. The Associate in Science Degree in Mathematics for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

Associate in Science in Mathematics for Transfer Degree

REQUIRED COURSES (15 UNITS)

- MATH 005A – Calculus (5)
- MATH 005B – Calculus (5)
- MATH 005C – Calculus (5)

LIST A: SELECT 1 COURSE FROM BELOW (5 UNITS)

- MATH 010 – Linear Algebra and Applications (5)

LIST B: SELECT 1 COURSE FROM BELOW (4-5 UNITS)

- MATH 055 – Differential Equations (5)
- MATH 022 – Discrete Mathematics (4)
- CS 002 – Fundamentals of Computer Science (5)
- PHYS 001A – General Physics (5)
- STAT 050 – Elementary Statistics (4)

REQUIRED SUBTOTAL..... 24-25
 CSU General Education or IGETC Pattern..... 39-41

DEGREE TOTAL 60

Student Learning Outcomes:

1. Develop critical thinking and problem solving skills.
2. Increase the ability to read, write, and discuss mathematics.
3. Develop an understanding of the usefulness of mathematics to other disciplines and life.

Physics (AS-T)

The Associate in Science in Physics for Transfer provides a foundation in Physics necessary for continued training at the upper division level for Physics majors. It also provides a foundation for majors in physical science, math, engineering and computer science. It is a starting point for students who are preparing for careers in education, geoscience research, and government, where scientific and technical skills are in great demand.

The Associate in Science in Physics for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill additional PCC graduation requirements)

Associate in Science in Physics for Transfer Degree

REQUIRED COURSES (25 UNITS)

PHYS 001A – General Physics (5)
 PHYS 001B – General Physics (5)
 PHYS 001C – General Physics (5)
 MATH 005A – Calculus (5)
 MATH 005B – Calculus (5)

REQUIRED SUBTOTAL 25
 CSU General Education or IGETC Pattern 39

DEGREE TOTAL 60

Student Learning Outcomes:

1. Develop theories and solve problems using lower division - level knowledge of mechanics, heat, waves, optics, and electricity.
2. Use common laboratory instruments to make measurements in mechanics, heat, waves, optics, and electricity.
3. Clearly and succinctly report the result of experiments in a clear and technically correct manner.

Political Science (AA-T)

Knowledge of the past is a prerequisite for understanding the present and preparing for the future. The Associate in Arts in Political Science for Transfer Degree offers an array of courses designed to enable students to comprehend how they, their nation, and the contemporary world have been shaped by historical events and forces. It is only by studying the Political Science of other civilizations and cultures that we hope to gain perspective on our own. In addition to producing teachers and historical researchers, the AA-T in Political Science helps prepare students for other careers. Majoring in Political Science is excellent preparation for students interested in a teaching career, the legal profession, or advanced work in the discipline. Students wishing to become business executives, administrators, and public servants profit immensely by gaining the methodological skills of the historian. Historians learn to gather, synthesize, analyze, and interpret evidence; they become skilled in presenting their conclusions to a general audience in a lucid and logical manner. Political Science is an excellent foundation for a broadly based education in the liberal arts.

The Associate in Arts in Political Science for Transfer Degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the

Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements)

Associate in Arts in Political Science for Transfer Degree

REQUIRED CORE: 3 UNITS

POLS 001 – Introduction to American Government (3)

LIST A: SELECT 3 COURSES (9-10 UNITS)

POLS 022 – Introduction to Political Theory (3)
 POLS 002 – Comparative Government (3)
 POLS 006 – The US and World Politics (3)
 POLS 007 – Principles of Political Science (3)
 STAT 018 - Statistics for Behavioral and Social Sciences (4)

OR

STAT 050 - Elementary Statistics (4)

LIST B: SELECT ANY TWO COURSES FROM BELOW OR ANY LIST A COURSE NOT USED ABOVE (6 UNITS)

POLS 021 – Introduction to Political Economy (3)
 ECON 001A – Principles of Economics (3)
 ECON 001B – Principles of Economics (3)
 ANTH 002 – Cultural Anthropology (3)
 GEOG 002 – Cultural Geography (3)

REQUIRED SUBTOTAL..... 18-19
 CSU General Education or IGETC Pattern..... 39-41
 Transferable Electives (as needed to reach 60 transferable units)

DEGREE TOTAL 60

Student Learning Outcomes:

1. Demonstrate through original written and/or oral analysis the ability to identify important events in historical eras; evaluate variables of historical phenomena; and analyze the causes and impact of significant change in a global context.
2. Demonstrate awareness and critique the value of varied sources of historical information including professional lectures, secondary texts, primary documents, visual arts, fiction, oral histories, community studies, and/or current journalistic reports.

3. Demonstrate responsibility as self-directed listeners, readers, and researchers.
4. Compare and contrast the experiences and issues of subsets of minorities with that of mainstream in power, including concerns of race, class, and gender.
5. Demonstrate respect for diversity of opinions on historical debates.
6. Apply the analysis of Political Science to create a plan for fulfilling your own civic responsibilities as community and international citizens.

Psychology (AA-T)

Psychology is the scientific study of human and animal behavior and mental processes, including cognition, emotion, sensation, perception, and interaction. In pursuing the Associate in Arts in Psychology for Transfer Degree, students acquire skills in research, information gathering, and analytic thinking. Students majoring in psychology develop critical thinking, problem solving, and written and verbal communication skills. As psychology majors, students have learning opportunities that are relevant to many types of careers, including business, education, government, nonprofit organizations, and within health and human services, etc.

The Associate in Arts in Psychology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

Associate in Arts Degree in Psychology for Transfer

REQUIRED COURSES (11 UNITS)

- PSYC 001 – Introductory Psychology (3)
- PSYC 005 – Research Methods in Psychology (4)
- STAT 018 – Statistics for Behavioral and Social Sciences (4)

OR

- STAT 050 – Elementary Statistics (4)

LIST A: SELECT ONE COURSE (3-4 UNITS)

- PSYC 002 – Elementary Physiological Psychology (3)
- BIOL 003 – Topics in Human Biology (4)
- BIOL 011 – General Biology (4)

LIST B: SELECT ONE COURSE FROM BELOW (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.

Sociology (AA-T)

Sociology is the scientific study of society, social institutions and social relationships. A key contribution of the discipline is that social factors matter. Our lives are not only shaped by personal psychology, but also by our place in the social world. Sociology examines how social structures, such as the workplace, political, economic, educational, and religious institutions affect individuals and how individuals influence these structures. Sociologists also explore how people's socioeconomic status, race, ethnicity, age, gender, sexualities, and marital status affect their attitudes, behavior, and chances in life. Sociologists organize their knowledge in theories which they both create and test through social research. Often such research is aimed at understanding important social issues and problems. Sociologists study the patterns of behavior that characterize human interaction. They seek to discover the main forces that unite and separate social groups and to determine the conditions that transform social life.



The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

Associate in Arts Degree in Sociology for Transfer

REQUIRED COURSES: (3 UNITS)

SOC 001 – Introductory Sociology (3)

LIST A: SELECT 2 COURSES (7 UNITS)

SOC 002 – Contemporary Social Problems (3)

STAT 018 – Statistics for Behavioral and Social Sciences (4)

OR

STAT 050 – Elementary Statistics (4)

LIST B: SELECT ANY 2 COURSE (6 UNITS)

SOC 014 – Introduction to Ethnic Studies (3)

SOC 015 – Crime, Delinquency and Society (3)

SOC 024 – Marriage and the Family (3)

PSYC 023 – Social Psychology (3)

LIST C: SELECT ANY 1 COURSE FROM BELOW OR FROM ANY COURSE NOT USED FROM LIST B (3 UNITS)

SOC 016 – Urban Sociology (3)

SOC 022 – Sociology of Aging (3)

SOC 029 – Sociology of the African-American (3)

SOC 031 – Chicano Sociology (3)

SOC 041 –Sociology of the Asian American (3)

ANTH 002 – Cultural Anthropology (3)

PSYC 001 – Introductory Psychology (3)

REQUIRED SUBTOTAL..... 19
 CSU General Education or IGETC Pattern..... 39-41
 Transferable Electives (as needed to reach 60 transferable units)

DEGREE TOTAL 60

Student Learning Outcomes

1. Articulate the role of sociological theories in multiple social contexts.
2. Identify and explain major sociological and theoretical perspectives.
3. Critically analyze important social issues and problems.

4. Identify patterns of behavior that characterize human interaction.

Studio Arts (AA-T)

The Associate in Arts Degree in Studio Arts for Transfer provides a solid preparation for transfer majors in the various areas of studio art, including ceramics, drawing, jewelry and craft, painting, printmaking, and sculpture. Additionally, the studio courses align well with preparation for transfer majors in related fields such as design, photography, cinema studies and other areas of study at UC, CSU, and private colleges and universities.

The Associate in Arts Degree in Studio Arts for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

Associate in Arts Degree in Studio Arts for Transfer Degree

REQUIRED CORE: 12 UNITS

ART 001B – History of Western Art (3)

ART 031A – Color and Composition-Two-Dimensional Design (3)

ART 032A – Design-Three Dimensional (3)

ART 011A – Foundation Drawing (3)

LIST A: SELECT ONE COURSE (3 UNITS)

ART 001A – History of Western Art (3)

ART 003A – History of Asian Art (3)

ART 003B – History of Asian Art (3)

ART 002 – History of African and African-American Art (3)

ART 004A – History of Ancient Art in the West (3)

ART 004B – History of European Medieval Art (3)

ART 004C – History of European Renaissance and Baroque Art (3)

ART 004D – History of Modern Art in Europe and America (3)

LIST B: SELECT THREE COURSES (9 UNITS)

ART 012A – Life Drawing-Beginning (3)

ART 011B – Concepts in Drawing (3)

ART 020A – Painting (3)

ART 023A – Printmaking-Intaglio and Relief (3)

ART 038A – Ceramics (3)

ART 025 – Sculpture (3)

- ART 040 – Introduction to Digital Tools (3)
- PHOT 021 – Elementary Photography (3)
- ART 031B – Design Advanced Two-Dimensional Design (3)
- ART 034A – Crafts–Materials and Processes (3)
- ART 036A – Jewelry/Metal Fabrication (3)
- ART 039A – Handbuilt Ceramics (3)
- ART 051A – Lettering Fundamentals (3)
- ART 050A – Introduction to Advertising/Graphic Design (3)
- ART 020B – Painting (3)
- ART 026 – Sculpture (3)
- ART 050B – Intermediate Advertising/Graphic Design (3)

REQUIRED SUBTOTAL..... 24
 CSU General Education or IGETC Pattern..... 39-41
 Transferable Electives (as needed to reach 60 transferable units)

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 major requirements and the Intersegmental General Education Transfer Curriculum (IGETC-CSU) or California State University General

Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (Students completing this degree are not required to fulfill additional local graduation requirements.)

Associate in Arts in Theatre Arts for Transfer Degree

REQUIRED CORE: 9 UNITS

- THRT 001 – Introduction to Theatre (3)
- OR**
- THRT 005 – History of Theatre Arts (3)
- THRT 002A – Acting Fundamentals (3)
- Three units in either**
- THRT 028 – Studio Production (1)
- OR**
- THRT 029 – Rehearsal and Performance (3)
- OR**
- THRT 030 – Stage Techniques (1)

LIST A: SELECT 9 UNITS

- THRT 002B – Intermediate Acting (3)
- THRT 013 – Introduction to Scenic Design (3)
- THRT 041 – Fundamentals of Stage Lighting (3)
- THRT 015 – Costume Crafts (3)
- THRT 010A – Makeup for Stage and Screen (1)
- THRT 009 – Script Analysis (3)
- THRT 012A - Technical Theatre (4)
- THRT 028 – Studio Production (1)
- OR**
- THRT 029 - Rehearsal and Performance (3)
- OR**
- THRT 030 - Stage Techniques (1)

REQUIRED SUBTOTAL..... 18
 CSU General Education or IGETC Pattern..... 39-41
 Transferable Electives (as needed to reach 60 transferable units)

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



Transfer Information

SECTION V

TRANSFER INFORMATION

TRANSFER CURRICULA

TRANSFERRING TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Information on a wide variety of transfer programs is available in the PCC Counseling Department and in the Transfer Center. Students are also encouraged to consult the Web to investigate the many transfer options currently available throughout California and out of state. The following information will be helpful for use in developing a transfer plan to a four-year college or university. Students are encouraged to work with a member of Pasadena City College's counseling faculty and to utilize the services of the Transfer Center in order to make the transition from PCC to a four-year college or university easier.

TRANSFER BASICS

Students who wish to transfer to a university for a bachelor's degree typically take general education and major preparation courses at PCC. The college offers lower division major preparation for many university majors (Example: for transfer as a Business major to a CSU, students may take ACCT 001A, 001B, BUS 012A, BUS 014B, CIS 010, and ECON 001A/001B.

In most cases, the UC and CSU require a minimum of **60 transferable units** (courses numbered 001—099) to transfer at the upper-division (3rd year) level.

Approximately 39 units +	21 units minimum =	60 units minimum

Some majors require more than 60 units to transfer due to extensive major preparation requirements. See a counselor to discuss high-unit majors such as biology, engineering, etc.

There are two paths to complete general education for transfer to the California public universities. Intersegmental General Education Transfer Curriculum (IGETC) for

UC and CSU campuses. Or if you are only applying to CSU campuses you may complete the CSU Breadth requirements.

General education requirements vary for private 4-year and out-of-state colleges and universities. Some private and out-of state universities will accept the IGETC or CSU certification from a California community college such as PCC.

Specific articulation agreements with private and out-of state universities can be found at: <http://www.pasadena.edu/student-services/counseling/articulation.cfm>

TRANSFER WITH AN ASSOCIATE DEGREE

It is easy to prepare for transfer to a UC, CSU, or private university and earn an associate degree (AA, AA-T, or AS-T) at the same time. See a counselor for more information.

Counseling and Career Services

Prospective transfer students are encouraged to meet with a counselor in order to develop and refine educational plans and career goals. PCC counselors are highly trained and experienced professionals who are also well-informed in many fields of study and who work closely with PCC instructional divisions in order to provide students with current information about course offerings, curriculum changes, and transfer requirements. Each counselor is well-equipped to assist students in planning transfer-related coursework.

In addition to serving students in the Counseling Center, the counseling faculty offers a number of counseling courses as part of the College's curriculum. These courses include skill-building activities to enhance program planning, personal and professional development, study and time management skills, and strategies for problem-solving and decision making. Please refer to page 260 in this Catalog for additional information.

The Counseling and Career Services office is located in room L-104 of the Student Services Center.

The Transfer Center

The Pasadena City College Transfer Center has resources and services to make the transition from PCC to a four-year college or university easier. Representatives from many public and private universities, including UCLA, USC, CSU Los Angeles, Cal Poly Pomona, CSU Northridge, and UC Riverside meet regularly with prospective students to advise them regarding admissions, program planning, and other support services. The Transfer Center also contains resources in text, software, and videotape for student use in planning transfer programs.

Several transfer-related workshops as well as regularly scheduled orientations are offered throughout the year to assist and inform students about transfer issues and application procedures. Presentations on selected topics critical to the transfer process are conducted by personnel from four-year institutions and PCC staff regularly, during both day and evening hours. Topics covered include how to select a college, university admission requirements, common transfer terms, and other areas critical to the transfer process. The Transfer Center also hosts transfer information fairs on the PCC campus and provides frequent university campus tours, which give students an opportunity to meet with college and university admissions representatives.

For additional information on these and other transfer-related activities, visit the Transfer Center, located in L110, in the PCC Student Services Center.

ASSIST (www.assist.org)

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](http://Assist.org).

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/)

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/. See the next page for a sample transfer tool major preparation sheet.

SYSTEMWIDE GENERAL EDUCATION AGREEMENTS

The California State University and the University of California systems have developed system-wide general education agreements which enable community college transfer students to complete lower division courses that satisfy general education requirements at many CSUs and UCs.

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that prospective transfer students may complete at PCC to satisfy lower division breadth/general education requirements at both the University of California and the California State University. IGETC is most helpful to students who want to transfer but have not yet decided upon a particular CSU or UC campus. It is applicable to many but not all majors, and students should consult the specific UC or CSU campus for additional information on IGETC acceptability, particularly for high-unit majors such as engineering, architecture, and a number of the physical and life sciences.

PCC Transfer Requirements Tool

Pasadena City College – Transfer Curricula For

History Major

Any Pasadena City College courses listed below are recommended for the following selected transfer institution(s). It is the student's responsibility to check the listed college's current catalog and articulation agreements for any changes that may occur.

School	G.E. Plans	Lower-Division Major Requirements
California State University Los Angeles	IGETC or CSU GE	Engl 001C General Option: Hist 001A & 001B or Hist 002A & 002B Hist 007A, 007B Teacher Preparation Option: Engl 001C, Hist 001A & 001B or Hist 002A & 002B, Hist 007A, Hist 007B, Geog 002, Pols 001, Phil 037 or Relg 001
California State University Northridge	IGETC or CSU GE	Hist 002A or 001A, Hist 002B or 001B Hist 007A, 007B Choose 1 course or sequence: Hist 027A & 027B, 009A, 016, 019
California State University San Bernardino	IGETC or CSU GE	Track A - Teaching Credential Option: Hist 002A & 002B, Hist 007A, Hist 007B, Geog 001 & 001L, Econ 001A, Econ 001B, Geog 002 Track B - General Option; Hist 002A & 002B, Hist 007A, 007B Track C - Public and Oral History Option: Hist 002A & 002B, Hist 007A, 007B
Loyola Marymount University	Follow the specific requirements of the institution	Hist 001A & 001B Hist 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

The CSU General Education Breadth Requirements have been developed by the CSU system and the community colleges to enable a prospective transfer student to satisfy the lower-division general education requirements for many CSU campuses. The CSU General Education Breadth Requirements List specifies community college courses that may be used to satisfy each of the CSU subject areas for general education at the lower division.

The IGETC and the CSU General Education system-wide requirements – as well as the PCC courses that satisfy them – are listed on the next few pages. Students are encouraged to meet with a counselor for additional information, as well as to develop a transfer plan that includes both general education and major preparation components.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum permits a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower division, general education courses to satisfy campus GE requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or a UC, nor is it the only way to fulfill the lower division, general education requirements of the CSU or UC prior to transfer. As an alternative, students transferring to the CSU may choose to follow the General Education Certification Program. Students may also elect to fulfill the graduation requirements listed in the catalog of any specific CSU or UC campus.

Due to substantial lower division prerequisites in high-unit majors such as engineering, architecture, and the physical and natural sciences, IGETC may be an inappropriate option. Individual colleges or majors within a UC campus may not accept IGETC for meeting general education. A list of those UC colleges and majors is found on the following campus guidance for IGETC website: <http://admission.universityofcalifornia.edu/transfer/general-education-igetc/igetc/igetc-campus-guidance/index.html>. Please consult a PCC counselor for additional information.

If IGETC is chosen as the option to fulfill the general education requirements, all areas must be met with minimum grades of C or Pass prior to transfer.

IGETC COURSES

AREA 1 – ENGLISH COMMUNICATION

All students must complete two courses, 6 semester units (or 8-10 quarter units), one from Group A and one from Group B. Students transferring to a CSU must also complete one course, 3 semester units (or 4-5 quarter units) from Group C.

GROUP A: English 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 Requirement Only) 3 units
Speech 001, 010

AREA 2 — MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING 3 units

Complete one course, 3 semester units (or 4-5 quarter units).

Business 014B[†]
Math 003[†], 005A[†], 005B, 005C, 007A[†], 007B[†], 009[†], 010, 012, 015, 022, 055[†], 055H[†]
Statistics 018[†], 050[†]

AREA 3 — ARTS AND HUMANITIES 9 units
Complete three courses, 9 semester units (or 12-15 quarter units); at least one course from the Arts and one course from the Humanities.

3A ARTS

Architecture 024A, 024B
Art 001A, 001B, 002, 003A, 003B, 004A, 004B, 004C, 004D, 005, 007, 008, 009
Chinese 022
Dance 021A, 021B
French 050
Italian 050
Music 007A, 007B, 021, 022, 023, 024A, 024B, 025, 026, 027, 028
Photo 010, 025
Spanish 050
Theater Arts 001, 005, 007A, 007B

3B HUMANITIES

Chinese 005, 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, 007B, 008, 009A, 009B,
 012, 016, 018, 019, 025B,
 025D, 025F, 025I, 027A, 027B, 029A,
 029B, 030, 031, 041
 Humanities 001, 002, 003, 004
 Italian 010, 012
 Japanese 005, 010, 012
 Linguistics 010, 011
 Philosophy 001, 003, 007, 008, 020A,
 020B, 031, 037
 Religious Studies 001, 002, 003
 Russian 011
 Spanish 005, 006A, 006B, 012, 025, 042A[†],
 042B[†], 044A[†], 044B[†]

**AREA 4 — SOCIAL AND
 BEHAVIORAL SCIENCES**..... 9 units

Complete three courses, 9 semester units (or 12-15
 quarter units) from at least two disciplines.

Anthropology 001*, 002, 003, 004, 005,
 006, 012, 031
 Economics 001A, 001B
 English 012
 Environmental Studies 002[†]
 Geography 002, 003, 005
 *History 001A, 001B, 002A, 002B, 005A,
 005B, 007A, 007B, 008, 009A, 009B,
 012, 016, 018, 019, 025B, 025D, 025F,
 025I, 027A, 027B, 029A, 029B, 030,
 031, 041
 Linguistics 012, 014, 016, 017
 Political Science 001, 002, 006, 007, 021,
 022
 Psychology 001, 002, 005, 021[†], 022[†], 023,
 024[†], 025, 029, 031, 033, 041
 Sociology 001, 002, 014, 015, 016, 022,
 024, 029, 031, 041
 Speech 13

**AREA 5 — PHYSICAL AND
 BIOLOGICAL SCIENCES**..... 7 units

Complete at least two courses, 7 to 9 semester units
 (or 9-12 quarter units); one Physical Science course
 and one Biological Science course. Laboratory course in
 5C must be associated with a lecture component in at
 least one of the courses completed in either 5A or 5B.

5A Physical Sciences

Astronomy 001[†], 012[†]
 Chemistry 001A[†], 001B[†], 002A[†], 002B[†],
 008A, 008B, 022

Environmental Studies 001[†], 003
 Geography 001
 Geology 001[†], 002, 003[†], 004, 006, 008,
 012[†], 016, 021, 022
 Physical Sciences 003[†]
 Physics 001A[†], 001B[†], 001C[†], 001D[†], 002A[†],
 002B[†], 010[†], 031A[†], 031B[†]

5B Biological Sciences

Anatomy 025[†]
 Anthropology 001*
 Biology 001A, 001B, 001C[†], 002, 003[†], 004,
 010A, 010B, 010C[†], 011[†], 014, 016[†],
 035[†], 038[†], 039[†]
 Microbiology 002
 Physiology 001[†], 002A[†], 002B[†]
 Psychology 002

**5C Science Courses With Laboratory
 Component (may be same course from
 5A or 5B, or a laboratory related to a
 lecture course completed in either 5A or
 5B)**

Anatomy 025[†]
 Anthropology 001L*
 Astronomy 001[†]
 Biology 001A, 001B, 001C[†], 002[†], 003[†],
 004[†], 010A, 010B, 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, 021L
 Microbiology 002
 Physical Sciences 003L[†]
 Physics 001A[†], 001B[†], 001C[†], 001D[†], 002A[†],
 002B[†], 010L[†], 031A[†], 031B[†]
 Physiology 001[†], 002A[†], 002B[†]

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. An official 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.

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

*(A) Political Science 001

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

*Courses listed in more than one area may be certified **only** in a single area.

† Courses designated with a (†) have credit limitations for UC. Consult a counselor or www.assist.org. Select "PCC/UC Transferable courses."

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION PROGRAM

California State University requirements for advanced undergraduate standing and general education are listed below. Requirements for the individual CSU campuses are similar, but students should consult specific catalogs as each may have additional requirements. For instance, a given campus may have added general education requirements so long as the requirement applies equally to native as well as transfer students.

Under this program, candidates for the Baccalaureate Degree at a California State University must meet the general education requirement of 48 units. A student may currently meet 39 units of this requirement at Pasadena City College. The remaining 9 units must be completed at the upper division level.

Students expecting to request general education certification should complete 39 units distributed among categories A through E as noted with no less than 30 units for areas A through D. Areas A and B4 must be fully completed with minimum grades of C prior to transfer. A single course may not meet more than one area requirement.

Students whose majors require more than 30 units should consult Counseling Services regarding the advisability of completing all major requirements instead of all general education requirements.

AREA A - ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING 9 units

Students must complete 9 semester units (or 12-15 quarter 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

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

AREA B - SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING 9 units

Students must complete 9 semester units (or 12-15 quarter units) with at least one course each from B1, B2, and B4. At least one of the science courses completed in B1 or B2 must contain a related laboratory component in 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, 021, 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, 010A, 010B, 010C, 011, 014, 016, 030, 035, 038, 039
Microbiology 002
Physiology 001, 002A, 002B
Psychology 002

B3 - LABORATORY ACTIVITY (related to a lecture course taken to satisfy either B1 or B2)
Anatomy 025
Anthropology 001L

Astronomy 001
 Biology 001A, 001B, 001C, 002, 003, 004,
 010A, 010B, 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, 021L, 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, 055H
 Statistics 015, 018, 050

AREA C - ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE..... 9 units

Students must complete 9 semester units (or 12-15
 quarter units) with at least one course each in Arts and
 Humanities areas.

C1 - ARTS (Arts, Cinema, Dance, Music, Theater)

Architecture 024A, 024B
 Art 001A, 001B, 002, 003A, 003B, 004A,
 004B, 004C, 004D, 005, 007, 008, 009
 Chinese 022
 Dance 021A, 021B
 French 050
 Italian 050
 Music 007A, 007B, 021, 022, 023, 024A,
 024B, 025, 026, 027, 028, 038A
 Photo 010, 025
 Spanish 050
 Theater Arts 001, 005, 007A, 007B
 TVR 019

C2 - HUMANITIES (Literature, Philosophy, Languages Other Than English)

American Sign Language 010A, 010B
 Arabic 001, 002
 Armenian 001, 002
 Chinese 001, 002, 002A, 003, 004, 005,
 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, 025B*, 025D, 025F,
 025I, 027A, 027B, 029A*, 029B*, 030,
 031*, 041*
 Humanities 001, 002, 003, 004
 Italian 001, 002, 003, 004, 010, 012
 Japanese 001, 002, 003, 004, 005, 010,
 011, 012
 Latin 001, 002
 Linguistics 010, 011
 Philosophy 001, 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 (or 12-15
 quarter units) required with courses in at least two
 disciplines.

DO - SOCIOLOGY AND CRIMINOLOGY

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

D1 - ANTHROPOLOGY AND ARCHAEOLOGY

Anthropology 001, 001L, 002, 003, 004,
 005, 006, 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, 025B*, 025D, 025F, 025I, 027A, 027B, 029A*, 029B*, 030, 031*, 041*

D7 - INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE

Child Development 015
Communication 001
English 012
Environmental Studies 002
Gerontology 001
Linguistics 012, 014, 016, 017
Speech 013

D8 - POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS

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

D9 - PSYCHOLOGY

Psychology 001, 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, 025B, 029A, 029B, 031, 041

AREA E - LIFELONG LEARNING AND SELF-DEVELOPMENT 3 units

Students must complete 3 semester units (or 4-5 quarter units). Maximum of 1 unit of Dance Activity or PE/Kinesiology Activity (KINA).

Anthropology 002
Biology 019
College 001
Counseling 012
Dance 001, 002, 003, 004A-H, 005A-B, 006A-B, 007A-B, 008A-C, 009A-D, 010, 011A-D, 012, 013, 015A-D, 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-B, 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 DEGREES FOR TRANSFER (AD-T)

- California Community Colleges are now offering Associate Degrees for Transfer (AD-T) to the CSU system. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester (or 90 quarter) units. The AD-T degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree or for more information on university admission and transfer requirements.

To view the most current list of Pasadena City College Associate Degrees for Transfer (AD-T), please go to <http://www.pasadena.edu/academicprograms/transfer-degree.cfm>.

The AA-T and AS-T degrees, detailed on pages 99-114 are awarded in the following disciplines:

- Administration of Justice (AS-T)
- Art History (AA-T)
- Business (AS-T)
- Communication Studies (AA-T)
- English (AA-T)

- Early Childhood Education (AS-T)
- Geology (AS-T)
- History (AA-T)
- Kinesiology (AA-T)
- Journalism (AA-T)
- Mathematics (AS-T)
- Physics (AS-T)
- Political Science (AA-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 “P” (Pass) that must be met before a student can register for a course or educational program. By meeting the prerequisite, the student demonstrates readiness for that course or program.

Recommended Preparation – A Recommended Preparation statement in a course description means that a student is advised, but not required, to complete the identified course(s) prior to enrollment in another course or educational program.

TAG – Transfer Admission Guarantee agreement. These are an alternative to completing the normal transfer pattern. Various CSU and UC schools provide plans whereby a student agrees to complete a specific set of courses and a minimum grade point average with the provision that he/she will be accepted to a particular school upon

successful completion of the plan. Information about TAGs is available in the Transfer Center and in the Counseling Division.

Transferable Course – A course accepted for credit toward a bachelor’s degree at a four-year institution.

- **CSU Transferable** courses are baccalaureate level and will transfer for credit to all CSU campuses. Courses are designated in the catalog and schedule of classes as *Transfer Credit: CSU*. The units may also count toward the AS, AA, and AD-T degrees at PCC.

- **UC Transferable** courses are baccalaureate level and will transfer for credit to all UC and CSU campuses. Courses are designated in the catalog and schedule of classes as *Transfer Credit: CSU/UC*. The units may also count toward the AS, AA, and AD-T degrees at PCC.

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

UC Credit Limitation – UC limits credit for some transferable courses. Students contemplating transfer to a UC campus should consult with a PCC Counselor, and/or view PCC’s list of UC transferable courses at www.assist.org. Find Pasadena City College. Find UC transferable courses.

UC Transfer Paths – If you’re unsure which UC campus you will attend, or if you want to prepare for as many UC campuses as possible, the UC Statewide Transfer Preparation Paths will help you identify coursework that will prepare you for multiple UC campuses. These “paths” summarize the requirements and major preparation coursework at each UC campus for similar majors, and highlight the common requirements shared by a majority of UC campuses. The **UC Statewide Transfer Preparation Paths** provides information about Transfer Admission Eligibility, general education, what’s generally required for a UC degree, and becoming a competitive applicant. Information can be accessed at: <http://admission.universityofcalifornia.edu/transfer/preparation-paths/index.html>

Undergraduate, Lower Division – Fewer than 60 semester units towards completing general education requirements. Lower division courses are usually taken during the first and second years of study at a university.

Undergraduate, Upper Division – 60 or more semester units with concentration in an academic major. Upper division courses are usually taken during the third and fourth years of study at a university.

Unit – The amount of college credit given for a course based upon the number of hours the course meets weekly. One (1) unit represents one hour per week of actual class time in a lecture or discussion section.

TRANSFER-RELATED WEBSITES

Internet Search Engines and Websites for College Exploration

Search engines are a type of software available on the Web which search for a specific word or phrase on millions of Web pages and websites. The following is a sampling of search engines and websites that may be of interest to students planning to transfer to a four-year college or university.

The following search engines provide directories of college information:

PCC’s Shatford Library website

<http://www.pasadena.edu/library/>

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

California Colleges

<http://www.californiacolleges.edu>

The University of California

<http://admission.universityofcalifornia.edu>

The California State University

<http://www.calstate.edu>

<http://www.csumentor.edu/>

The Association of Independent California Colleges and Universities (AICCU)

<http://www.aiccu.edu>

Historically Black Colleges, Hispanic Serving Institutions, and Tribal Colleges

Historically Black Colleges:

<http://www.ed.gov/edblogs/whhbcu/one-hundred-and-five-historically-black-colleges-and-universities/>

Hispanic Serving Institutions:

http://www.hacu.net/hacu/US_Members.asp

American Indian Higher Education Consortium:

<http://www.aihec.org/>

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/education>

SPECIFIC TRANSFER INFORMATION FOR EDUCATION AND PREPROFESSIONAL PROGRAMS

EDUCATION (TEACHER PREPARATION PROGRAMS)

The Federal No Child Left Behind Act (NCLB) of 2001 contains specific teacher requirements that must be met by all public school teachers who teach "core" academic subjects. All teachers must meet the Highly Qualified Teacher (HQT) requirement. The State of California, in compliance with the federal mandate, revised the requirements to teach in California.

ELEMENTARY SCHOOL EDUCATION

Currently, students who wish to teach may choose from two options. The first option is a five-year traditional program leading to a Preliminary Multiple Subject Teaching Credential or Preliminary Education Specialist Credential after the baccalaureate degree. In the second option, students may find it possible to complete the requirements for the bachelor's degree and preliminary credential in a standard four-year, full-time college program and may be employed 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. The most common majors for students interested in pursuing elementary school teaching are Child Development and Liberal Studies. However, any undergraduate degree, as well as passing State mandated tests, will allow a student to be eligible to enter a teaching credential program.

Currently, PCC maintains partnerships with Cal State Los Angeles (Major areas: Child Development, Liberal

Studies, Mexican American Studies and Urban Learning), Cal State Fullerton (Liberal Studies), Cal State Northridge (Liberal Studies), Cal Poly Pomona (Liberal Studies and Gender, Ethnicity and Multicultural Studies – GEMS, University of California, Riverside (Liberal Studies), Mount St. Mary's College (Liberal Studies), Pacific Oaks College (Human Development and Early Childhood Education), and University of La Verne (Liberal Studies). Additionally, some of these same campuses also offer Child Development majors and other CSU and independent colleges and universities offer majors in both Child Development and Liberal Studies.

MIDDLE SCHOOL AND HIGH SCHOOL EDUCATION

For teaching at the high school level, a Single Subject Teaching Credential and a B.A. degree with subject matter preparation in the subject is required. After transfer, students will be informed by the college or university as to whether they will be required to take the Single Subject CSET (California Subject Examination for Teachers) test or whether their subject matter preparation can be met by their major coursework in order to be eligible for the teaching credential program. Typically, students major in the discipline they will teach and progress to the Single Subject Credential Program after the completion of a baccalaureate degree, however there are a few programs where the process of starting the Single Subject Teaching Credential begins prior to completing the baccalaureate degree. Currently, Pasadena City College has a Blended partnership for the Single Subject Teaching Credential with CSULA in the subject area of Natural Sciences; a STEP plan in the subject area of English with CSUF; and an Integrated plan with a major in Mathematics and Science at UCR.

Specific program and major course requirements for the various colleges/universities are available on the Pasadena City College Transfer Requirements Tool: <http://www.pasadena.edu/transfer/tool/>, ASSIST: <http://assist.org>, the Pasadena City College Teacher Preparation website: <http://pasadena.edu/divisions/social-sciences/teacherprep/>, and in the Teacher Preparation Programs Office in C350.

I TEACHING CREDENTIALS

Multiple Subject: For instruction in multiple subjects as commonly taught in California elementary schools. The Multiple Subject Teaching Credential authorizes its holder to teach all areas of curriculum for grades K – 8 in a self contained classroom.

Middle (Junior) School Teaching With a Multiple Subject Credential: Some students decide to teach at the middle school level after earning a B.A. degree in, for example, Liberal Studies and a Multiple Subjects Teaching Credential. In order to teach at the middle school level, a student must meet the NCLB Highly Qualified Teacher (HQT) requirements in the area they wish to teach. To meet the HQT requirements a student must: a) complete subject matter preparation in the major area of 32 units (which is considered to be equivalent to a B.A. degree); and b) pass the CSET (California Subject Examination for Teachers) exam to establish subject matter competency. Of course, if a student has earned units in a concentration/depth area of the Liberal Studies major which is one that is taught in the middle school, such as mathematics, English, Civics, 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 and High School Single Subject Credential: The Single Subject Credential authorizes its holder to teach the subject for which they have qualified. It is for instruction in a single subject as commonly taught in California junior (middle) and senior high schools. Areas for single “core” subjects of instruction (per NCLB) are: Arts, Foreign Languages, English, Reading and Language Arts, Mathematics, Sciences, and Social Sciences, which include History, Geography, Economics, and Government. Other majors may include: Physical Education, Industrial Arts, Home Economics, and Agriculture. Caution is advised for students who choose a general major in Social Sciences, to assure that the major has State approval and fulfills the “Highly Qualified” mandate of the federal government.

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

Excerpt taken from: Education Specialist Credential/State of California Commission on Teacher Credentialing

Individuals that complete an Education Specialist Level I Teacher Preparation Program that includes content for teaching English learners, as described in Education Code section 44259.5, are authorized to provide instruction for English language devel-

opment in grades twelve and below, including preschool, and in classes organized for adults; and specially designed academic instruction in English within the subject area and grade level authorization of the Education Specialist Instruction Teaching Credential.

The Education Specialist Instruction Credential authorizes the holder to conduct Educational Assessments related to student’s access to the academic core curriculum and progress towards meeting instructional academic goals, provide instruction, and Special Education Support to individuals in the area of specialization listed on the credential in the following settings:

- Resource rooms or services
- Special education settings
- General education settings
- Special schools
- Home/hospital settings
- State hospitals
- Development centers
- Correctional facilities
- Non-public, non-sectarian schools and agencies
- Alternative and non-traditional instructional public school settings other than classroom

College and University Level: At the college/university level a credential is not issued by the State. A minimum of a Master’s degree is necessary in the subject matter to be taught. A Ph.D. is often required for teaching at the university level.

Attainment of credentials requires:

To be eligible to apply to a teaching credential program, a student must have a 2.75 G.P.A. in the last 90 units of their coursework and receive a passing score on the California Basic Education Skills Test (CBEST) and a passing score on the appropriate California Subject Examination for Teachers (Multiple Subject CSET or Single Subject CSET, dependent upon credential program).

1. A baccalaureate degree in a federal/State approved major (other than education) from an approved institution.
2. Completion of subject matter-preparation and a program of professional education including student teaching.
3. Passage of the State mandated standardized examinations with some exceptions.

II SPECIALIST CREDENTIAL

Specialist Credentials are advanced credentials which require a valid teaching credential as a prerequisite. They authorize teaching in specific



specialization areas at any grade level, pre-school through secondary and adult education.

Areas of Specialization are:

1. Early Childhood (Currently, a Multiple Subject Teaching Credential is *not* required to teach preschool)
2. Bilingual/Cross-Cultural Studies
3. Mathematics
4. Reading and Language Arts
5. Agriculture

III SERVICES CREDENTIAL

The State of California provides for five categories of non-teaching credentials, which authorize their holders to provide specific non-classroom services to public schools. All require advanced preparation after the baccalaureate degree. Service credentials are issued in:

1. Counseling Services
2. Psychological Services
3. Social Work Services
4. Administrative Services
5. Health Services (School Nurse)
6. Library Services
7. Clinical-Rehabilitative Services (primarily speech and hearing therapists and audiologists, orientation and mobility specialists)

NOTE: A teaching credential may not be earned at a community college but may be attained at both public and independent colleges and universities. Current information may be obtained at the Teacher Preparation Office (C350) or at California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

PRE-PROFESSIONAL PROGRAMS:

The information below is intended to provide a general list of courses that are required by most graduate level/professional programs. Requirements can vary from school to school. Students are urged to contact the specific schools they are considering for up-to-date information. This list of classes should be combined with requirements for general education and major requirements to achieve a Bachelor's degree prior to entry to a professional program. Students are advised to meet with a counselor in L104 to make an education plan that will insure coverage of all essential areas of study.

Pre-Chiropractic
Pre-Dentistry
Pre-Law

Pre-Medicine
Pre-Optometry
Pre-Pharmacy
Pre-Physical Therapy
Pre-Physician Assistant
Pre-Veterinary Medicine

The general information provided here reflects those courses that may be completed at Pasadena City College in preparation for these fields of study.

CHIROPRACTIC (pre-chiropractic classes)

Chiropractic is a distinct profession in the field of health based on the principle of neurogenic control of physiological processes. The educational program is designed to instruct students in nutritional, manipulative, psychological and allied approaches to healing. Preparation for the major generally includes such coursework as biology, chemistry, anatomy, physics, psychology, and English composition.

Lower-division requirements may vary among colleges of chiropractic. In Southern California there is one chiropractic school: Southern California University of Health Sciences. For more specific details, students should see a counselor in order to plan a program to complete the necessary coursework before transfer. Students should also visit: www.scuhs.edu or www.NaturalHealers.com

Pre-Chiropractic courses at PCC typically include the following:

Anatomy 025 & Physiology 001
Biology 010A, 010B, 010C (or 001A, 001B, 001C)
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 or www.ada.org

Pre-Dental courses at PCC typically include the following:

Biology 010A, 010B, 010C (or 001A, 001B, 001C)
 Chemistry 001A, 001B, 008A, 008B
 Math requirements will vary from school to school
 Physics 031A, 031B (or 002A, 002B or 001A, 001B, 001C)
 Recommended: Art 032A; Art 038A

LAW (pre-law classes)

The majority of law schools require a bachelor's degree prior to entry. However, there is no set of specific pre-law courses. Law school admission personnel commonly ask pre-law students to choose a major in which a student will develop writing and critical thinking skills. Therefore, many pre-law students choose to finish a bachelor's degree in fields like political science, history, philosophy, and English. However, a student may pursue a degree in business, psychology, biology, or any major that he or she believes is best in terms of preparation for future study and life-long goals. For more information, students may wish to visit: www.americanbar.org, or 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/amcas, www.aacom.org, www.e-mcat.com, or www.amsa.premed.

Pre-Med courses at PCC typically include the following:

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

Math requirement will vary from school to school
 Recommended for MCAT beginning in 2015:
 Psychology 001, 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, www.aaopt.org. Also, students should see a counselor.

Pre-Optometry courses at PCC typically include the following:

Anatomy 025 & Physiology 001
 Biology 010A, 010B, 010C (or 001A, 001B, 001C)
 Chemistry 001A, 001B, 008A, 008B
 English 001A, 001B
 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. As of February 2015, three schools in pre-candidate status include California Health Sciences University (Clovis), Keck Graduate Institute (Claremont), and West Coast University (Los Angeles). Pharmacy curricula are four years in duration and require three to four years of preparatory college work that may be completed at Pasadena City College. Lower-division requirements for the major may vary among these four colleges and universities. For more specific details, students should see a counselor and visit www.aacp.org, www.pharmcas.org, or www.pharmacy.ca.gov, or www.pcatweb.info

Pre-Pharmacy courses at PCC typically include the following:

Anatomy 025 & Physiology 001
Biology 010A, 010B, 010C (or 001A, 001B, 001C)
Chemistry 001A, 001B, 008A, 008B
Economics 001A, 001B
English 001A, 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.

Pre-Physical Therapy courses at PCC typically include the following:

Anatomy 025 & Physiology 001
Biology 010A, 010B, 010C (or 001A, 001B, 001C)
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 9 fully accredited physician assistant programs in California: the University of California, Davis; Stanford University; the University of Southern California; Loma Linda University; Western University of Health Sciences; Samuel Merritt College; Riverside 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, www.caspaonline.org, or www.paeaonline.org.

Pre-Physician Assistant courses at PCC typically include the following:

Anatomy 025 & Physiology 001
Biology 010A, 010B, 010C (or 001A, 001B, 001C)
Chemistry 001A, 001B (or 002A & 002B)
English 001A, 001B
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 University of California, Davis and Western University of the Health Sciences. Candidates must complete the equivalent of at least three full academic years of college or the baccalaureate degree before applying to the professional school. Students should see a counselor for specific information, and visit www.avma.org, www.aavmc.org, or www.aavsb.org. www.vetmed.ucdavis.edu, or www.westernu.edu.

Pre-Veterinary courses at PCC typically include the following:

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

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 94). 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.

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
- Information and Records Specialist

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
- Web Design and Development

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

Library Technology

Machine Shop Technology

Medical Assisting

- Administrative – Clinical
- Medical Office – Administrative
- Medical Office Insurance Biller

Nursing

- Registered
- Vocational

Paralegal Studies

Photography

Product Design Programs

- Graphics
- Technology

Radiologic Technology

Speech-Language Pathology Assistant

Television and Radio

- Radio Production
- Broadcast Journalism
- Post-Production
- Television Operations
- Television Production

Theater Arts

- Theater Technology

Welding

- Construction Welding
- Gas Tungsten and Gas Metal Welding

OCCUPATIONAL SKILLS CERTIFICATES

Students, who want to develop job skills in a special area of occupational education in a short period of time, can earn an Occupational Skills Certificate, which requires 17 units or less in one of the following programs:

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

Certified Nursing Assistant

Child Development – Instructional Assistant

Child Development – Music and Movement

Education for Young Children

Child Development – School Age Instructional Assistant

Child Development – Special Education Assistant

CISCO Certified Network Associate (CCNA) Preparation

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

CISCO Certified Network Professional (CCNP) Preparation

Microsoft Certified Solutions Expert (MCSE): Server

Infrastructure Professional

Commercial Music

Culinary Arts – Baking and Pastry

Culinary Arts – Catering

Culinary Arts – Kitchen Assistant

Design Technology Pathway

Digital Image Editing

Digital Media – Foundation

Digitization Skills for Libraries and Cultural Heritage Institutions

E-Commerce

(Interdisciplinary Occupational Skills Certificate: Business Administration, Computer Information Technology)

Electrical Technology – Applied Circuits

Electrical Technology – Basic Photovoltaic Design and Installation

Electronic Technology – Basic Digital Technician

Emergency Medical Technician I-A	Industrial Fabricator
Engineering Design Technology – CAD Modeling and Animation – Architecture/Engineering/Construction	Interior Design
Engineering Design Technology – CAD Designer – Architectural/Engineering/Construction	Jewelry/Metalworking
Engineering Design Technology – CAD Technician – Architectural/Engineering/Construction	Manufacturing Technology II
Engineering Design Technology – CAD Technician – Mechanical Design and Manufacturing	Medical Office Receptionist
Fashion – Fashion Marketing	Medical Office Transcription
Fashion – Historical Costume Making	Microsoft Certified Systems Engineer Preparation (MCSE)
Fire Technology – Fire Academy Preparation	Oracle Database Fundamentals
Foundation in Photography	Photography – Cinema-Cinematography
Geotech	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 – 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 SCHOOL

■ SCHOOL OF HEALTH SCIENCES

CERTIFICATES OF ACHIEVEMENT

Anesthesia Technician	143
Dental Assisting	170
Dental Hygiene.....	171
Dental Laboratory Technology.....	172
Medical Assisting.....	192
• Administrative – Clinical	192
• Medical Office – Administrative	193
• Medical Office Insurance Biller	193
Nursing	194
• Registered	195
• Vocational	196
Radiologic Technology.....	204

OCCUPATIONAL SKILLS CERTIFICATES

Certified Nursing Assistant	198
Emergency Medical Technician I-A	179
Medical Office Receptionist	193
Medical Office Transcription.....	194

■ SCHOOL OF BUSINESS, ENGINEERING AND TECHNOLOGY

CERTIFICATES OF ACHIEVEMENT

Accounting	141
• Accounting – Bookkeeping	141
• Accounting – Bookkeeping Assistant	141
• Accounting Clerk	142
Administration of Justice	142
Automotive Technology	144
• All Automotive Systems	144
• Air Conditioning Technician	145
• Electrical/Electronics Systems	146
• Engine Performance Technician	146
• Powertrain Technician	147
• Undercar Technician	147
• Underhood Technician	148
Building Construction	151
Business Administration	152
• Entrepreneurship	152
• Financial Investment	153
• International Business/Trade	153
• Management	154
• Retail Management	154
• Marketing Merchandising	155
Business Information Technology	156
• Administrative Assistant	156
• Business Software Specialist	157
• Information and Records Specialist	157
Computer Information Systems	162
• Microcomputer Support	162
• Operations	163
• Programming	163
• Small Computer Applications	164
Construction Inspection	166
Cosmetology	167
• Instructional Techniques in Cosmetology	167
Culinary Arts	168
Electrical Technology	176
Engineering Design Technology – CAD/CAM Technician	179
Fire Technology	183
Graphic Communications Technology	184
• Computer Imaging and Composition	185
• Screen Printing	185
Hospitality Management	187
Machine Shop Technology	191
Paralegal Studies	198
Welding (Metal Processes Technology)	210
• Construction Welding	210
• Gas Tungsten and Gas Metal Welding	211

OCCUPATIONAL SKILLS CERTIFICATES

Accounting – Cashier.....	142
Building Construction.....	152
• Cabinetmaking and Millwork	152
• Construction Law	152
Business Administration.....	155
• Customer Service.....	155
• E-Commerce	156
Business Information Technology	157
• Executive Assistant	157
• Office Applications Specialist I	158
• Office Applications Specialist II	158
• Office Assistant	158
CISCO Certified Network Associate (CCNA) Preparation	164
CISCO Certified Network Professional (CCNP) Preparation	165
Culinary Arts.....	168
• Baking and Pastry	168
• Catering	169
• Kitchen Assistant.....	169
Design Technology Pathway.....	173
E-Commerce.....	165
Electrical Technology.....	177
• Applied Circuits and Systems	177
• Basic Photovoltaic Design and Installation.....	177
Electronics Technology – Basic Digital Technician	178
Engineering Design Technology.....	179
• CAD Modeling and Animation – Architecture/Engineering/Construction	180
• CAD Designer – Architecture/Engineering/Construction	180
• CAD Technician – Architecture/Engineering/Construction	181
• CAD Technician – Mechanical Design and Manufacturing.....	181
Fire Academy Preparation.....	184
Graphic Communications Technology.....	186
• Apparel Graphics and Printing	186
• Electronic Prepress.....	186
• Screen Printing for Small Business	187
Industrial Fabricator.....	191
Manufacturing Technology II	192
Microsoft Certified Systems Engineer Preparation (MCSE).....	166
Oracle Database Fundamentals	166
Welding – Basic Welding	211

■ SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

CERTIFICATES OF ACHIEVEMENT

Child Development.....	159
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OCCUPATIONAL SKILLS CERTIFICATES

Archaeological Field Work	144
Child Development.....	160
• Instructional Assistant.....	160
• Music and Movement Education for Young Children.....	161
• School Age Instructional Assistant.....	161
• Special Education Assistant	161

■ SCHOOL OF LIBRARY AND LEARNING RESOURCES

CERTIFICATES OF ACHIEVEMENT

Library Technology	190
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OCCUPATIONAL SKILLS CERTIFICATES

Digitization Skills for Libraries and Cultural Heritage Institutions	191
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■ SCHOOL OF SCIENCE AND MATHEMATICS

CERTIFICATES OF ACHIEVEMENT

Biological Technology.....	148
• Computational Biology.....	149
• Laboratory Assistant.....	150
• Stem Cell Culture	150

OCCUPATIONAL SKILLS CERTIFICATES

Biological Technology – Laboratory Skills	151
Geotech	184

■ SCHOOL OF VISUAL, MEDIA AND PERFORMING ARTS

CERTIFICATES OF ACHIEVEMENT

Digital Media	174
• Computer Assisted Photo Imaging	174
• Graphic Design	174
• Web Design and Development	175
Fashion	181
• Fashion – Design	181
• Fashion Assistant.....	182
Journalism.....	189
• Photojournalism	189
• Printed Media.....	190
Photography	200
Product Design Programs	202
• Graphics	203
• Technology	203
Speech-Language Pathology Assistant.....	205
Television and Radio	205
• Radio Production	197
• Broadcast Journalism.....	198
• Post-Production	207
• Television Operations.....	207
• Television Production.....	207
Theater Arts.....	210
• Theater Technology	210

OCCUPATIONAL SKILLS CERTIFICATES

Commercial Music	162
Digital Media – Foundation.....	175
Fashion	182
• Fashion Marketing.....	182
• Historical Costume Making.....	183

Industrial Design	188
Interior Design	188
Jewelry/Metalworking.....	189
Photography	200
• Cinema-Cinematography	200
• Cinema Production/Filmmaking	201
• Digital Image Editing	201
• Foundation in Photography.....	202
• Portrait Photography	202
Television and Radio	208
• Broadcast Journalism.....	208
• Media Programming and Management.....	208
• Television Post Production.....	208
• Television Production.....	209
• Video Operations.....	209
• Writing for Film, Television and Radio	209



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 (41-46 units):

Recommended sequence:

Semester I
Acct 010*
BIT 011A
Bus 016

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

Semester III
Acct 001B
Acct 104B
Bus 009
Bus 114
or Bus 115
or Bus 014A

Semester IV
Acct 104C
BIT 025
Bus 012A

Recommended elective:

Bus 013

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

ACCOUNTING – 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 (35-36 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
Engl 001A

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 (23-24 units):

Recommended sequence:

Semester I
Engl 001A
Acct 010*
 or Acct 001A
Bus 016

Semester II
Acct 001A
 or Acct 001B
Acct 104A
Bus 011A
BIT 025
 or BIT 011A

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 (16-17 units):

Bus 011A
Acct 010
Bus 016
BIT 011A
 or BIT 025
Engl 001A

ADMINISTRATION OF JUSTICE

The curriculum prepares students for entry-level positions as police officers, police reserve officers, police assistants and community service officers in police and sheriffs departments and for positions in private security, as well as preparation for careers in probation, parole and federal law enforcement agencies.

Emphasis is on critical thinking, oral communication skills and writing skills essential to today's law enforcement employees. Students are kept informed of changes in law enforcement such as community policing, laws of arrest, search and seizure and updates to the State penal code. Role-playing and Moot Court participation are included to enhance oral communication skills and preparation of written reports. Training is also provided

in the area of crime analysis and use of computer technology in law enforcement.

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

Program Outcomes:

1. Identify the education stages to successfully enter a law enforcement Academy consisting of academics, physical training, firearms, Code of Ethics requirements for the law enforcement officer as a professional.
2. Demonstrate a fundamental knowledge of the law enforcement profession consisting of the role of the police, the courts and corrections.
3. Explain an understanding of the role of the community in a partnership with law enforcement including interpersonal skills of effective written and oral communications plus critical thinking required of a law enforcement officer (i.e., community policing).
4. Outline and discuss the moral/legal aspects of the use of firearms, impact weapons, chemical agents, Laws of Evidence, the preparation of Search and Arrest Warrants and the collection of physical evidence at a crime scene.

Requirements for the Certificate of Achievement (37 units):

Recommended sequence:

Semester I

AJ 010

AJ 012

Engl 100

or Engl 001A

Semester II

AJ 014

AJ 016

AJ 185

Kina 037

Semester III

AJ 018

AJ 019

Spch 001

or Spch 010

Semester IV

AJ 022

AJ 128

AJ 130

AJ 190

Recommended electives:

AJ 122

Fire 110

ANESTHESIA TECHNICIAN

The Anesthesia Technician program prepares the student to be an integral member of the anesthesia patient care team. Emphasis is on fundamental and advanced clinical procedures to assist licensed anesthesia providers in the acquisition, preparation, and application of various types of equipment required for the delivery of anesthesia care.

Anesthesia technicians are integral members of the anesthesia patient care team. Their role is to assist licensed anesthesia providers in the acquisition, preparation and application of various equipment required for the delivery of anesthesia care. This may be performed in a variety of clinical settings such as: the operating room, interventional and diagnostic radiology, post anesthesia care unit, intensive care unit, cardiac cath lab, emergency room, endoscopy, dental suites, and ambulatory surgery centers.

Job responsibilities may include equipment maintenance and servicing such as cleaning, sterilizing, assembling, calibrating, testing, troubleshooting, and recording of inspections and maintenance. In addition, the anesthesia technician will assist licensed anesthesia providers with patient assessments, evaluations, transport, positioning, insertion of intravenous and other invasive lines, and airway management.

Certification/Accreditation/Eligibility:

A Certificate of Achievement and an Associate of Science degree is awarded upon completion of all required courses with a C or better. The two-year program includes one summer session.

Upon successful completion of the program, the student is eligible to take the American Society of Anesthesia Technicians/Technologists (ASATT) National Certification Examination to become certified as an Anesthesia Technician (Cer. A.T.)

Highlights of the PCC program include professional, experienced academic and clinical instructors, and a multitude of clinical sites with state-of-the-art technology and hands-on instruction. The Anesthesia Technician program is a partnership program with Kaiser Permanente.

Requirements for Admission:

1. Graduation from an accredited high school or equivalent.
2. Overall minimum GPA of 2.0 in all required prerequisite courses. An overall minimum GPA of 2.5 in the following prerequisite courses: Speech

- 010, Physiology 002A/002B or Anatomy 025 and Physiology 001, English 001A, and Chemistry 002A.
3. Current CPR/ Basic Cardiac Life Support (BCLS) certification.
 4. Completion of application for admission into the program.

Program Outcomes:

1. Apply theory and knowledge of social sciences in effective communication with anesthesia care providers in the delivery of patient care.
2. Apply theory and knowledge of chemistry and biology to assist the anesthesia provider in the selection and operation of appropriate anesthesia equipment for patient care.
3. Apply theory and concepts in pharmacology specific to anesthesia surgical procedure in preparation of patient care.
4. Apply theory and knowledge of basic anatomy/physiology, and pathophysiology in assisting the anesthesia provider in the development of patient care plans.

Recommended Preparation:

High school courses in biology, anatomy/physiology, and chemistry with a laboratory.

Requirements for the Certificate of Achievement (30 units):

AT 110
AT 111
AT 112
AT 113
AT 114
AT 115
AT 116
AT 117
AT 118

**ARCHAEOLOGICAL FIELD WORK
OCCUPATIONAL SKILLS CERTIFICATE**

The curriculum prepares an individual for the workplace environment with skills that apply to archaeological field excavation techniques, artifact analysis and preparation of the required governmental documentation associated with cultural resource management. The student may choose to work for either a private or a governmental agency as a cultural resource specialist.

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

Program Outcomes:

1. Satisfy requirements for entry level position in archaeological excavation project or CRM work.
2. Understand the essential scientific components required in archaeological field work.
3. Allow students the opportunity to decide if a career in archaeology is of interest to them in the future.

Requirements for the Occupational Skills Certificate (17 units):

Recommended sequence:

Semester I
Anth 001
Anth 001L
Anth 002

Semester II
Anth 003
Anth 012
One of the following:
Anth 030A-H

Semester III
Anth 030H

Recommended electives:

Biol 002
Biol 030

**AUTOMOTIVE TECHNOLOGY –
ALL AUTOMOTIVE SYSTEMS**

The curriculum prepares the student for entry-level employment in the automotive areas such as an apprentice mechanic, assistant technician, mechanic's helper, predelivery technician, installer, service technician, service attendant, or trainee smog technician.

Students enrolling in the curriculum of Automotive Technology will have the opportunity to receive instruction and hands-on experience in diagnosis and repair of late model automobiles. Students must provide or purchase their own required hand tools.

Instruction includes automotive engines, transmissions and drive lines (RWD & FWD) for both automatics and manual, suspension systems, braking systems (including ABS), air conditioning systems, engine performance, California State automotive emission laws, and diagnostic testing of computer control automotive systems.

Upon successful completion of the curriculum a student receives credit for one year of work experience when applying for certification by the National Institute of Automotive Service Excellence (ASE).

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

Program Outcomes:

1. Describe automotive systems' fundamentals of operation in order to apply the theory to practical diagnostic scenarios encountered during automotive service and repair.
2. Demonstrate and integrate the safe set-up and operation of diagnostic, hand, special service and machine tools utilized by standard automotive repair industry.
3. Develop diverse skill sets pertaining to the National Automotive Technician Education Foundation (NATEF) standards and performance tasks.
4. Develop a technician with the knowledge of basic customer service and writing skills to follow the legal aspects outlined by the State of California Bureau of Automotive Repair standards.
5. Prepare students to successfully complete Automotive Service Excellence examinations.

Requirements for the Certificate of Achievement (59-61 units):

Recommended sequence:

Semester I

Auto 032
Auto 220
Auto 221
Eltn 109A
or Tech 107A

Semester II

Auto 222
Auto 223
Eltn 130

Semester III

Auto 050
or 151
Auto 226
Auto 227

Semester IV

Auto 224
Auto 225
Mach 220A
Weld 044A
Weld 044B

Recommended electives:

Auto 214A, 214B, 214C
Auto 215
Bus 011A, 116, 121, 160
DT 008A
Engl 434
Lib 010A

The following are options to the All Automotive Systems Certificate of Achievement.

**AUTOMOTIVE TECHNOLOGY –
AIR CONDITIONING TECHNICIAN**

The curriculum prepares the student for entry-level employment in automotive air conditioning repair. Students will receive instruction and hands-on experience in servicing, repair and diagnosis of automotive air conditioning systems. The Refrigerant Handlers Certification Examination given by International Mobile Air Conditioning Society (IMAC) is included in this training. The use of precision equipment and specialty tools is emphasized.

Students are encouraged to take the Automotive Service Excellence (ASE) Exam for Heating and Air Conditioning (A7).

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

Program Outcomes:

1. Prepare students for successful completion of the Automotive Service Excellence examination, A7 – Heating and Air Conditioning.
2. Describe automotive heating and air conditioning system fundamentals of operation and apply these theories to practical diagnostic scenarios encountered during automotive heating and air conditioning service repairs.
3. Demonstrate and integrate the proper set up and operation of automotive air conditioning systems refrigerant identification, recovery and recharging equipment.
4. Prepare students to obtain the United States Clean Air Act Section 609 Certification through examination from the International Mobile Air Conditioning Society (IMAC).
5. Apply skill sets pertaining to the National Automotive Technician Education Foundation (NATEF) standards and performance tasks for automotive air conditioning.

Requirements for the Certificate of Achievement (19-21 units):

Recommended sequence:

Semester I

Auto 032
Eltn 130
Eltn 109A
or Tech 107A

Semester II
 Auto 050
 or Auto 151
 Auto 215
 Engl 435

AUTOMOTIVE TECHNOLOGY – ELECTRICAL/ELECTRONICS SYSTEMS

The curriculum prepares the students for entry level employment in Automotive electrical/electronics systems. This certificate is also available to automotive professionals who wish to update and/or upgrade their knowledge in automotive electrical/electronic systems. Students will receive instruction and hands-on experience in proper service and diagnostic techniques used to repair automotive electrical/electronic systems. The use of precision measuring equipment and specialty tools are emphasized. Students are encouraged to take the Automotive Service Excellence (ASE) exam for electrical/electronic systems (A6).

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

Program Outcomes:

1. Describe electrical/electronic systems fundamentals of operation in order to apply the theory to practical diagnostic scenarios encountered during electrical/electronic automotive service and repair.
2. Demonstrate and integrate the safe set up and operation of diagnostic, hand, special service, and machine tools utilized by electrical/electronic automotive repair industry.
3. Develop diverse skill sets pertaining to the electrical/electronic systems (A6) tasks as it pertains to the National Automotive Technician Education Foundation (NATEF).
4. Develop an electrical/electronic systems technician with the knowledge of basic customer service and writing skills to follow the legal aspects, outlined by the California Bureau of Automotive Repair standards.
5. Prepare students to successfully complete and pass the automotive service excellence exam on electrical/electronics systems (A6).

Requirements for the Certificate of Achievement: (19-20 units)

Recommended sequence:

Semester I
 Auto 032
 Eltn 130
 Auto 050

Semester II
 Auto 151
 Eltn 109A
 or Tech 107A
 Engl 435

Recommended Electives

Elty 012
 Eltn 109B
 Eltn 117
 Lib 010A
 Lib 010B

AUTOMOTIVE TECHNOLOGY – ENGINE PERFORMANCE TECHNICIAN

The curriculum prepares the student for entry-level employment in automotive engine performance. Students enrolling will have the opportunity to receive instruction and hands-on experience in diagnosing and repairing automotive engine drivability problems, carburetion, electronic fuel injection, ignition systems, emission testing and applicable laws. The use of precision equipment including lab scopes, engine and emission analyzers and other specialty tools is emphasized. Students must provide or purchase, if necessary, their own required hand tools.

Students are encouraged to take the Automotive Service Excellence (ASE) Exams for Engine Performance (A8) and Advanced Engine Performance (L1).

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

Program Outcomes:

1. Prepare students for successful completion of the Automotive Service Excellence examination, A8 – Engine Performance.
2. Demonstrate and integrate the proper set up and operation of engine diagnostic tools used in the automotive industry.
3. Describe fuel system, ignition system and emission system fundamentals of operation and apply these theories to practical diagnostic scenarios encountered during engine performance repairs.
4. Apply skill sets pertaining to the National Automotive Technician Education Foundation (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
 Eltn 109A
 or Tech 107A

Semester II
 Eltn 130
 Auto 222
 Auto 223

AUTOMOTIVE TECHNOLOGY – UNDERCAR TECHNICIAN

The curriculum prepares the student for entry-level employment in brake and suspension repair. Students will receive hands-on instruction experience in removing, rebuilding, adjusting and re-installing brake systems and components of both foreign and domestic vehicles. A wide variety of vehicle models are discussed and used during the lab portion of the class. Both early and late model vehicles are covered during the course of the semester for both the brakes class and the steering and suspension class. Antilock brake systems (ABS) are discussed and service procedures are demonstrated. The use of precision equipment such as computerized alignment racks, brake disc and drum lathes and diagnostic scan tools keep students current with the latest industry standards. All applicable machining procedures and technical calculations are covered.

Students are encouraged to take the Automotive Service Excellence (ASE) exams for Suspension and Steering (A4), and Brakes (A5).

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

Program Outcomes:

1. Describe the theory, operation, and fundamentals of automotive brakes, suspension, and steering systems to apply a practical diagnosis, service, maintenance, and repair.
2. Demonstrate and integrate the safe set up and operation of tools and equipment required by the automotive industry as it relates to automotive brakes, suspension, and steering systems.
3. Develop the ideology and core fundamental skills and values outlined by the National Automotive Technician Education Foundation

(NATEF), Automotive Youth Education Services (AYES), and Automotive Service Excellence (ASE) organizations as they relate to automotive brakes, suspension, and steering systems.

4. Develop the basic skills and writing processes necessary for conforming to the legal aspects outlined by the State of California Bureau of Automotive repair standards.
5. Prepare students to successfully take and complete the Automotive Service Excellence exam in the areas of automotive brakes (A5), suspension, and steering systems (A4).

Requirements for the Certificate of Achievement (23-24 units):

Recommended sequence:

Semester I
 Auto 032
 Eltn 109A
 or Tech 107A
 Eltn 130
 Weld 044A

Semester II
 Engl 435
 Auto 224
 Auto 225

AUTOMOTIVE TECHNOLOGY – UNDERHOOD TECHNICIAN

The curriculum prepares the student for entry-level employment in automotive engine repair. Students will receive instruction and hands-on experience in removing, measuring, rebuilding, adjusting and reinstalling automotive engines. The use of precision equipment and specialty tools is emphasized. Students must provide or purchase their own required hand tools.

Students are encouraged to take the Automotive Service Excellence (ASE) Exam for Engine Repair (A1).

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

Program Outcomes:

1. Prepare students for successful completion of the Automotive Service Excellence examination; A1 – Engine Repair.
2. Demonstrate and integrate the proper set up and operation of engine mechanical system diagnostic tools used in the automotive industry.
3. Describe engine mechanical operating systems and control assemblies, their theories of operation and practical diagnostic scenarios used to

track failed components or systems encountered during engine repair.

4. Apply skill sets pertaining to the National Automotive Technician Education Foundation (NATEF) standards and performance tasks for automotive engine repair.

Requirements for the Certificate of Achievement (24-25 units):

Recommended sequence:

Semester I
 Auto 032
 Auto 220
 Eltn 109A
 or Tech 107A
 Engl 435

Semester II
 Eltn 130
 Auto 221
 Weld 044A
 or Weld 044B

BIOLOGICAL TECHNOLOGY

The curriculum prepares students to work in entry level positions in the field of biotechnology in high-tech industry and institutions. This is an interdisciplinary program including courses and practical training in math, chemistry, biology, computer skills and English. This program prepares students using SCANS guidelines. Emphasis is on practical laboratory skills combined with training in quality assurance and quality control in a working laboratory setting. Students are kept informed on current advances in biotechnology by speakers from industry, internet assignments and tours of local biotech facilities.

This program offers classroom instruction plus supervised work experience in the biotechnology industry. Students must be willing to spend time working on long-term projects and participating in outreach programs.

Students must be able to provide their own transportation in the final semester to an internship site. Employment opportunities include: biomedical industry, academic research labs, pharmaceuticals, agriculture, food science labs, genetic engineering labs.

Students who have previously completed coursework required for the Certificate of Achievement and need only the Biology 102A-D courses may take a fast track and complete the certificate in one year.

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

Program Outcomes:

1. Understand, interpret and write laboratory documents, SOPs, protocols and notebook documentation.
2. Be able to use, maintain, calibrate and/or validate standard laboratory equipment.
3. Be prepared for entry level technician positions in the biological technology industry and in research laboratories.

Prerequisites:

Math 131

Chem 001A, 022

Recommended preparation:

Computer literacy

Requirements for the Certificate of Achievement (49 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 028 class.

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

Program Outcomes:

1. Demonstrate an understanding of the fundamental concepts of molecular biology, including DNA, genes, proteins, and genomes.
2. Use online resources such as NCBI (National Center for Biotechnology Information) and bioinformatics applications to research and analyze biological data.
3. Write computer programs to perform customized analyses of biological data, using statistical measures to determine the significance of results.

Requirements for the Certificate of Achievement (16-18 units):*Recommended sequence:*

Semester I

CIS 010

One of the following:

Biol 102A

Biol 102B

Biol 039

Biol 001A

Biol 001B

Biol 001C

Semester II

Stat 018

or Stat 050

CS 010

or CS 012**or** CIS 036

Semester III

Biol 028

LABORATORY ASSISTANT OPTION

The curriculum prepares students to work in entry level positions in the field of biotechnology where a biology or chemistry degree is not required. This is an interdisciplinary program including courses and practical training in math, chemistry, biology, computer skills and English. This program prepares students using scans guidelines. Emphasis is on practical laboratory skills combined with training in quality assurance and quality control in a working laboratory setting. Students are kept informed on current advances in biotechnology by speakers from industry, internet assignments and tours of local biotech facilities.

This program offers classroom instruction plus supervised work experience in the biotechnology industry. Students must be willing to spend time working on long term projects and participating in outreach programs.

Students must be able to provide their own transportation in the final semester to an internship site. Employment opportunities include: biomedical industry, academic research labs, pharmaceuticals, agriculture, food science labs, genetic engineering labs.

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

Students who have previously completed coursework required for the laboratory assistant option and need only the Biology 102A-D courses may take a "fast track" and complete the option in 1 year.

Program Outcomes:

1. Understand, interpret and write laboratory documents, SOPs protocols and notebook documentation.
2. Be able to use, maintain, calibrate and/or validate standard laboratory equipment.
3. Be prepared for entry level technician positions in the biological technology industry and in research laboratories with an emphasis in the medical environment.

Prerequisite:

Math 125

Requirements for the Certificate of Achievement (39 units):

Recommended sequence:

Semester I
Engl 001A
Chem 002A
Biol 011
or Biol 039
Biol 102A

Semester II
Biol 102B
Chem 002B
Phsc 002

Semester III
Micr 002
Stat 018
or Stat 050

Semester IV
Biol 102C

Summer
Biol 102D

STEM CELL CULTURE

The curriculum prepares students to work in entry level positions in the field of cell culture including stem cell culture. Emphasis is on practical laboratory skills combined with training in a working laboratory setting.

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

Program Outcomes:

1. Understand, interpret and write laboratory documents, SOPs, protocols and notebook documentation.
2. Be able to use, maintain, calibrate and/or validate standard laboratory equipment.
3. Be prepared for entry level technician positions in laboratories performing stem cell research in the biological technology industry and in research institutes.

Requirements for the Certificate of Achievement (33 units):

Recommended sequence:

Semester I
Math 131
Chem 022
Biol 102A

Semester II
Chem 001A
Biol 102B

Semester III
Biol 102C
Biol 002
or Micr 002

Semester IV
Biol 038
Biol 102D

BIOLOGICAL TECHNOLOGY OCCUPATIONAL SKILLS CERTIFICATE

Biological Technology – Laboratory Skills

The curriculum prepares students to work in entry level positions in the field of biotechnology in high-tech industry and institutions. Emphasis is on practical laboratory skills combined with training in a working laboratory setting.

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

Program Outcomes:

1. Understand, interpret and write laboratory documents, SOPs, protocols and notebook documentation.
2. Be able to use, maintain, calibrate and/or validate basic laboratory equipment.
3. Be prepared for entry level technician positions in the biological technology industry and in research laboratories.

Requirement for the Occupational Skills Certificate (16 units):

Recommended Sequence:

Semester I
Biol 102A

Semester II
Biol 102B

Semester III
Biol 102C

Semester IV
Biol 039

Summer
Biol 102D

BUILDING CONSTRUCTION

The curriculum prepares students for working in the construction industry. The program qualifies graduates to seek employment as apprentice carpenters and journey-level carpenters. Students may also complete at least two years' experience which can be applied towards the required four years' experience needed to qualify for a Class "B" State of California Contractors License.

Instruction is offered in all phases of construction from demolition of an existing structure to grading of

land to, ultimately, a turn-key situation. Studies include safety, materials of construction, mathematics, print reading, builders level and transit, site work, foundation and floors, rough framing, roof framing, stair building, exterior finish, and interior finish.

Additional studies included are timber construction, steel stud construction, grading of land, plumbing, HVAC, and various other specialty items that vary from project to project. The culminating student experience is the building of a single family dwelling.

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

Program Outcomes:

1. Identify the training/educational requirements and describe the role of the apprentice carpenter.
2. Demonstrate the safe practices in the shop and on the job site and the safe/proper use of hand and power tools used in construction.
3. Interpret trade technical calculations using addition, subtraction, multiplication, and division for estimating material take-off costs.
4. Explain the importance of measuring tools and their use in calculating building layout and estimation of materials used for construction.
5. Describe and explain residential print reading and interpret the use of the related local and international building codes used for construction.
6. Demonstrate the skills of an apprentice carpenter in the construction field to build a single-family residence from foundation to roofing including framing, plumbing, heating and air conditioning, stairs, windows, doors and the application of interior and exterior finish.

Requirements for the Certificate of Achievement (40 units):

Recommended sequence:

Semester I
Bldg 230A

Semester II
Bldg 230B

Semester III
Bldg 230C

Semester IV
Bldg 230D

Recommended electives:

Arch 014
Bldg 122-224
Tech 107A

BUILDING CONSTRUCTION OCCUPATIONAL SKILLS CERTIFICATES

Cabinetmaking and Millwork

The curriculum prepares students for working in the construction industry in cabinetmaking and millwork. The program qualifies graduates to seek employment as an apprentice cabinetmaker and finish carpenter and journey-level cabinetmaker and finish carpenter. Students may also complete at least two (2) additional years experience which all related work can be applied towards the required four (4) years needed to qualify for a C-6 State of California Contractors License.

Instruction is offered in cabinetmaking, cabinet installation and millwork. Studies include safety in hand, pneumatic and power tools in the shop and on the jobsite, materials and take-off list, mathematics, print reading, cutting list, and cabinet assembly.

Additional studies included are cabinet finishing and installation, interior door installation, moulding making, and installation and estimating. The culminating student experience is the fabrication of cabinets and millwork and their installation in the residential home project.

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

Program Outcomes:

1. Interpret a complete set of prints for cabinet layout and cabinet construction.
2. Practice safe construction techniques in both the shop and jobsite according to OSHA standards.
3. Demonstrate the proper sequence of cabinet construction and millwork.

Requirements for the Occupational Skills Certificate (14 units):

Bldg 152A
Bldg 152B
Bldg 212
Bldg 220

Recommended electives:

Bldg 210A
Bldg 230A
Tech 107A

Construction Law

Details in the areas of construction law, printreading and estimating. Legal and contractual aspects of the construction industry including California contractors' license law, business ethics, lien laws, health and safety regulations, workers' compensation, employment insurance and taxes. Also residential and commercial print-reading and estimating.

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

Program Outcomes:

1. Interpret the legal and contractual aspects of the construction industry.
2. Compare the difference of construction laws versus contractor's license laws.

Requirements for the Occupational Skills Certificate (9 units):

Bldg 122
Bldg 212
Bldg 220

Recommended electives:

Tech 107A

BUSINESS ADMINISTRATION – ENTREPRENEURSHIP

The curriculum prepares students for owning or operating small businesses. Instruction includes all aspects of business creation, start-up strategies, product/service development, legal and financial components of a new business.

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

Program Outcomes:

1. Identify the various types of business organizations.
2. Write effective business letters and memos, and give clear, concise oral presentations.
3. Achieve mastery and confidence working with whole numbers, fractions, and percents so that they can use these skills in everyday situations to reconcile bank statements, read financial tables to calculate loan rates and house payments, develop a personal budget, determine house and credit card payments, verify pay check etc.
4. Identify the kinds of assets and liabilities commonly found in a small business.
5. Compare the advantages and disadvantages of buying an existing business instead of starting one from scratch.

Requirements for the certificate (33-34 units):*Recommended sequence:*

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

Semester II
 Engl 001A
 Bus 011A
 Bus 012A
 Bus 013
 Mrkt 123
 or Mrkt 020
 Bus 114
 or Bus 115
 or Bus 014A
 or Bus 016
 or Stat 015

Recommended electives:

BIT 105A
 Bus 114, 128, 160, 161

**BUSINESS ADMINISTRATION –
FINANCIAL INVESTMENTS**

The curriculum prepares students for careers in investment banks, stock brokerage firms, insurance companies, and firms providing financial advice in buying and selling of stocks, bonds, or shares in mutual funds.

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

Program Outcomes:

1. Identify the various ways by which business enterprises are financed. Explain the legal elements of financing a business.
2. Write effective business letters and memos, and give clear, concise oral presentations.
3. Achieve mastery and confidence working with whole numbers, fractions, and percents so that they can use these skills in everyday situations to reconcile bank statements, read financial tables to calculate loan rates and house payments, develop a personal budget, determine house and credit card payments, verify 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 (30-31 units):*Recommended sequence:*

Semester I
 Acct 010
 BIT 025
 Bus 009
 or Bus 010
 Bus 002

Semester II
 Engl 001A
 Bus 011A
 Bus 013
 Bus 118
 Bus 160
 or Bus 117
 Bus 114
 or Bus 115
 or Bus 014A
 or Bus 016
 or Stat 015

Recommended electives:

Acct 104A
 Bus 121
 Mrkt 030

**BUSINESS ADMINISTRATION –
INTERNATIONAL BUSINESS/TRADE**

The curriculum prepares students for competing in the international global marketplace. Emphasis is on importing, exporting and establishing an overseas business presence. This curriculum is designed for the individual international entrepreneur, as well as the established company executive.

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

Program Outcomes:

1. Identify the various ways by which business enterprises are financed. Explain the legal elements of financing a business.
2. Write effective business letters and memos, and give clear, concise oral presentations.
3. Achieve mastery and confidence working with whole numbers, fractions, and percents so that

they can use these skills in everyday situations to reconcile bank statements, read financial tables to calculate loan rates and house payments, develop a personal budget, determine house and credit card payments, verify 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 (29-30 units):

Recommended sequence:

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

Semester II
 Engl 001A
 Bus 011A
 Bus 002
 Bus 013
 Bus 161
 Bus 114
 or Bus 115
 or Bus 014A
 or Bus 016
 or Stat 015

Recommended electives:

Bus 114, 116, 153, 160
 Mrkt 030

BUSINESS ADMINISTRATION – MANAGEMENT

The curriculum prepares students to seek employment as managers or supervisors in medium or large corporations, emphasizing leadership skills. The business supervisor coordinates the operation, production, distribution and sales divisions within an organization by planning, organizing, directing, controlling resources and executing administrative policies through support personnel.

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

Program Outcomes:

1. Identify the five functions of management.
 Identify the four skills of management.

2. Write effective business letters and memos, and give clear, concise oral presentations.
3. Achieve mastery and confidence working with whole numbers, fractions, and percents so that they can use these skills in everyday situations to reconcile bank statements, read financial tables to calculate loan rates and house payments, develop a personal budget, determine house and credit card payments, verify pay-check, etc.
4. Demonstrate the ability to work cooperatively with others.

Requirements for the certificate (32-33 units):

Recommended sequence:

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

Semester II
 Engl 001A
 Bus 010
 or Bus 128
 Bus 011A
 Bus 160
 or Bus 117
 Bus 161
 Bus 114
 or Bus 115
 or Bus 14A
 or Bus 016
 or Stat 015

Recommended electives:

Bus 003, 114, 121, 170
 Mrkt 030, 123

BUSINESS ADMINISTRATION – RETAIL MANAGEMENT

The curriculum prepares students for marketing careers in the retail industry in market research, promotion, advertising, distribution and pricing. Curriculum was developed in cooperation with the Western Association of Food Chains.

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.

- 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.
- Identify the five mental stages of a sale. Write a features and benefits analysis on a product.

Requirements for the certificate (32-33 units):

Recommended sequence:

Semester I

BIT 025
 Bus 016
 or Bus 115
 or Bus 014A
 or Stat 015
 or Bus 114

Semester II

Engl 001A
 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:

- Explain three methods of artistic merchandise display.
- Present a 5-minute sales demonstration.

Requirements for the certificate (36 units):

Recommended sequence:

Semester I

Mrkt 030
 Bus 160
 Bus 013
 Mrkt 128

Semester II

Mrkt 125
 Bus 114

Semester III

Mrkt 020
 Acct 001A
 or Acct 010
 Bus 010

Semester IV

Engl 001A
 Bus 011A
 Bus 128
 Bus 117

Recommended electives:

BIT 025
 Bus 161

BUSINESS ADMINISTRATION OCCUPATIONAL SKILLS CERTIFICATES

Customer Service

The curriculum prepares students to work with diverse groups of customers, responding to them with courtesy and tact. Emphasis on customer skills, effective oral and written communication, interpersonal skills, workplace attitude and conduct, stress and time management, conflict resolution, business etiquette, and problem solving.

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

Program Outcomes:

- Write effective Business letters and memos.
 Give clear concise oral presentations.

- 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.
- Identify the customer service factors involved in obtaining customer goodwill, enhancing the company image and communicating with customers.
- Demonstrate knowledge of the elements necessary in establishing a successful customer service program.

Requirements for the Occupational Skills Certificate (15-16 units):

Bus 009
 Engl 001A
 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.

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

Program Outcomes:

- 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.
- 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.

- Obtain an entry-level position in industry developing e-commerce capable websites.

Requirements for the Occupational Skills Certificate (12 units):

CIS 010
 CIS 055
 CIS 060
 CIS 050

Recommended electives:

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

BUSINESS INFORMATION TECHNOLOGY – ADMINISTRATIVE ASSISTANT

The curriculum prepares students for business positions such as administrative assistant, secretary, executive assistant, and office assistant. Employees in these types of positions perform a variety of administrative tasks including document processing, using computer applications such as presentation graphics and spreadsheets, scheduling appointments, researching and organizing information, and arranging meetings and travel.

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

Program Outcomes:

- Manage administrative responsibilities including document processing and use computer applications such as presentation graphics and spreadsheets.
- 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 receptionists, virtual receptionists, and information clerks. Employees in these types of positions respond to inquiries from the public, locate and provide information to other employees, coordinate electronic communications into and out of the office, maintain electronic calendars, monitor use of conference rooms, and look up customer information.

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
 BIT 106
 BIT 115
 BIT 025
 BIT 108

Semester II
 BIT 011B
 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 Secretar-

ies. Employees in these types of positions perform a variety 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 (37-45 units):

Recommended sequence:

Semester I
CHDV 010
Engl 100*
 or ESL 033B*
 or Engl 001A*
Psyc 021
 or Psyc 121

Semester II
CHDV 013A
CHDV 020

Semester III
CHDV 013B
CHDV 015

Semester IV
CHDV 013C
CHDV 016

***Depending on initial placement, students may be required to take additional English and ESL courses. AND**

6 units from the electives listed below:

Art 006
CHDV 011, 024A-H, 017, 118, 128, 196
Danc 025
Educ 030, 132
Engl 059
Musc 030, 130, 131, 135
Kint 027C
SET 100, 105

OR select a specialization.

Specialization Options:

Infant/Toddler (6 units)
CHDV 011, CHDV 128

Multicultural Awareness (6 units)
CHDV 017, Musc 131

Language/Literacy (6 units)
CHDV 118, Engl 059

School Age Children (6 units)
Educ 131, Educ 132

Children with Special Needs (8 units)
SET 100, SET 105, SET 122

Preschool Music Education (14 units)
Musc 030 or Musc 130; Musc 131; Musc 134; Musc 135;
Danc 025 or Kint 027C

***Administration (6 units)**
CHDV 112A, CHDV 112B
** This option does not qualify for the State of California Child Development Permit for "Teacher" and "Master Teacher," but does qualify for the Pasadena City College Certificate of Achievement.*

CHILD DEVELOPMENT OCCUPATIONAL SKILLS CERTIFICATE OPTIONS

Child Development Instructional Assistant

The Child Development Instructional Assistant curriculum provides students with the necessary skills to seek employment as assistants in instructional programs for young children. Opportunities are available for work with children in a variety of settings including: homes, schools, and public or private agencies concerned with the development and welfare of young children. The program focuses on child psychology, curriculum planning, developmentally appropriate practices, safety, anti-bias environment, and provides practical experience. CPR, First-Aid training, TB and fingerprint clearances are required. Completion of this curriculum with a C or better grade allows the student to apply for the California Child Development permit at the Associate Teacher level.

Requirements for the Occupational Skills Certificate (16 units):

Semester 1
Psyc 021
CHDV 010

Semester 2
CHDV 015
CHDV 020

Semester 3
*CHDV 013A

*Enrollment in 7 units or more including field practice.

Recommended electives:

CHDV 118, 024A-H, 016*, 017, 128, 196
 Educ 030
 Engl 059
 Musc 030 or 130
 Kint 027C
 Art 006

*This class meets the CPR and First-Aid requirements.

Music and Movement Education for Young Children

The program offers extensive hands-on training in music and movement education targeted specifically for early childhood (birth to 8 years old). Participants learn a comprehensive body of musical activities and games in four areas – singing, movement, playing instruments and listening. Students practice effective teaching techniques, explore the musical development of young children, and become acquainted with invaluable, state-of-the-art teaching materials. This certificate prepares students to teach music and movement in preschools, childcare centers, primary classrooms and private studios.

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

Requirements for the Occupational Skills Certificate (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, 016*, 017, 196
 Educ 030
 Engl 059
 Musc 030 or 130
 Kint 027C
 Art 006

*This class meets the CPR and First-Aid requirements.

Special Education Assistant

This curriculum is designed to train and place individuals within one year into a special education paraprofessional position in the public *or* private sector. Individuals will be provided guidance as to what type of setting would most closely match their needs and aptitudes. Settings vary significantly in the age of student served (infants, toddlers, preschoolers, elementary age, secondary age, and adults) and types of disabilities served (acquired brain injury, learning disabilities, developmental disabilities, deaf, blind, visually-impaired, severely emotionally disturbed, mobility-impaired, communication disorders, etc.). The sites also differ in their requirements for employment. Employment sites may require a high school diploma, passing of a basic skills and special education concepts test, passing of an oral interview, bilingualism, fluency in sign language, ability to lift 50 pounds, CPR and First-aid training, passing of a TB and fingerprinting test, a driver's license, a specific amount of experience working with individuals with disabilities, and clerical skills. Students would select electives, as needed, to prepare themselves for job requirements.

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

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.

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

Program Outcomes:

1. Demonstrate conventional, industry-standard recording techniques including microphone selection and placement.
2. Demonstrate proficiency in multi-track recording production by recording multi-track sessions that are enhanced with the use of compiled play-lists, quantization and elastic audio.
3. Demonstrate proficiency in audio post-production by mixing a multi-track recording session so that elements of the mix are clear, and the frequency range, stereo width, and perception of depth/dynamics are all to industry standards.

Prerequisite: One of the following: Musc 001, 004A, 040 or 041A

Requirements for the Occupational Skills Certificate (17 units):

Musc 096A
Musc 096B
Musc 096C
Musc 093

Required Electives - six units from the following:

Musc 034A
Musc 034B
Musc 036A
Musc 036B
Musc 041A
Musc 071A
Musc 083A
Musc 105
Musc 112A
Musc 112B
Musc 115
Musc 116
Musc 117
Musc 121
Musc 144
Musc 171A
Musc 171B
Musc 171C

COMPUTER INFORMATION SYSTEMS – MICROCOMPUTER SUPPORT

The curriculum prepares students with entry-level skills to seek employment in microcomputer support for business or technical support staff and networking technologies. Instruction includes training in the fields of microcomputer hardware and software with an emphasis on Local Area Networks (LANs).

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

Program Outcomes:

1. Demonstrate an understanding of basic micro-computer 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 (20 units):

Recommended sequence:

Semester I
CIS 010
CIS 062

Semester II
CIS 011
CIS 030
CIS 137

Semester III
CIS 115
CIS 139

Recommended electives:

CIS 040, 114, 133, 135, 136, 138, 141, 190
Engl 100
Spch 125

COMPUTER INFORMATION SYSTEMS – OPERATIONS

This curriculum prepares students with entry-level skills to seek employment in client/server operations for business or technical support staff. Instruction includes training in the fields of client/server applications, database, SQL, and operating systems. Students must be willing to spend time outside of class working on assignments.

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

Program Outcomes:

1. Demonstrate an understanding of basic computer operations and industry-standard operation systems utilized on personal computers.
2. Apply skills needed to:
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 (18 units):

Recommended sequence:

Semester I
CIS 010
CIS 062

Semester II
CIS 011
CIS 132

Semester III
CIS 031
CIS 115
CIS 135

Recommended electives:

BIT 105A
CIS 030, 081
Engl 100
Spch 125

COMPUTER INFORMATION SYSTEMS – PROGRAMMING

The curriculum prepares students with entry-level skills to seek employment in programming. Emphasis will be on providing students with practical experience in utilizing at least two programming languages. Instruction will cover such topics as operating systems, applications and common programming languages. Students must be willing to spend considerable time outside of class working on assignments.

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

Program Outcomes:

1. Demonstrate an understanding of computer programming
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 (19 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 (20 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 Networking Academy's CCNA curriculum provides students with necessary skills to seek entry-

level employment in the field of Information Technology. Instruction includes training in installing, configuring, maintaining, and troubleshooting Cisco routers and switches in a medium-size route and switched LANs, and WAN environment. This certificate courses are followed by Cisco Certified Network Professional (CCNP), CCNA Security and CCNA Voice programs.

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

Program Outcomes:

1. Demonstrate an understanding of basic network design, implementation and troubleshooting using Cisco routers and switches.
2. Apply skills needed to:
 - a. Install and configure Cisco routers and switches in multiprotocol internetworks using LAN and WAN interfaces.
 - b. Provide Level 1 troubleshooting service.
 - c. Improve network performance and security.
 - d. Perform entry-level tasks in the planning, design, installation, operation, and troubleshooting of Ethernet and TCP/IP networks.
3. Obtain the industry-level CCNA certification and secure employment as an entry-level network technician or network engineer.

Requirements for the Occupational Skills Certificate (10 units):

CIS 160A
CIS 160B

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.

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

Program Outcomes:

1. Given a simple and clearly defined common business need, students will be capable of recommending one or more potential e-commerce hardware and/or software solution to meet the needs of the client.
2. Apply skills needed to:
 - 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 (12 units):

CIS 010
CIS 055
CIS 060
CIS 050

Recommended electives:

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

Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Professional

This curriculum provides students with necessary skills to seek entry-level employment in the field of Information Technology to administer Microsoft Windows Server operating system and Microsoft client operating system. Instruction includes training in installing, configuring, maintaining, monitoring, and troubleshooting Microsoft Windows Server operating system networking services and Windows client operating system features in a networked environment.

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

Requirements for the Occupational Skills Certificate (13 units):

CIS 160A
CIS 140A
CIS 140B

Program Outcomes:

1. Demonstrate an understanding of the Microsoft Windows Server operating system networking services and Windows Client Operating System features.
2. Apply skills needed to:
 - a. Install, configure, maintain, monitor, and troubleshoot systems with Microsoft Windows Server Operating System in a small to enterprise environment.
 - b. Deploy, configure, maintain, and troubleshoot desktop systems with Microsoft Windows Client Operating system in a small to enterprise environment.

c. Plan and implement networking services and security using Microsoft Windows Operating Systems.

3. Obtain the industry-level Microsoft Certified Solutions Expert (MCSE): Server Infrastructure certification and secure employment as an entry-level system engineer or system administrator.

Oracle Database Fundamentals

This curriculum prepares students for entry level Oracle database design and programming in SQL, PL/SQL, and Forms. Oracle database concepts and technology are specifically emphasized. Content of the courses prepares students for industry level certification.

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

Program Outcomes:

1. Demonstrate an understanding of how to use the Oracle Database Engine.
2. Demonstrate an understanding of the SQL query language.
3. Apply skills needed to:
 - 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
(31-32 units):***Recommended sequence:*Semester I
Bldg 212
Tech 107ASemester II
Bldg 214
Bldg 215
Bldg 221Semester III
Bldg 218
Elty 217 or 218
Bldg 222Semester 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
(40-44 units/1600 hours):***Recommended sequence:*Semester I
COSM 114A
COSM 114BSemester II
COSM 114C
COSM 114DSummer 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 154ASemester 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 160ASemester 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 145ASemester 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 (32 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

This two-year curriculum prepares a student to provide educational, clinical and therapeutic services supporting oral health. Studies include the biological basis of the health of the teeth and oral cavity, as well as procedures used to prevent decay and to maintain dental health. Employment opportunities include working as a licensed dental hygienist in dental offices, public clinics, schools, industry, research and community health. 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.

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.

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>.

Program Outcomes:

1. Acquire the theoretical knowledge that will allow them to provide comprehensive dental health care to their clients/patients.
2. Apply the dental hygiene process of care to provide competent dental hygiene care as specified by the Dental Practice Act.

Requirements for the Certificate of Achievement (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

Summer Intersession I
DH 104A
DH 107

Summer Intersession II
DH 200A

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 Tech-

nology upon successful completion of courses prescribed for the Certificate of Achievement in the Dental Laboratory Technology Program and completion of certain general education classes. Please consult with a College counselor or the College Catalog for more information.

Students must provide their own transportation to off-campus laboratory sites for their Winter session Clinical Experience course in their second year.

Fabricating a dental prosthesis is a tremendously detailed procedure that requires a knowledge of structural mechanics, metallurgy, materials science, chemistry, biology, physiology, physics, head and neck anatomy, colorimetry and esthetics. A good dental laboratory technician not only possesses working knowledge in these areas, but also has great manual and perceptual skills. The Pasadena City College Dental Laboratory Technology Program has been providing a well rounded education in dental technology since 1967.

The program in dental laboratory technology is approved by the Dental Board of California and accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "Approval without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/100.aspx>.

Requirements for admission into the Dental Laboratory Technology Program are:

1. Verification of graduation from an accredited high school, or GED, or equivalent with a 2.0 or better grade point average.
2. Satisfactory scores on manual dexterity and hand/eye coordination tests which are given by appointment. To schedule an appointment contact the program director or test coordinator by calling (626) 585-7200.
3. Submission of a completed Application for Admission to the program.
4. Health clearance by a physician.

Program Outcomes:

1. Perform as competent entry-level dental laboratory technicians.
2. Demonstrate marketable knowledge and skills to secure employment as a dental technician.
3. Successfully complete the [National] Recognized Graduate (R/G) Examination.
4. Uphold the ethics of the dental laboratory technology profession.
5. Demonstrate pursuit of lifelong professional growth and development.

6. Assume leadership roles in the dental laboratory community.

Requirements for the Certificate of Achievement (61 units):

Recommended sequence:

Semester I

DLT 113A
DLT 114A
DLT 115
DLT 116A
DLT 200A

Winter Intersession (First Year)

DLT 116B
DLT 200B

Semester II

DLT 109
DLT 113B
DLT 114B
DLT 116C
DLT 200C

Semester III

DLT 116D
DLT 117
DLT 118A
DLT 119A
DLT 201A

Winter Intersession (Second Year)

DLT 125
DLT 201B

Semester IV

DLT 118B
DLT 119B
DLT 124
DLT 126
DLT 201C

Required electives:

Summer Intersession (First Year)

Spch 001
or Spch 010

Recommended electives:

Art 025, 031A, 034A
Bus 013, 116, 121
DA 110
Engl 450
Nurs 201
Coun 010, 011, 012, 017

DESIGN TECHNOLOGY PATHWAY OCCUPATIONAL SKILLS CERTIFICATE

The curriculum prepares students for success in a wide variety of design-related disciplines through developmental Math and English contextualized for Design and Digital Fabrication. In addition to qualifying for entry-level positions in a variety of design fabrication facilities, the curriculum can be used as the first step towards a Certificate of Achievement, Associate of Science Degree, Associate of Arts Degree or transfer to a 4- or 5-year institution for professional degrees. The Certificate offers a strong foundation in interdisciplinary Design Fundamentals, real world design processes, and prototyping technologies in a state of the art Fabrication Laboratory (Fablab). Additional emphasis is on marketplace needs for professional skills and practices including teamwork, problem solving, critical thinking, and communication ensuring an adaptable skill set for lifelong learning.

To enter the program, students first apply to the Design Technology Pathway at <http://www.pasadena.edu/designtech/> and after obtaining their assessment tests results, it is determined they require developmental Math and English. It is encouraged that students have a strong interest in a design-based career in one of the following disciplines: Architecture, Engineering, Fashion, Film or Television, Graphic Design, Interior Design, Jewelry, Manufacturing Technologies, Product Design, Theatre, Photography, Print Technology, and Robotics.

Apply at <http://www.pasadena.edu/designtech/>

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

Program Outcomes:

1. Originate creative solutions to basic interdisciplinary problems through design thinking methodologies.
2. Apply appropriate technologies, strategies and calculations to develop successful design prototypes.
3. Effectively communicate successful design solutions through audience specific verbal, written and visual presentation techniques and materials.
4. Build productive teamwork through collaboration.

Requirements for the Occupational Skills Certificate (15 units):

Recommended sequence:

Semester I
Engl 100
Math 402
DT 100

Semester II
Math 125

DIGITAL MEDIA – COMPUTER ASSISTED PHOTO IMAGING

The curriculum prepares students with entry-level skills to seek employment in electronic photo imaging fields. The emphasis is on computer literacy to work with Adobe Photo Shop, as well as transparency and print scanning.

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

Program Outcomes:

1. Demonstrate a strong vocabulary related to the computer assisted photo imaging field.
2. Create advanced level original computer assisted photo imaging projects that analyze, define, and solve problems in visual communications.
3. Analyze the effectiveness of visual communications on computer assisted photo imaging projects utilizing the critique process.
4. Demonstrate competency in the operation of computer graphics software and hardware to produce computer assisted photo imaging projects.
5. Create and present a portfolio of original student work that represents an advanced understanding of visual communication and computer assisted photo imaging principles.

Requirements for the Certificate of Achievement (33 units):

Recommended sequence:

Semester I
Art 001B
Art 031A
Phot 021

Semester II
Art 011A
Art 050A
Phot 023A

Semester III
Art 032A
Phot 024A
or Phot 024B
Phot 030

Semester IV
Art 050B
Phot 130

Recommended electives:

Art 110A, 110C and 110D for qualified students

Note: See "Photography" certificate program.

DIGITAL MEDIA – GRAPHIC DESIGN

The curriculum prepares students to seek employment in the advertising/graphic design industry as entry-level production designers or junior graphic designers. Emphasis is on a solid foundation in the area of commercial art. Students will develop a portfolio.

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

Program Outcomes:

1. Demonstrate a command of the vocabulary of the graphic design field, and a thorough understanding of the components of graphic design/advertising.
2. Create advanced original design projects that analyze, define, and solve problems in visual communications.
3. Utilize the critique process to analyze the effectiveness of visual communications on graphic design/advertising projects.
4. Demonstrate competency in the operation of computer graphics applications and hardware to produce graphic design and advertising projects.
5. Create and present a portfolio of original student work that represents an advanced understanding of visual communication and design principles.

Requirements for the Certificate of Achievement (48 units):

Recommended sequence:

Semester I
Art 011A
Art 015
Art 031A
Phot 021

Semester II
Art 016
Art 032A
Art 050A
Art 051A

Semester III
 Art 018
 Art 050B
 Art 056
 Phot 030

Semester IV
 Phot 130
 Art 050C
 Art 052 AND one of the following:
 Art 001A
 or Art 001B

Recommended electives:

Art 040 (recommended for students with no computer graphic software experience)
 Art 024, 031B, 034A, 051B, 118
 Bus 002, 009, 010, 011A
 Mrkt 020, 133
 Phot 023A, 024A, 026A-C
 Gfx 010

**DIGITAL MEDIA –
 WEB DESIGN AND DEVELOPMENT**

This one-year intermediate to advanced certificate in Digital Media - Web Design and Development prepares the student for entry level positions in web design and development, front-end web and mobile application design, interaction design or UX (User Experience) design. The program stresses visual design thinking processes as well as the professional and production methods used currently in industry.

Projects will encompass content management, user interface, interactive behaviors, information design, web and mobile application tools, programming, and selection of appropriate form factors for user experiences in the Internet.

Students completing this program will develop an online portfolio as well as participate in an advanced team project.

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

All courses in this certificate require literacy and proficiency in writing and math. Projects require written, oral, and visual presentations as well as the application of basic math principles and skills.

Program Outcomes:

1. Demonstrate the ability to design, implement, publish, and maintain websites, using authoring or scripting languages, content creation tools, management tools and a variety of digital media assets.

2. Critically and strategically understand and articulate how to research, problem-solve, and organize a consistent and functional website, mobile application, or user experience for a targeted user group or persona using agile and iterative methodologies.
3. Evaluate and create code that is valid, properly structured, meets industry standards, accessible and compatible with browsers, mobile devices and/or operating systems.
4. Demonstrate the ability to work in teams effectively.
5. Demonstrate project management skills and practices that emphasize content development in all aspects of web design, user interface, interaction design, information design, database design, and front end development.

**Requirements for the Certificate of Achievement
 (18 units)**

Recommended sequence:

Semester I
 Art 064
 Art 098
 Art 057
 or Art 155A

Semester II
 Art 158
 Phot 126
 or Phot 136
 Art 015
 or Art 018

Recommended electives:

Art 040
 Art 056
 Phot 030
 Phot 031
 Art 080

**DIGITAL MEDIA – FOUNDATION
 OCCUPATIONAL SKILLS CERTIFICATE**

Completion of the Digital Media - Foundation Certificate will prepare students for entry-level employment in graphic design, interactive design, web design, motion graphic design, and/or other related occupations. Students will establish a strong foundation in both the technical and artistic aspects of the digital media industry.

This one-year foundation program will emphasize production processes, creativity, problem solving, visual design thinking, project management, and collaborative teamwork.

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

All courses in this certificate require literacy and proficiency in writing and math. Projects require written, oral, and visual presentations as well as the application of basic math principles and skills.

Program Outcomes:

1. Apply the elements and principles of design in finished digital images and time-based works.
2. Produce digital images and time-based work through various digital media input and output methods.
3. Examine and describe contemporary approaches, language, aesthetics in digital media.
4. Evaluate and critique digital images and time-based media works utilizing relevant terminology and concepts.
5. Demonstrate competence in the use of tools, materials, and concepts for creating original art and design projects.

Requirements for the Occupational Skills Certificate (15 units):

Recommended sequence:

Semester I
Art 011A
Art 031A
Phot 031

Semester II
Art 40
or Art 50A
Art 056

Recommended Electives:

Art 001A, 001B

ELECTRICAL TECHNOLOGY

The Electrical Technology program provides leading edge technical training, which will prepare students for career opportunities in the electrical industry.

The curriculum offers technical training to acquire knowledge and skills related to the design and installation of electrical equipment, materials, devices and lighting fixtures for the Building Construction Program. Hands on laboratory experiments will offer the necessary experience for safe use and operation of electrical hand

and power tools. Technical training includes the study and implementation of alternate energy sources and electrical codes and standards. The program offers basic concepts and principals of electricity, magnetic circuits, programming programmable logical controllers, blue-print 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.
9. 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
DT 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:

1. Demonstrate an understanding of the basic principles of electricity, electrical laws, circuit concepts, application of DC and AC, and series/parallel/composition circuits.
2. Demonstrate knowledge and skills required to perform basic apprentice level electrical duties per electrical codes, and safety practices.
3. Differentiate and apply the proper selection of tools and materials for electrical service, installation and repairs.
4. Demonstrate an understanding of the principles of power production, generation, transmission and distribution of electrical energy.
5. Demonstrate an understanding of hardware/software and application of Programmable Logic Controller (PLC) Systems and their use in the manufacturing process.

Requirements for the Occupational Skills Certificate (16 units):

Recommended sequence:

Elty 248A
Elty 248B
Elty 248C
Elty 248D

Recommended electives:

Elty 217
Bldg 212, 213

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. Suc-

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 students 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.

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
DT 008A
DT 150
Mach 220A
Tech 107A

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

Semester III
DT 220
DT 230
Engl 100

Semester IV
DT 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
DT 008A

Semester II
DT 017

Semester III
DT 118
DT 114

CAD Designer – Architecture/ Engineering/Construction

The curriculum prepares students to be advanced users of three dimensional Computer-Aided Design - CAD and Building Information Modeling – BIM systems to solve building and construction design problems using the principles and standards of Sustainable Technology. A CAD Designer leads design activities with knowledge of sustainable production processes and industry standards. Job functions include interpreting building codes, LEED and current industry sustainability standards, formulas or data for engineering design, geometric problem solving, presentations of design reviews, and collaborating in design projects. This course of study prepares participants for successful completion of LEED accreditation at the Associates Level.

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

Program Outcomes:

1. Demonstrate an ability to communicate effectively using technical, graphical, oral and written formats.
2. Demonstrate appropriate mastery of industry technical graphic standards, Computer-Aided Design, Building Information Modeling strategies and techniques, and rapid prototyping and sustainable technologies in the design and representation of architectural, engineering and construction systems
3. Demonstrate appropriate mastery of industry technical graphical standards in the critical analysis of technical graphics and digital prototypes of architectural, engineering and construction systems or processes.
4. Collaborate effectively in teams to produce comprehensive design technology solutions to architectural, engineering and construction systems and processes.

Requirements for the Occupational Skills Certificate (13 units):

Semester I
DT 017
DT 118
DT 114
DT 110

CAD Technician – Architecture/ Engineering/Construction

The curriculum prepares students to be functional within two-dimensional CAD systems used in the architecture/engineering/construction industry. A CAD technician is an entry level position working in a team of architects or engineers. Job functions would include generating drawings from existing designs, plotting drawings, and electronic file handling and file management.

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

Program Outcomes:

1. Demonstrate appropriate mastery of basic orthographic projection techniques.
2. Demonstrate an ability to effectively communicate through the use of two-dimensional graphics, oral and written presentations.
3. Perform basic mathematical calculations in units of measure consistent with the architectural/engineering/construction industry.

Requirements for the Occupational Skills Certificate (9 units):

Semester I
DT 008A
Tech 107A

Semester II
DT 017

CAD Technician – Mechanical Design and Manufacturing

The curriculum prepares students to read and create technical graphics and design and produce digital prototypes for the design of mechanical components within a manufacturing process. Technologies utilized in the program include parametric solid modeling CAD systems to generate 3D models, technical graphics and analysis, and to produce laser cut and 3D printed mechanical prototypes. Interpretation of engineering drawings is based on American Society of Mechanical Engineers (ASME) Y14 standards.

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

Program Outcomes:

1. Demonstrate an ability to communicate effectively using technical, graphical, oral and written formats.

2. Demonstrate appropriate mastery of industry technical graphic standards. Computer-Aided Design techniques, sustainable technology and rapid prototyping and additive production technologies in the design of components, systems or processes of mechanical design.
3. Demonstrate appropriate mastery of industry technical graphical standards in the analysis of technical graphics and digital prototypes of mechanical design components, systems or processes.
4. Collaborate effectively in teams to produce comprehensive design technology solutions to mechanical and manufacturing processes and systems.

Requirements for the Occupational Skills Certificate (13 units):

DT 008A
DT 008B
DT 008C
DT 110

FASHION – DESIGN

The curriculum prepares students for the apparel industry. Instruction is offered in all phases of industrial clothing construction, patternmaking, fashion design, and technical sketch. Computer studies are also part of the required curriculum. Studies include fashion trends, design principles, ethnic costume, color theory and the understanding of the apparel industry. Marker making, cost sheets, and production sketches are part of the technical skills learned.

The Fashion Design option will prepare the graduate to work in a design room as assistant designer, junior designer, merchandiser, stylist, illustrator or graphic artist. A design room internship is part of this training program in design. Studies include advanced design and illustration, computer assisted illustration, historical and ethnic costume studies, along with current color and textile trends in the apparel industry. A portfolio of designs and a fashion collection is part of the final requirements.

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

Program Outcomes:

1. Design groups of advanced level fashion garments using external and historical fashion influences and appropriate fabric selection.
2. Create a professional portfolio and industry marketing materials and production documents.
3. Utilize current draping and drafting methods to create original well-fitting patterns.

- 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:

- Design entry level fashion garments using external and historical fashion influences and appropriate fabric selection.
- Create a design portfolio and industry marketing materials and production documents.
- Utilize current draping and drafting methods to create original patterns.
- 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:

- Demonstrate an understanding of entry level fashion merchandising concepts that integrate fashion with business technologies.

2. Demonstrate a command of the basic vocabulary of the fashion industry.
3. Create entry level original projects that analyze, define, and solve problems in fashion marketing.
4. Demonstrate an understanding of entry level business concepts and their relationship to the fashion industry.
5. Demonstrate a command of basic business vocabulary.

Requirements for the Occupational Skills Certificate (18 units):

Fash 002
 Fash 021
 Fash 009
 or Fash 124
 BIT 102
 BIT 109
 Bus 009
 Bus 010
 or Mrkt 020
 or Mrkt 125

Recommended electives:

Fash 001A

Fashion – Historical Costume Making

Upon completion of the requirements, the costume student will be prepared to pattern, cut and sew historical costumes. The use of industrial sewing equipment, patternmaking, tools and materials are part of the training program. Historical costumes will be studied and created by the student as part of the program to train students to enter the field of costume technician or sewer.

This training serves to offer the basic skills required to qualify for employment in a costume business, or as a costume assistant. Studies in the history of fashion, both modern and historical clothing construction, alterations, and patternmaking by draped methods are part of the course of study.

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

Program Outcomes:

1. Design and create an historical costume based on historical research using appropriate fabric selection.
2. Utilize current draping and drafting methods to create original patterns that become garments that fit the human body well.
3. Demonstrate an intermediate proficiency in operating industrial equipment for apparel industry garment construction and fabric selection.

Requirements for the Occupational Skills Certificate (15 units):

Fash 001A
 Fash 124
 Fash 002
 Fash 126
 Fash 005

Recommended electives:

Thrt 015
 Fash 108
 Fash 001B
 Fash 001C
 Fash 110

FIRE TECHNOLOGY

The curriculum prepares students to seek employment in fire protection and related fields in federal, state, local and private fire protection agencies. Instruction is offered in all phases of the fire service and provides the student with a thorough understanding of fire science and the fireground.

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

Program Outcomes:

1. Discuss the role of the fire service in the community and the importance of its Mission Statement.
2. Identify variables that impact the growth/spread/hazards of structure fires.
3. Describe different safeguards for fire prevention risks in flammable liquids, solid storage and storage of gasses.
4. Demonstrate the ability to recognize a hazardous materials incident based on auditory and visual clues.
5. Define typical fire detection and alarm systems.

Requirements for the Certificate of Achievement (41 units):

Recommended sequence:

Semester I
 Fire 110
 Fire 112
 Tech 107A
 Engl 001A
 or Engl 100

Semester II
 Fire 114
 Fire 116
 Fire 120A
 Spch 001
 or Spch 010

Semester III

Fire 124
Fire 128
Kina 037

Semester IV

Fire 115
Fire 142
Fire 146

Recommended electives

Bldg 213
Elty 217
Fire 120B

FIRE TECHNOLOGY OCCUPATIONAL SKILLS CERTIFICATE

Fire Academy Preparation

This certificate program is designed to prepare future firefighters for the academic rigors of a fire academy. Though this certificate does not guarantee admission into a fire academy, the program is designed to: (1) meet the course requirements specified by local fire academies, (2) significantly enhance the student's ability to compete for academy positions, and (3) increase the student's probability of success while in the fire academy. Using the knowledge and courses from this program, the students can continue their training to the next level which is the Certificate of Achievement in Fire Technology.

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

Program Outcomes:

1. Discuss the role of the fire service in the community and the importance of its Mission Statement.
2. Identify variables that impact the growth/spread/hazards of structure fires.
3. Describe the ten standard firefighting orders and their application during a wildland fire.
4. Define typical fire detection and alarm systems.
5. Recognize the elements of building construction and conditions under which they are likely to fail.

Requirements for the Occupational Skills Certificate (15 units):

Recommended sequence:

Fire 110
Fire 112

Fire 115
Fire 128
Fire 142

Recommended electives:

Emed 101A
Kina 037

GEOTECH

The curriculum prepares students to apply entry level workplace geospatial competencies to solve industry specific problems in Technician/Technologist geospatial (GST) occupations. Job functions would include geospatial data entry, preparing maps using a GIS, interpret aerial photographs, and maintain GIS databases.

An occupational skills certificate is awarded upon completion of all required courses with a grade of C or better.

Requirements for the Occupational Skills Certificate (12 units):

Recommended sequence:

Geog 011
Geog 012
Geog 013
Geog 014

Program Outcomes:

1. Demonstrate appropriate fluency of basic geospatial data entry, digitization and conversion, and geospatial data building, modeling, or analysis.
2. Perform analysis of geospatial data to identify spatial relationships or display results of analyses, using maps, graphs, or tabular data.
3. Demonstrate the ability to effectively communicate through the design or preparation of graphic representations of Geographic Information Systems (GIS).
4. Maintain or modify existing Geographic Information Systems (GIS) databases.

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
Gfx 115
Gfx 132A
 or Gfx 013
 and Gfx 134A

Semester II

Gfx 116
Gfx 135
Gfx 132B
 or Gfx 113
 and Gfx 134B

Semester III

Gfx 137
Gfx 220
Gfx 133A
 or Gfx 114A
 and Gfx 134C

Semester IV

Gfx 221
Gfx 133B
 or Gfx 114B
 and Gfx 134D

Recommended electives:

Art 050A
Bus 112, 116
Gfx 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
Gfx 115
Gfx 116
Gfx 135

Recommended electives:

Bus 116
Fash 128B
Gfx 013, 245A, 245B

**Graphic Communications Technology –
Electronic Prepress**

Accelerated course of study leading to an Occupational Skills Certificate in Electronic Prepress. This program is designed for an individual to enter or return to the workplace. This occupational skills certificate curricula responds to the knowledge and skills required by

the industry for the electronic preflighting and imaging operations. In this segment of the printing industry current technical knowledge and software knowledge are required in order to gain employment.

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

Program Outcomes:

1. Evaluate the components and specifications of a Graphic communications product, relating to the technical requirements of its final reproduction process(es).
2. Edit, combine and compose the text, graphic, and art components into a graphic product that fulfills the client's communication needs.
3. Demonstrate production flow skills to image, deliver, proof and archive the final print, document file.

Requirements for the Occupational Skills Certificate (17 units):

Grfx 220
Grfx 035
Grfx 245A
Grfx 036
Grfx 221
Grfx 245B

Graphic Communications Technology – Screen Printing for Small Business

This is an accelerated course of study designed for the individual seeking to understand the basic requirements of owning and operating a small business in Screen Printing. Current approaches emphasize accurate and efficient printing of various jobs, including flatwork and textiles; good business planning and practices; and successful client relations.

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

Program Outcomes:

1. Perform independently basic functions for a standard variety of screen printing applications.
2. Describe the equipment, studio layout and safety issues related to a screen printing business.
3. Identify key concerns for owning, promoting and managing a screen printing business.

Requirements for the Occupational Skills Certificate (16 units):

Grfx 013
Grfx 113
Grfx 220
Art 031A
BUS 116

HOSPITALITY MANAGEMENT

The Hospitality Management curriculum offers the student the opportunity to receive an Associate Degree and/or a Hospitality Management Certificate of Achievement, as well as fulfill many of the required coursework of existing four-year Hospitality Management Programs throughout the country. The curriculum prepares students to seek entry-level management positions in the hospitality management industry. Related career opportunities abound in the industry, both locally and on a global basis, and include such titles as Front Desk Manager, Social Director, Caterer, Hospitality Supervisor, Meeting Planner, Recreational Director and Travel Director. Graduates of the program have the potential of working throughout the world for major hotel, motel and restaurant companies, private clubs, business and industry food-service providers, theme parks and recreational facilities, consulting firms and other related industries.

The curriculum within this program includes a survey of the hospitality industry: operations management, financial management, human resource management, marketing and sales, accounting, business communications, mathematics, leadership, computer technology applications, and more, providing a practical base of hospitality management knowledge and abilities. The Program provides a work site/internship component providing the student with on-the-job experience with local employers while attending Pasadena City College.

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

Program Outcomes:

1. Work with a group of people committed to a common purpose and approach for which they hold themselves accountable and, as a result, improve their collective performance.
2. Use purposeful and reflective judgment to formulate rational solutions to organizational problems and to make cogent business decisions.
3. Demonstrate the knowledge of fundamental principles of leadership and model the behavior of effective leaders.

Recommended sequence of courses (48-49 units):

- Semester I
- Hosp 001
- Bus 010
- BIT 025
- Engl 100

- Semester II
- Bus 117
- Hosp 002
- Spch 001
- Bus 114
 - or Bus 115
 - or Bus 014A
 - or Stat 015

- Semester III
- Hosp 130
- Acct 010
 - or Acct 001A
- Hosp 101
- Engl 001A
- Bus 011A

- Semester IV
- Hosp 004
- Hosp 101

Recommended electives:

- Acct 104A, 104B, 104C
- Bus 013, 160
- Econ 001A
- Engl 012
- Psyc 033

**INDUSTRIAL DESIGN
OCCUPATIONAL SKILLS CERTIFICATE**

The curriculum prepares students with some prior design background to seek entry-level employment/internship in the industrial design professions, which encompass product, transportation, environmental and entertainment design. Students also use portfolios for transfer application to four-year and graduate institutions. Innovation and the creative design process are the focus of the program. Completion of the program results in a portfolio of projects.

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

Program Outcomes:

1. Understand the fundamental purpose of the industrial design professions and its integral role in the business world.

2. Create hands-on projects that demonstrate basic design processes which include problem definition, research, concept development and refinement, and final presentation.
3. Perform appropriate technical skills using professional tools, materials and processes for application to design projects and presentations.
4. Analyze, evaluate and improve designs through the critique process.

Requirements for the Occupational Skills Certificate (15 units):

Recommended sequence:

- Semester I
- Art 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, in-

- cluding space planning, materials and furnishings, design communication and visualization.
- Utilize the critique process to analyze design solutions and the effectiveness of the visual communication of projects.
 - 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:

- Produce jewelry/objects that will demonstrate an understanding of basic design principles, stone setting, and jewelry/metalworking techniques.
- 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:

- Work as self-directed individuals and team members to produce and publish a weekly campus newspaper.
- Demonstrate an awareness of the principles and responsibilities of the professional photojournalist, including a commitment to accuracy, fairness, depth, and social conscience.
- Produce a portfolio of photographs appropriate for professional publication that demonstrates the ability to gather, organize, report and interpret newsworthy events and information.

Requirements for the Certificate of Achievement (19 units):

Recommended sequence:

Semester I
Jour 002
Jour 021
or Phot 021

Semester II
Jour 022
Phot 031

Semester III
Jour 107A
or Jour 107B

Semester IV
Jour 023

Recommended electives:

Art 031A, 032B
 Comm 001
 Jour 004A, 007A, 005, 009, 110
 Phot 030

JOURNALISM – PRINTED MEDIA

The curriculum prepares students to seek employment with newspapers, magazines, and organizational publications such as house organs, newsletters, and annual reports. Graduates will be prepared to work as news researchers, reporters and writers, feature article writers, editorial and layout specialists. The curriculum features computerized desktop publishing/editing.

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

Program Outcomes:

1. Demonstrate skills in writing news, feature, opinion and sports stories by producing a portfolio showing a range of published stories.
2. Contribute to production of a weekly newspaper by participating in story assignment, editing, page design and production.

Requirements for the Certificate of Achievement (18 units):

Recommended sequence:

Semester I
 Jour 002

Semester II
 Jour 004A
 Jour 007A

Semester III
 Jour 007B
 or Jour 107A
 or Jour 107B

Semester IV
 Jour 007B
 or Jour 107A-
 or Jour 107B

Recommended electives:

Comm 001
 Jour 005, 009, 021, 110

LIBRARY TECHNOLOGY

The curriculum prepares students to work in the dynamic information-based world of libraries. Highly skilled paraprofessionals are needed for various levels of employment in public, academic, special and school libraries and information centers. Instruction is offered in all phases of library services and provides training and use of automated systems (public access catalogs, cataloging, circulation, database and Web search techniques, and the World Wide Web).

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

Program Outcomes:

1. Discuss principles, philosophy and roles of library organizations and summarize ethical, legal and social issues related to libraries and the communities they serve.
2. Apply knowledge and demonstrate library workplace skills to perform library technician-level job duties in various types of libraries.
3. Demonstrate effective public service, technology and workplace communication skills to successfully interact with library users and staff.

Requirements for the Certificate of Achievement (19 units):

Recommended sequence:

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

Semester II
 Lib 101
 Lib 103

Semester III
 Lib 102
 Lib 104

Semester IV
 Lib 105A

Recommended electives:

CHDV 024C, 118
 BIT 107
 Lib 020, 010A, 106
 Spch 010
 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.

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

Program Outcomes:

1. Identify the selection, technical, and preservation issues that impact the success of digital projects.
2. Follow established protocols and standards to digitize and provide through well-crafted metadata and current digital asset management systems, access to digital objects.

Requirements for the Occupational Skills Certificate (11.5 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
DT 008A

Semester III
Mach 220G
Mach 220H
Mach 220I

Semester IV
Mach 220J
Mach 220K
Mach 220L

Recommended electives:

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

MACHINE SHOP TECHNOLOGY OCCUPATIONAL SKILLS CERTIFICATES

Industrial Fabricator

This curriculum prepares students to seek employment as an entry-level machinist. Emphasis is on entry level skills: technical drawing, drill press, lathes, vertical milling machine operation, part set up, basic inspection and process plan development. Technical mathematics applications for industry.

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

Program Outcomes:

1. Develop safety protocols for duty areas and machinery equipment.
2. Analyze inspection results to update procedures utilizing machinery equipment.
3. Develop process plans to achieve high level of accuracy from machinery equipment.

Requirements for the Occupational Skills Certificate (13 units):

MIT 101
Mach 101
Mach 102
Tech 107A

Manufacturing Technology II

This curriculum prepares students to seek employment as an intermediate entry-level machine operator. Emphasis is on intermediate skills: milling and lathe operations including long tapers, inside and outside radius, single point threading, counter bores, steps, knurling. Production drilling of multiple parts introduction to surface grinding including grinding multiple parts parallel in size. Intermediate inspection techniques. Note: Mach 220B-L requires enrollment in or completion of the preceding course in this sequence.

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

Program Outcomes:

1. Demonstrate skills and knowledge at the intermediate level in: milling and lathe operations including long tapers, inside and outside radius, single point threading, counter bores, steps, knurling, and drilling and grinding of multiple parts.
2. Secure employment as an intermediate-level machine operator.

Requirements for the Occupational Skills Certificate (15 units):

Mach 220E
Mach 220F
Mach 220G
Mach 220H
DT 008A

Recommended electives:

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

**MEDICAL ASSISTING
(Administrative-Clinical)**

The program prepares students to seek employment in medical offices or clinics performing administrative and clinical duties including records management, financial systems, laboratory procedures and medical transcription. Students must provide their own transportation to off-campus clinical sites.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAA-HEP) 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 insurance billing, bookkeeping and beginning transcription.

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

Requirements for the Certificate of Achievement (27 units):

MA 109
MA 110
MA 111A
MA 111B
MA 113
MA 115
MA 122A
MA 127
Pyso 100
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 (15 units):

MA 109
 MA 110
 MA 111A
 MA 115
 MA 120
 MA 122A
 Pyso 100

Medical Office Transcription

The medical office transcription option prepares students with entry-level skills to seek employment as medical office transcriptionists. Instruction includes formatting documents including the history and physical, correspondence, discharge summaries, operative reports and special laboratory reports using a transcriber and word processing program.

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

Requirements for the Occupational Skills Certificate (11 units):

MA 109
 MA 110
 MA 113
 MA 115
 Pyso 100

NURSING PROGRAMS

I. General admissions requirements for the Registered Nursing and Vocational Nursing Programs:

1. The student must formally apply to the College and is encouraged to make an appointment to see a counselor before enrolling in nursing prerequisite courses.
2. The student must be a United States high school graduate or have a G.E.D. or equivalent.
3. The student must have and maintain a current 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
 Psyc 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 94)

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
 Psyc 024
 Engl 001A
 Spch 010 (preferred) or Spch 001
 Humanities

Political Science and U.S. History or American Institutions 125
 Critical Thinking (See Associate in Science Degree requirements, page 94)
 Valid AHA CPR/Basic Life Support Card Course for health care providers

Licensed Vocational Nurse to Registered Nurse (A.S. Degree) Curriculum

Required Nursing Classes (19½ units):

NOTE: The following sequence must be followed:

Intersession
 Nurs 210

Semester III
 Nurs 052
 Nurs 052L
 Nurs 052S

Semester IV
 Nurs 053
 Nurs 053L
 Nurs 053S

Recommended electives:

Nurs 200, 201, 202, 211, 213
 Chem 002A
 Anat 110

Licensed Vocational Nurse to Registered Nurse – 30-Unit Option – Non-Degree

The Licensed Vocational Nurse to Registered Nurse 30-Unit Option curriculum provides the student with the theory and skills to seek employment in hospitals, clinics, private physician offices, and skilled nursing in extended and long-term care facilities as Registered Nurses in California. There are limitations with this license as it is not accepted in all states.

Emphasis is on building nursing theory and reinforcing concepts to promote, maintain and restore health in individuals with common and complex health problems throughout the lifespan. Additionally the development and application of nursing skills and concepts utilizing the nursing process in the care of these individuals is emphasized.

The Licensed Vocational Nurse to Registered Nurse 30-Unit Option 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 (19¹/₂ units):

Intersession
Nurs 210

Semester III
Nurs 052
Nurs 052L
Nurs 052S

Semester IV
Nurs 053
Nurs 053L
Nurs 053S

Recommended electives:

Nurs 200, 201, 202, 211, 213
Anat 110
Chem 002A
MA 109, 115

**NURSING
OCCUPATIONAL SKILL CERTIFICATE**

Certified Nursing Assistant

The Certified Nursing Assistant course provides the student with the necessary skills to seek employment in long-term care facilities as Certified Nursing Assistants.

Emphasis is on basic principles of nursing, development and application of nursing skills in long-term care facilities.

Upon completion of the Certified Nursing Assistant course the student will receive a Certificate of Course Completion and is eligible to take the State of California Department of Health Services written and practical examination to obtain a certificate as a Certified Nursing Assistant.

A grade of C or better must be achieved to receive the Occupational Skills Certificate.

Selection of Students:

CANDIDATES MUST SUBMIT WRITTEN APPLICATION IN THE NURSING DIVISION AND WILL BE SELECTED AND PRIORITIZED IN THE FOLLOWING ORDER:

1. Students who have been accepted into the Vocational Nursing program.
2. Students accepted into Registered Nursing program (Fall semester).
3. Vocational Nursing program applicants who have not been admitted into the program.
4. Applicants for CNA only.

Prerequisites:

Completion of 10th grade in high school
Minimum age of 16
Valid AHA CPR/Basic Life Support Card Course for health care providers

Certified Nursing Assistant Curriculum

Required course for the Occupational Skills Certificate

(5 units):

Nurs 103

PARALEGAL STUDIES

The curriculum prepares students to assist attorneys as paralegals (legal assistants) in administrative agencies, corporations, insurance companies, private law firms, government, and other legal environments. Emphasis is on training students in both civil and criminal matters. Some of the services that the paralegal (legal assistant) provides are legal research, development of law office systems, client interviews, drafts pleadings, briefing cases, legal calendaring, preparing discovery for litigated cases, preparing wills and trusts, maintaining corporate records and minutes. This program has been approved by the American Bar Association.

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

Program Outcomes:

1. The ability to cope with case management, complete paralegal tasks, and understand the client relationship.
2. The people skills to be a competent paralegal.
3. Competence to work in the legal environment.

NOTE: A Paralegal (Legal Assistant) may not engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law.

In order to be eligible to receive a Certificate of Achievement in Paralegal Studies, a student must (1) be a graduate of an accredited high school, or have a G.E.D., and (2) complete a total of 60 units, consisting of the following courses:

1. All required Legal core courses listed below (32 units):
 - Bus 012A, Business Law (3 units)
 - Plgl 134, Introduction to Paralegal Studies (3 units)
 - Plgl 135A, Wills, Trusts, and Probate Administration (3 units)
 - Plgl 137, Legal Writing and Drafting (3 units)
 - Plgl 138, Paralegal Studies Field Practice (4 units)
 - Plgl 139, Tort Law and Claims Investigation (3 units)
 - Plgl 141, Civil and Criminal Evidence (3 units)
 - Plgl 142, Law Office Procedure and Ethics (3 units)
 - Plgl 145A, Legal Research (3 units)
 - Plgl 145B, Computer Aided Research (1 units)
 - Plgl 146, Computer Use for the Law Office (2 units)
 - Plgl 150, Paralegal Studies Graduate Seminar (1 unit)

Recommended sequence:

Semester I

Bus 012A
Plgl 134
Plgl 135A
Plgl 139

Semester II

Plgl 137
Plgl 138
Plgl 146
Elective

Semester III

Plgl 141
Plgl 142
Plgl 145A
Elective

Semester IV

Plgl 145B
Plgl 150
Elective
Elective

NOTE: Those students enrolling in the Paralegal Studies program with a Bachelor's degree need to complete only the Paralegal core courses listed under #1 above; items #2 and #3 below are not required.

2. 18 units of General Education courses, listed in the Pasadena City College Catalog, in the section titled, "Associate in Sciences Degree Requirements," to be chosen from the following categories:
 - a. Category Two, A, Natural Sciences, 3 units
 - b. Category Two, B, Social & Behavioral Sciences, 3 units
 - c. Category Two, C, Humanities, 3 units
 - d. Category Two, D, Language & Rationality, 9 units chosen from:
 - (1) English Composition (3 units)
 - (2) Oral Communication (3 units)
 - (3) Mathematics/Critical Thinking (3 units)
 General Education courses that are excluded from the list of acceptable courses are: Micr 108, Bus 011A, Bus 014AB, Bus 115, CS 006, CIS 062, Eltn 010, Eltn 109B.

Note: Courses taken to complete the 18 units required in #2 above may not be used to satisfy any of the optional General Education course selections.

It is strongly recommended that students complete the general education course requirements prior to taking the legal specialty courses.

3. 10 elective units, chosen from the following elective courses (any combination of General Education or Paralegal Studies):

General Education:

American Institutions 125 (3 units)
Health Education, any (2 units)
History 007AB, 025A-D, 029AB, 041
(3 units each)

Physical Education, any (2 units)
 Political Sciences 001, 007 (3 units each)

Paralegal Studies core courses:

Bus 012B, Business Law (3 units)
 Plgl 135B, Wills, Trusts and Probate Administration (3 units)
 Plgl 136, Property Law, Bankruptcy and Creditor's Rights (3 units)
 Plgl 138, Paralegal Studies Field Practice repeat (4 units)
 Plgl 140, Family Law and Dissolution Procedures (3 units)
 Plgl 143, Workers' Compensation Law (3 units)
 Plgl 148, Immigration Law (3 units)

Program Outcomes:

1. Cope with case management, complete paralegal tasks, and understand the client relationship.
2. Should have the people skills to be a competent paralegal.
3. Should be competent to work in the legal environment.

PHOTOGRAPHY

The certificate curriculum prepares students to seek entry-level employment in a variety of commercial photographic specialties (for example, photojournalism, portraiture, fashion, architectural, product, etc.). Instruction is offered in cameras, aesthetics, color and black and white, film and digital, darkroom procedures, digital image editing, lighting, and business practices for photographers. Students completing the program will have developed a portfolio.

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

Program Outcomes:

1. Demonstrate technical knowledge through the effective use of tools.
2. Analyze aesthetic and cultural values inherent in photographic works.
3. Demonstrate through the creation of a portfolio of work (for transfer or entry-level employment) the ability to communicate effectively.

Requirements for the Certificate of Achievement (33 units):

Recommended sequence:

Semester I
 Phot 021
 Art 031A
 Phot 010
or Art 001B

Semester II
 Phot 030
 Phot 031
or Phot 023A
 Phot 033
or Phot 040

Semester III
 Phot 022A
 Phot 136
 Phot 132
or Phot 023B

Semester IV
 Phot 135
 Phot 140

Recommended electives:

Art 005, 011A, 016, 050ABC, 104
 Bus 116
 Jour 021, 022
 Phot 024A, 024B, 131
 Grfx 080

Note: See "Digital Media - Computer Assisted Photo Imaging" certificate program.

**PHOTOGRAPHY
 OCCUPATIONAL SKILLS CERTIFICATES**

Cinema – Cinematography

The curriculum prepares students for entry-level employment in motion picture camera crews for dramatic, documentary, advertising, or industrial films. The program introduces students to the responsibilities of, and skills needed for the Director of Photography, Camera Operator and Camera Assistants. Emphasis is placed on understanding cinematography as a part of a holistic approach to filmmaking.

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

Program Outcomes:

1. Operate the tools of the medium.
2. Acquire fundamental technical knowledge and creative principles.

3. Demonstrate critical thinking, i.e., recognize the technical qualities, cultural elements, and aesthetic values of their own and others' work.
4. Demonstrate ability to communicate effectively using a visual medium.

Requirements for the Occupational Skills Certificate (15 units):

Recommended sequence:

Phot 026A
Phot 027
Phot 026B
Phot 126
Phot 127

Recommended electives:

Art 011A, 015, 155A, 156
Phot 021, 025, 026C, 030
Thrt 007A, 007B

Cinema – Cinema Production/Filmmaking

The curriculum prepares students with entry-level skills to seek employment in the motion picture (cinema and other forms of media distribution) industry. The program introduces students to a broad range of knowledge and skills required to be successful in the industry. Emphasis is placed on development of creative thinking and processes alongside current professional practices.

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

Program Outcomes:

1. Operate the tools of the medium.
2. Acquire fundamental technical knowledge and creative principles.
3. Demonstrate critical thinking, i.e., Recognize the technical qualities, cultural elements, and aesthetic values of their own and others' work.
4. Demonstrate ability to communicate effectively using a visual medium.

Requirements for the Occupational Skills Certificate (12 units):

Recommended sequence:

Semester I
Phot 026A

Semester II
Phot 026B
Phot 126

Semester III
Phot 026C

Recommended electives:

Art 011A, 015, 031A, 032A
Phot 021, 025, 030
Thrt 007A, 007B

Digital Image Editing

This certificate provides students with the skills for entry-level work as a digital image editing specialist in a variety of settings, including advertising, freelance, or a photography studio or lab. Emphasis is on creative application of digital image editing software.

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

Program Outcomes:

1. Demonstrate thorough understanding of cameras, exposure controls, and photographic principles.
2. Perform digital image editing techniques for color correction, compositing, and file preparation.

Requirements for the Occupational Skills Certificate (12 units):

Phot 021
Phot 031
Phot 030
Phot 130

Foundation in Photography

This certificate provides students with general photographic skills required to work in a freelance capacity or as an assistant to a portrait, wedding, event, headshot, product, food, industrial, news, or fine art photographer. Skills acquired include digital photography, digital workflow, professional lighting, working with models/subjects, and large format photography. If students decide to pursue the more in depth Photography Certificate of Achievement, many of the courses from the Portrait Photography Occupational Skills Certificate will apply to the Photography Certificate of Achievement.

Program Outcomes:

1. Demonstrate thorough understanding of film and digital cameras, exposure controls, and photographic principles.
2. Produce a portfolio of images that exhibits knowledge of natural and artificial lighting techniques, large format photography, and portrait techniques.

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

Phot 021
 Phot 031
 Phot 033
 Phot 040
 Phot 022A

Portrait Photography

This certificate provides students with the skills to work in a freelance capacity or as an assistant to a portrait, wedding, event, or headshot photographer. Skills acquired include digital photography, digital workflow, professional lighting, and working with models/subjects. If students decide to pursue the more in depth Photography Certificate of Achievement, many of the courses from the Portrait Photography Occupational Skills Certificate will apply to the Photography Certificate of Achievement.

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

Program Outcomes:

1. Demonstrate thorough understanding of film and digital cameras, exposure controls, and photographic principles.
2. Produce a portfolio of images that exhibits knowledge of natural and artificial lighting techniques and portraiture techniques.

Requirements for the Occupational Skills Certificate (9 units):**Required Courses:**

Phot 021
 Phot 031
 Phot 033
 or Phot 040

PRODUCT DESIGN PROGRAMS

The curriculum prepares students with a portfolio to enter the product design profession as an entry level designer. The courses develop a broad range of required skills including an understanding of the creative 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.

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

Program Outcomes:

1. Understand the innovative purpose of the product design profession and its integral role in the business world.
2. Create hands-on projects that demonstrate product design processes which include problem definition, research, concept development and refinement, and final presentation.
3. Analyze, evaluate and improve designs through the critique process.

Requirements for the Certificate of Achievement (33 units):*Recommended sequence:*

Semester I
 Art 015
 Art 016
 Art 031A
 DT 008A

Semester II
 Art 018
 Art 033A
 Art 050A

Semester III
 Art 033B
 Art 036A

Semester IV
 Art 025
 or Art 038A
 or Fash 001A
 Art 033C

Recommended electives:

Art 001A, 004D, 011A, 026, 027, 031A, 034AB, 036BC,
 038BC, 050BC, 118
 Bus 002, 009, 010, 011A
 DT 008BC, 118
 Engr 002, 015A
 Mach 220A
 Mrkt 020, 133
 Phot 021
 Weld 044A

PRODUCT DESIGN – GRAPHICS

The program prepares students with an interest and strengths in graphics with a portfolio to enter the product design profession as an entry-level designer. The courses develop a focused range of knowledge and skills to seek employment with an emphasis on graphic application related to products. Projects emphasize creativity, function, environmental, and social concerns in addition to technical skills.

Portfolios can also be used for transfer application.

Completion of all courses with a grade of C or better is required for the certificate.

Program Outcomes:

1. Understand the fundamental purpose of graphic design with application to product design.
2. Create projects that demonstrate product-graphic design processes which include branding/identity, packaging, computer assisted drawing and painting.
3. Analyze, evaluate and improve designs through the critique process.

Requirements for the Certificate of Achievement (33 units):

Recommended sequence:

Semester I
 Art 015
 Art 016
 Art 031A

Semester II
 Art 018
 Art 033A
 Art 050A

Semester III
 Art 033B
 Art 051A
 Art 056

Semester IV
 Art 033C
 Phot 030

Recommended electives:

Art 001A, 011A
 Phot 021

PRODUCT DESIGN – TECHNOLOGY

The program prepares students with an interest and strengths in technology with a portfolio to enter the product design profession as an entry-level designer. The courses develop a focused range of knowledge and skills to seek employment as a product designer with an emphasis on production. Projects emphasize creativity, function, environmental, and social concerns in addition to technical skills.

Portfolios can also be used for transfer application.

Completion of all courses with a grade of C or better is required for the certificate.

Program Outcomes:

1. Understand the technical aspects of the industrial design profession.
2. Create hands-on projects that demonstrate basic technical design processes which include computer-aided drafting (CAD) and 3-dimensional modeling and animation.
3. Analyze, evaluate and improve design projects through the critique process.

Requirements for the Certificate of Achievement (36 units):

Recommended sequence:

Semester I
 Art 015
 Art 016
 Art 031A

Semester II
 Art 018
 Art 033A
 DT 008A

Semester III
 Art 033B
 Phot 030
 DT 017

Semester IV
 Art 033C
 Art 155A
 Arch 010A

Recommended electives:

Art 001A, 011A
 Phot 021

RADIOLOGIC TECHNOLOGY

The curriculum prepares students to work as a Radiologic Technologist in the medical field. Employment opportunities are in offices, clinics and hospitals, education, sales, and management.

The program is accredited by the Joint Review Commission on Education in Radiologic Technology (JR-CERT), in coordination with the California Department of Public Health, Radiologic Health Branch (CDPH-RHB). Upon successful completion of the program the student is eligible to take the American Registry of Radiologic Technologist Examination (ARRT). Upon successfully passing the examination a student then would need to apply to the State of California for their Radiologic Technology License.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better; an Associate of Science degree is awarded upon attainment of a Certificate of Achievement **and** completion of all general education requirements for the AS degree with a minimum grade point average of 2.0 in these general education courses.

Prerequisite Course Requirements are: All of the General Education courses that lead to an Associate Degree be completed prior to admission to the program.

These are the required prerequisites for the program:

Physics 010 and 010L
 Anatomy 025, Physiology 001
 Chemistry 002A or higher level of Chemistry,
 Intermediate Algebra or higher level of Math
 Medical Terminology (3 unit class)

(Physiology 002A and 002B can be substituted for Anatomy 025 and Physiology 001.)

For the selection criteria for admission to the program refer to the Radiologic Technology Brochure or see a PCC Counselor.

Effective January 2015, an applicant must have an Associate or higher degree for eligibility for ARRT Certification.

Program Outcomes:

1. Maintain clinical competency and ability to produce radiographic images of acceptable quality.
2. Demonstrate problem-solving skills and effective communication skills.
3. Demonstrate pursuit of lifelong professional growth and development.
4. Assume leadership roles in the Radiologic Technology professional community.

Requirements for the Certificate of Achievement (68.5 - 71.5 units):

Recommended sequence:

First Summer Session First Year Students

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

Rdtc 121
 or Rdtc 123

Third Summer Session

Rdtc 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 001, 002A, and 007 are core courses required for all Certificates of Achievement. Students should strive to complete these courses as soon as possible.

Short Occupational Skills Certificates are offered in specialized areas to allow industry professionals to update or expand their skills and undecided majors to determine if the program is a good fit for them. Courses taken for these certificates can be applied to the longer Certificates of Achievement.

Some courses are only offered once a year. Therefore, it is strongly recommended that students meet with a faculty member during their first semester to discuss their course of study.

Program Outcomes:

1. Demonstrate collaborative skills and abilities.
2. Apply production techniques to aural and visual media.
3. Demonstrate professional conduct.
4. Demonstrate technological proficiency.

RADIO PRODUCTION

Radio Production curriculum prepares students to work in various areas of broadcasting and electronic media. Course work covers basic aspects of radio production, audio production, post-production sound, and announcing and writing for broadcast, cable and digital

media. Practical internships are offered in professional facilities, including commercial and public broadcast companies, cable television, production and post-production companies. Students selecting the "Radio" track of this program will produce a weekly show for the college radio station. Radio Production students are prepared for such positions as radio hosts/announcers, news reporters, production assistants, program producers, and audio editors for radio.

Occupations within the industry of telecommunications and digital media technologies are inherently competitive, and/or may be low-salaried. Inexperienced graduates are not generally hired.

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

Program Outcomes:

1. Create effective communication using written, oral and/or audio-visual methods in a media context.
2. Integrate critical thinking in a media context.
3. Integrate professional standards of conduct in a media context. Develop technological proficiency in a media context.
4. Develop technological proficiency in a media context.

Requirements for the Certificate of Achievement (28-29 units):

Recommended sequence:

Semester I
TVR 014A
TVR 012
TVR 015

Semester II
TVR 002A
TVR 007
or TVR 004

Semester III
TVR 002B
TVR 001

Semester IV
COMM 101
TVR 119
or TVR 120

Semester V
TVR 128F

Required Electives (3 Units)

One of the following Electives

MUSC 129A
or TVR 104
or TVR 143

Recommended Electives

ELTN 130
CIS 030

BROADCAST JOURNALISM

The curriculum prepares students in the field of electronic journalism. Students are prepared for positions such as news researcher, assignment editor, news producer, news writer or reporter.

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

Program Outcomes:

1. Apply production techniques to aural and visual media.
2. Demonstrate professional conduct, including collaborative skills and abilities.
3. Demonstrate technological proficiency.

Requirements for the Certificate of Achievement (32-33 units):

Recommended sequence:

Semester I
TVR 001
TVR 002A
TVR 007
TVR 012

Semester II
BIT 025
TVR 014A
TVR 016A
TVR 018

Semester III
TVR 021
TVR 024
TVR 128C
or TVR 129C

Recommended electives:

Comm 001
Jour 002, 004A, 007A
Spch 003, 004
TVR 014B, 019

POST-PRODUCTION

The Post-Production certificate provides formal training for individuals who seek entry into the rapidly growing field of film and television post-production, including professions such as assistant editors, editors, post-production supervisors, visual effects artists and title designers. Students will utilize industry standard hardware, software and operating systems to acquire, manage and edit digital video and audio. Large projects are assigned to allow students to build their portfolios.

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

Program Outcomes:

1. Apply production techniques to aural and visual media.
2. Demonstrate professional conduct, including collaborative skills and abilities.
3. Demonstrate technological proficiency.

Requirements for the Certificate of Achievement (25-27 units):

Recommended sequence:

Semester I (9 units)

TVR 002A
TVR 007
TVR 144

Semester II (9 units)

TVR 024
TVR 141A
TVR 143

Semester III (6 units)

TVR 141B
TVR 142

Semester IV

Required Elective –

(1-3 units any ONE of the following electives):

TVR 117
TVR 119
TVR 120
TVR 124
TVR 131
TVR 128A

Recommended Electives

CIS 030

TELEVISION OPERATIONS

The curriculum prepares students for employment as commercial, corporate, and cable television operators. With the growth of cable and satellite distribution and the continuing development of new communication technologies (high definition television, fiber optics and digital media), expanding opportunities will be available for well-trained individuals.

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

Program Outcomes:

1. Apply production techniques to aural and visual media.
2. Demonstrate technological proficiency in the field of television.
3. Demonstrate professional conduct, including collaborative skills and abilities.

Requirements for the Certificate of Achievement (28-30 units):

Recommended sequence:

Semester I

TVR 001
TVR 002A
TVR 007

Semester II

TVR 107
CIS 030

Semester III

TVR 024
TVR 108
TVR 141A

Required electives (one of the following):

TVR 117, 119, 120, 124, 128A

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 (15-16 units):

TVR 001
TVR 007
TVR 018
TVR 024

Required Electives

(3-4 units – any ONE of the following electives):

TVR 002A
TVR 012
TVR 014A
TVR 015
TVR 016A
TVR 019
TVR 021
Jour 002

Media Programming and Management

This curriculum prepares students for entry-level positions in the managerial areas of commercial, corporate, and public media. With ever expanding media outlets, professional opportunities will continue to grow. Account executives, account executive assistants, program directors, assistant program directors, station managers, audience researchers and other administrative staff will find increased demand.

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

Requirements for the Occupational Skills Certificate (15-16 units):

TVR 001
TVR 019
TVR 021

Required Electives (6-7 units – any TWO of the following electives):

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

Television Post Production

The program will prepare students for employment as video editors and assistant editors.

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

Requirements for the Occupational Skills Certificate (15 units):

TVR 007
TVR 141A
TVR 141B
TVR 142
TVR 024

Television Production

This curriculum prepares students for entry-level positions in the commercial, corporate, and public television industries. It also prepares students for entry level positions in related media jobs. The need for broadcast TV, cable, and Internet program content continues to grow. Career opportunities in content creation, development, production, and programming will also expand. Well-trained production assistants, camera grips, associate directors, assistants to producers, production coordinators, programming assistants, assistants to cast and talent agents, non-union directors and studio staff will find increased demand.

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

Program Outcomes:

1. Apply production techniques to aural and visual media.
2. Demonstrate professional conduct, including collaborative skills and abilities.
3. Demonstrate technological proficiency.

Requirements for the Occupational Skills Certificate (17 units):

TVR 007
TVR 016A
TVR 016B

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

TVR 015
TVR 017A
TVR 018
TVR 019
TVR 021
TVR 024

Video Operations

This curriculum prepares students for entry-level positions in the commercial and corporate television industries. Cable and satellite TV distribution continues to expand. Qualified master control operators, tape operators, duplication technicians and ingestion operators will be required for both new and traditional forms of television distribution.

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

Program Outcomes:

1. Apply production techniques to aural and visual media.
2. Demonstrate professional conduct, including collaborative skills and abilities.
3. Demonstrate technological proficiency.

Requirements for the Occupational Skills Certificate (12 units):

TVR 007
TVR 107
TVR 108

Writing for Film, Television & Radio

This curriculum prepares students for entry-level positions in the commercial, independent, public and corporate film, television and radio industries. Such positions include editorial assistant, assistant copy editor, script reader, script supervisor, researcher, promotions, casting assistant and assistant to a literary agent.

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

Program Outcomes:

1. Research, structure, and write dramatic and non-dramatic content for radio, television, and multimedia.

Requirements for the Occupational Skills Certificate (15-16 units):

TVR 015
TVR 017A
TVR 017B
TVR 018

Required Electives (3-4 units – any ONE of the following electives):

TVR 001
TVR 016A
TVR 019
TVR 021

THEATER ARTS THEATER TECHNOLOGY

The curriculum prepares students for technical careers in professional and educational theater, stage lighting, scenic arts, stage management and related vocations. There are two courses of study offered.

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

Program Outcomes:

1. Collaborate with others in the production of theatrical works.
2. Research, analyze, interpret and evaluate dramatic literature and theatre arts.

Requirements for the Certificate of Achievement (30 units):

Recommended sequence:

Semester I
Thrt 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

WELDING

Metal Processes Technology

CONSTRUCTION WELDING

The curriculum prepares students to seek employment in the welding/metal working trades as welders, welder's helpers, cutting torch operators, or apprentice fitters. The focus of instruction and practical welding experience is on the Shielded Metal Arc Welding (SMAW),

semi-automatic Flux Cored Arc Welding (FCAW) and oxy-acetylene welding, brazing and cutting processes. These processes are used in the construction and manufacturing industries. Welding practice prepares the student for the Structural Steel Groove and Light Gauge Structural Certifications. Certification is now considered a mandatory requirement for successful employment in the construction and manufacturing industries.

Metal fabrication skills including blueprint reading, shop math, metal fit-up and production welding techniques. Instruction includes structural steel welding codes and welding theory. Students are required to purchase welding materials and protective clothing.

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

Program Outcomes:

1. Perform shielded metal arc (SMAW), flux cored arc welding (FCAW) and oxy-acetylene welding and cutting.
2. Select appropriate equipment and processes for metal/welding operations and demonstrate safe set-up and operations of welding equipment.
3. Evaluate welds to industry standards and prepare inspections reports including welding defects and solutions.
4. Fabricate a part from a blueprint including the layout, assembly, cutting of material guided by welding symbols.
5. Prepare to successfully pass the practical and written L.A. City Structural Steel Certification exam for shielded metal arc (SMAW) and flux cored arc welding (FCAW).

Requirements for the Certificate of Achievement (26 units):

Recommended sequence:

Semester I
Weld 200A
Tech 107A

Semester II
Weld 200B
DT 008A

Recommended electives:

BIT 010, 011A
DT 017, 118
Mach 220A-L
Kina 032A
Weld 044ABC, 145, 150ABCD

GAS TUNGSTEN & GAS METAL WELDING

The curriculum prepares students to seek employment in the welding/metal working trades as welders, welder's helpers, cutting torch operators, or apprentice fitters. The focus of instruction and practical welding experience is on the Shielded Metal Arc Welding (SMAW), semi-automatic Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW) and oxy-acetylene welding, brazing and cutting processes. These processes are used in the aero-space and manufacturing industries. Welding practice prepares the student for the Structural Steel Groove and Light Gauge Structural Certification. Gas Tungsten Arc Welding (GTAW) will include the welding of steel, aluminum and stainless steel as used in the aero-space industry.

Metal fabrication skills including blueprint reading, shop math, metal fit-up and production welding techniques. Instruction includes structural steel welding codes and welding theory. Students are required to purchase welding materials and protective clothing.

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

Program Outcomes:

1. Demonstrate the necessary skills to enter the job market as welders, metal workers or transfer to a four-year school.
2. Demonstrate knowledge of the ethical and social responsibilities, understand and apply safe working procedures to a career in Welding Technology.
3. Demonstrate the value of teamwork in the field of Welding Technology.
4. Demonstrate appropriate mastery of the knowledge, techniques, skills and modern tools used in Welding Technology.
5. Demonstrate skills in Gas Welding, Tungsten Inert Gas, Gas Metal Welding, Electric Arc Welding, Shielded Metal Arc Welding and Flux Cored Arc Welding.
6. Demonstrate the skills required to obtain the American Welding Societies "Structural Steel Welding Certification" and the "Los Angeles City Structural Steel Welding" Licenses.
7. Demonstrate the proper use of related reference tables, diagrams, symbols, abbreviation graphics and charts for analysis for the interpretation of blueprints and specifications.

Requirements for the Certificate of Achievement (29 units):

Recommended sequence:

Semester I
Weld 200A
Tech 107A

Semester II
Weld 200C
Mach 220A
DT 008A

Recommended electives:

BIT 010, 011A
DT 017, 118
Mach 220B-L
Kina 032A
Weld 044ABC, 145, 150ABCD

WELDING OCCUPATIONAL SKILLS CERTIFICATE

Basic Welding

The basic welding skills developed in this certificate program will help an individual stand out when applying for employment in fields such as building construction, automotive technology, truck repair, plumbing, air conditioning, sheet metal, plant maintenance, and other manufacturing trades.

This program includes practice with oxy-acetylene welding, brazing and cutting, Shielded Metal Arc Welding (SMAW) in all positions and Gas Tungsten Arc Welding – also known as Tungsten Inert Gas Welding (TIG).

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

Program Outcomes:

1. Demonstrate the skills required by industry to perform oxy-acetylene welding and cutting.
2. Demonstrate the skills required by industry to perform shielded metal arc welding and gas tungsten arc welding.
3. Interpretation and performance of welding projects from verbal and or drawings provided.
4. Demonstrate safe set-up and operations of welding equipment.
5. Demonstrate the skills required by industry to perform welds on special materials.

Requirements for the Occupational Skills Certificate (4 units):

Weld 044A
Weld 044B
Weld 145
Weld 044C

Recommended electives:

DT 008A
Mach 220A
Tech 107A

High School Articulation With Occupational Curricula

Articulation is a collaborative process with PCC faculty/administration and secondary instructors/administration which aligns courses and programs in a manner that creates seamless transition to college.

Pasadena City College has established course articulation with the following high schools (to view specific articulation agreements go to: www.statewidepathways.org):

Alhambra High School (Alhambra, CA)

<u>PCC Course</u>	<u>High School Course</u>
AUTO 032	Auto 1/2, Auto 3/6, Auto ROP
BIT 011A	Computer Keyboarding
BIT 025	Computer Literacy/Computer Applications
CHDV 013C	Childcare
DA 100	Dental Assisting ROP
DT 008A	Drafting 1-2 or CAD
GRFX 134A	Printing 1 & 2
PHOT 031	Digital Photography

Arcadia High School (Arcadia, CA)

<u>PCC Course</u>	<u>High School Course</u>
BIOL 102A	Biotechnology
CIS 016	AP Computer Science
CIS 161	Computer Hardware/Network Engineering
GRFX 220	Graphic Design 1 & 2
PHOT 031	Digital Photography
TVR 007	Beginning, Intermediate, and Advanced Video Production

Baldwin Park High School (Baldwin Park, CA)

<u>PCC Course</u>	<u>High School Course</u>
CIS 010	G6004: Career Education and Computer Applications & 315-02: Microcomputer Repair and Maintenance
CIS 016	Java Programming
CIS 180	Oracle Database Programming w/ SQL(ESGVR0P)

Blair High School (Pasadena, CA)

<u>PCC Course</u>	<u>High School Course</u>
BIOL 102A	Biotechnology

Crescenta Valley High School (La Crescenta, CA)

<u>PCC Course</u>	<u>High School Course</u>
BIOL 102A	Biotechnology
GRFX 115	Graphic Arts/Screen Printing 1-2
GRFX 199	Graphic Arts 1-2
GRFX 220	Graphic Arts 3-4

Duarte High School (Duarte, CA)

<u>PCC Course</u>	<u>High School Course</u>
BIT 025	Business Technology
GRFX 199	Graphic Design
TVR 007	Beginning, Interim. & Adv. Video Production

Eagle Rock High School (Los Angeles, CA)

<u>PCC Course</u>	<u>High School Course</u>
GRFX 134A	Graphic Arts 1A & 1B

Franklin High School (Los Angeles, CA)

<u>PCC Course</u>	<u>High School Course</u>
GRFX 010	Graphic Communications 1 & 2
GRFX 134A	Graphic Communications A & B
GRFX 220	Graphic Communications Introduction A & B

Gabrielino High School (San Gabriel, CA)

<u>PCC Course</u>	<u>High School Course</u>
DT 008A	Engineering Design Technology

Garfield High School (Los Angeles, CA)

<u>PCC Course</u>	<u>High School Course</u>
GRFX 010	Graphic Communications 1 & 2
GRFX 134A	Graphic Communications A & B
GRFX 220	Graphic Design Fundamentals A & B

John Marshall High School (Pasadena, CA)

<u>PCC Course</u>	<u>High School Course</u>
GRFX 220	Graphic Communication 1 & 2

John Muir High School (Pasadena, CA)

<u>PCC Course</u>	<u>High School Course</u>
BIOL 102A	Biotechnology
BIT 025	Business Computing
GRFX 220	Graphic Design 1 & 2

Mark Keppel High School (Alhambra, CA)

<u>PCC Course</u>	<u>High School Course</u>
ACCT 010	Computerized Accounting
AUTO 032	Auto 1/2, Auto 3/6, Auto ROP
BIT 011A	Computer Keyboarding
BIT 025	Computer Literacy/Computer Applications
CHDV 013C	Childcare
DT 008A	Drafting 1 & 2 Computer Aided Design
GRFX 134A	Printing 1 & 2
GRFX 220	Graphic Design 1 & 2
PHOT 031	Photo 2

Lincoln High School (Los Angeles, CA)

<u>PCC Course</u>	<u>High School Course</u>
GRFX 010	Graphic Communications 1 & 2
GRFX 134A	Graphic Communications A & B
GRFX 220	Graphic Design Fundamentals A & B
GRFX 220	Graphic Communications Introduction A & B

Monrovia High School (Monrovia, CA)

<u>PCC Course</u>	<u>High School Course</u>
AUTO 032	Automotive Specialization ROP

Pasadena High School (Pasadena, CA)

<u>PCC Course</u>	<u>High School Course</u>
GRFX 010 & GRFX 134A	Graphic Design 1 & Printmaking Occupations 1 & 2
GRFX 220	Graphic Occupations 1 & 2; & Graphic Design 2
PHOT 031	Commercial Photography

Rose City High School (Pasadena, CA)

<u>PCC Course</u>	<u>High School Course</u>
GRFX 220	Graphic Design 1 & 2

San Gabriel High School (San Gabriel, CA)

<u>PCC Course</u>	<u>High School Course</u>
ACCT 010	Computerized Accounting (In Review)
AUTO 032	Auto 1/2, Auto 3/6, Auto ROP
BIT 011A	Computer Keyboarding
BIT 025	Computer Literacy/Computer Applications
CHDV 013C	Childcare
GRFX 134A	Printing 1 & 2
GRFX 220	Graphic Design 1 & 2

San Marino High School (San Marino, CA)

<u>PCC Course</u>	<u>High School Course</u>
GRFX 134A	Computer Graphics C1 & C2
GRFX 199	Computer Graphics A & B
GRFX 220	Computer Graphics A & B

South El Monte High School (South El Monte, CA)

<u>PCC Course</u>	<u>High School Course</u>
DT 008A	Architectural Design I & II
DT 008A	Engineering Design I & II

Temple City High School (Temple City, CA)

<u>PCC Course</u>	<u>High School Course</u>
DT 008A	Engineering Design Technology

PASADENA CITY COLLEGE
CATALOG
2015-2016

Instructional Schools of the College



SECTION VII

INSTRUCTIONAL SCHOOLS OF THE COLLEGE

School of Career and Technical Education

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 Technol-

ogy, and Electronics. Technical certificates in careers include the following disciplines: Administration of Justice, Automotive Technology, Building Construction, Construction Inspection, Design Tech, Engineering Design, Technology, Electrical Technology, Solar Energy, Electronics, Engineering, Fire Technology, Culinary Arts, Graphic Communications Technology, Manufacturing Technology and Welding Technology. Specific certificate program outcomes can be found in the Career and Technical Education section of this *Catalog*.

Cosmetology (Community Education Center)

Additional information: (626) 585-3050

The Cosmetology credit program is offered at the Community Education Center located at 3035 East Foothill Boulevard, Pasadena, CA, 91107. The program is a 1600-hour curriculum that prepares students to take the State Board test to become licensed cosmetologists.

School of Health Sciences

(CEC Campus Bungalow B6 and Main Campus W204)

Additional information: (626) 585-3378

The School of Health Sciences offers an array of programs for students interested in entering the health care provider workforce. Programs lead to a certificate and/or degree as an Anesthesia Technologist, Certified Nursing Assistant, Personal Health Care Aide, Dental Assistant, Dental Hygienist, Dental Laboratory Technologist, Emergency Medical Technician, Licensed Vocational Nurse, Medical Assistant, Radiologic Technologist, and Registered Nurse. There is also a Career Ladder option from the Licensed Vocational Nurse program to the Registered Nurse program. Program offerings range from six weeks to one and two years and are fully accredited. Students may have clinical experiences on as well as off campus in professional hospital and educational

settings. Specific certificate program outcomes can be found in the Occupational Curricula section of this *Catalog*.

School of Visual, Media and Performing Arts

Housed in Pasadena City College's new **Center for the Arts**, the School of Visual, Media and Performing Arts offers a variety of courses and programs in the Performing Arts, Studio Arts, Design and Media disciplines. The facility includes state-of-the-art classrooms, labs, studios, rehearsal spaces and practice rooms. The Center for the Arts moreover features four stellar performance and exhibition venues:

- **The Robert and Adrienne Westerbeck Recital Hall** is home for over 80 student and professional performances per year, including master classes, workshops and activities part of the Pamela L. Girard Guest Artist Series.
- **The Boone Family Art Gallery** is an integral part of instruction for courses in many visual art disciplines, and features a juried student show, an annual exhibition of the work of our faculty, and a major exhibition associated with the College's Visual Artist-in-Residence program.
- **The Center for the Arts Theater** is a professional theatre space hosting a variety of stage productions and student workshops.
- Situated adjacent to the Center for the Arts, the **George and MaryLou Boone Sculpture Garden** features major pieces, including works by Deborah Butterfield, Jack Zajac, Stephan Balkenhol, and Yutaka Sone.

Performing Arts (Room CA102)

The School of Visual, Media and Performing Arts provides comprehensive and challenging courses in the performing arts. The School provides transfer programs for majors in Music, Theater Arts, and Dance; performance opportunities in a wide variety of musical ensembles, theater productions and dance ensembles; and a certificate program in commercial music

Visual Arts (Room CA102)

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

program's annual Visual Artist-in-Residence features a notable professional who interacts closely with students, faculty, and the community; the artist produces works, lectures and conducts workshops.

Studies in Design include illustration, jewelry, crafts, graphic design, advertising graphic design, fashion, product design, interior design, product design-technology, product design-graphics and digital media-graphic design.

Media Arts (Room CA102)

Media studies includes courses in Television, Radio, Film, Communications, Journalism and Digital Media. Students are prepared for transfer to four-year institutions and for entry-level positions in the media fields.

Studies in Photography include both wet and digital photography in the areas of portraiture, fashion, product and architectural photography, experimental, black and white, color processing, and digital imaging. The Cinema Program includes courses in filmmaking, film art and the history of film. Both programs offer transfer courses and a variety of certificates.

Speech Communication (CA102)

Speech Communication offers important core courses required for transfer including Public Speaking, Argumentation and Debate and Interpersonal Communication, while the Forensics program provides students opportunities to excel in intercollegiate speech and debate competitions. The **Speech-Language Pathology Assistant Program** prepares students for work as assistants to qualified Speech-Language Pathologists.

School of Humanities and Social Sciences

The School of Humanities and Social Sciences encompasses three broad areas; English, Languages, and Social Sciences. Within those areas a wide array of basic skills, general education, and certificate programs are offered as well as AA and transfer majors. The diversity of classes offered meets the educational needs of students who are seeking a certificate or an associate's degree or to transfer to a four-year college or university. Student learning and success are the focus of the academic program of the School.

English (Room C245)

Additional information: (626) 585-7371

The English Department provides the core reading, writing, and literature courses for all certificate, degree, and transfer students at PCC. Courses range from basic reading and writing skills to advanced composition and critical thinking, from literature courses for the non-major to British and American literature survey courses for the English major, from how to read a poem to how to write a poem. The English Department also offers study/travel programs including an annual summer trip to the Oregon Shakespeare Festival and regular theatre trips in the spring to London. The English Department also publishes *Inscape*, an annual literary magazine featuring student work. The Department's longstanding commitment to student excellence and success and diversity is exemplified in its major areas: Composition, Reading, Literature, and Creative Writing. Students wishing to major in English have two options: the Associate of Arts English Literature Major and the Associate of Arts in English-Transfer Major.

Languages (Room C247)

Additional information: (626) 585-3187

The Languages Department brings together 13 foreign languages, English as a Second Language (ESL), American Sign Language (ASL), and Linguistics. The Department envisions equipping each student with the resources necessary to recognize the value of different cultures and approaches and to appreciate diversity. The foreign languages program has a broad spectrum of classes ranging from language courses to courses in civilization, cinema and literature. The intermediate level courses cater to practical use of language from films to business. The program in English as a Second Language builds the communicative foundation for all students who need to master the language in order to successfully perform at the College. It encompasses both a transfer curriculum and learning activities designed to improve the economic condition and quality of life of the diverse communities within the College service area.

Social Sciences (Room C321)

Additional information: (626) 585-7248

The Social Sciences Department is made up of three primary areas: the Social Sciences consisting of American Institutions, anthropology, economics, political sciences, psychology, and sociology; the

Humanities: history, philosophy and religious studies; Education consisting of education, child development, special education technology and the Child Development Center. In addition there are cross discipline programs such as ethnic studies and statistics for the behavioral sciences. The Department offers introductory courses to students that satisfy the general education requirements for the College's associate degrees, and for both the Cal State College and University system and the University of California through the IGETC program. In addition more specialized courses are offered for students to satisfy the major requirement in the various certificate and transfer programs. The Child Development Program in conjunction with the Child Development Center offers eight certificates of completion or achievement in vocational programs.

School of Science and Mathematics

The School of Science and Mathematics at Pasadena City College offers students opportunities to learn and grow as individuals, scientists, scholars, and well-informed citizens. Several Departments exist within the School of Science and Mathematics to serve students in the disciplines of Anatomy, Astronomy, Biology, Chemistry, Computer Science, Environmental Studies, Geography, Geology, Health Education, Kinesiology, Mathematics, Microbiology, Physical Science, Physics, Physiology, and Statistics. These Departments are housed in the following areas:

Mathematics and Computer Science (Room R322)

Additional information: (626) 585-7331

The Mathematics and Computer Science Department has a threefold mission: 1) Rigorously educate students majoring in Science-Technology-Engineering-Mathematics (STEM) fields providing them the mathematical knowledge and skill necessary for tomorrow's STEM careers; 2) to provide a useful, well-rounded, versatile mathematical background for students pursuing a Liberal Arts degree with our newly designed Statistics & Liberal Arts Mathematics (SLAM) sequence, and 3) to build a mathematically and computer literate population by providing courses for students at all levels. A broad range of mathematics courses are offered beginning with numerical foundations up through calculus and statistics. The Computer Science Department offers courses including introduction to computers, programming in a variety of languages and computer data structures.

Courses are offered in a variety of learning modalities including traditional methods of instruction, computer-assisted programs or courses with compressed or accelerated schedules. Math courses and hybrid-online courses in college algebra and statistics are also available.

Science, Health and Kinesiology (Room SV6)

Additional information: (626) 585-7140

Departments within the Science, health and kinesiology area have a dual mission of educating students preparing for careers in the fields of science and health, as well as preparing general education students to become healthy, physically active, scientifically literate citizens. Departments within the Sciences area encompass more than a dozen disciplines and programs, including anatomy, astronomy, biology, chemistry, environmental studies, geography, geology, health education, kinesiology, microbiology, physics, physiology, physical science, and biotechnology. Nearly all courses offered within the Science, Health and Kinesiology include hands-on laboratory experience or active learning. Many courses and programs also include fieldwork as part of the learning experience.

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

Noncredit Division

Additional information: (626) 585-3000

The Noncredit Division is located at 3035 East Foothill Boulevard, Pasadena, CA, 91107 and is a satellite center to the main campus, with shuttle services to and from the main campus every 20 minutes. The Noncredit Division provides education, training, and services designed to continuously improve California's workforce such as Small Business Development and Entrepreneur programs. The Center offers vocational, technical, and academic courses including High School Diploma Program, GED, Business Office Systems, Printing Technology, Apparel Skills, Fashion Retail, ESL, Adult Basic Education, Parent Education, enrichment classes for Seniors and disabled students, and a wealth of support programs.

PASADENA CITY COLLEGE
CATALOG
2015-2016

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 001-099

These Freshman and Sophomore courses generally correspond to university or senior college lower division courses.

Pasadena City College recommends that universities and senior colleges grant subject or elective credit toward Junior standing for courses in this classification. Specific course credit, however, depends upon articulation with the senior institution. Students should consult the catalog of the institution to which they plan to transfer. Some courses numbered 001-099 can be accepted only as meeting elective requirements at four-year colleges or universities. For further clarification, students should consult counseling services.

Classification II – Courses Numbered 100-399

These courses are technical, semiprofessional or occupationally oriented or they meet community college general education needs.

Classification III – Courses Numbered 400-499

These courses are non-degree applicable and are review and foundation-building courses which are used primarily to qualify students for courses in the transfer classification by satisfying subject or grade deficiencies. Except for certain sequential arrangements, courses in this group are open to all students. Basic skills coursework provides opportunities for students to improve their skills in the areas of mathematics, reading, and writing. These foundation level courses are designed to prepare students for success in further academic work.

Classification IV – Courses Numbered 900-950

These courses are non-degree applicable corequisite courses for specific skills development.

DIVISIONS

Courses are listed alphabetically by sub-department. Schools of the College, with their sub-departments, are:

SCHOOL OF HEALTH SCIENCES

Anesthesia Technology
 Dental Assisting
 Dental Hygiene
 Dental Laboratory Technology
 Emergency Medical Technology
 Gerontology
 Medical Assisting
 Nutrition
 Nursing
 Personal Care Assistant
 Radiologic Technology

SCHOOL OF BUSINESS, ENGINEERING & TECHNOLOGY

Accounting
 Administration of Justice
 Automotive Technology
 Building Construction
 Business (General)
 Business Information Technology
 Computer Information Systems
 Cosmetology
 Culinary Arts
 Design Technology
 Electricity
 Electronics
 Engineering
 Fire Technology
 Graphic Communications Technology
 Hospitality
 Machine Shop
 Marketing
 Paralegal Studies
 Statistics
 Technical Education (General)
 Welding

COUNSELING

College
 Counseling

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

American Institutions
 American Sign Language
 Anthropology
 Arabic
 Armenian
 Child Development
 Chinese
 Economics
 Education

English
 English as a Second Language
 Foreign Language Study
 French
 German
 Greek
 Hebrew
 History
 Humanities
 Italian
 Japanese
 Latin
 Linguistics
 Philosophy
 Political Science
 Portuguese
 Psychology
 Russian
 Religious Studies
 Social Sciences
 Sociology
 Spanish
 Special Education Technology
 Statistics

LIBRARY

Library

SCHOOL OF SCIENCE AND MATHEMATICS

Anatomy
 Astronomy
 Biology
 Chemistry
 Computer Science
 Environmental Studies
 Geography
 Geology
 Health Education
 Kinesiology - Activity
 Kinesiology - Theory
 Mathematics
 Microbiology
 Physical Science
 Physics
 Physiology
 Statistics

OFFICE OF INSTRUCTION

Kinesiology – Intercollegiate

SPECIAL SERVICES

Special Services

SCHOOL OF VISUAL, MEDIA AND PERFORMING ARTS

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

ACCOUNTING

(School of Business, Engineering and Technology)

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

(School of Business, Engineering and Technology)

AJ 010 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE

3 units

History and philosophy of administration of justice in America from its inception to its role in a culturally diverse society. Identification and explanation of the various components of the criminal justice system; theories of crime, punishment and rehabilitation; examination of the contemporaneous hiring processes of law enforcement agencies, including but not limited to preparation of the application, oral board analysis and overall examination of the system requirements. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: AJ 110*

*Course Identification Numbering System (C-ID)

AJ 012 CONCEPTS OF CRIMINAL LAW

3 units

Prerequisite: *Enrollment in or completion of AJ 010.*

Historical development of criminal law; legal research methods; classification of crime through critical thinking analysis as seen through the eyes of the investigator and the trier of fact; in-depth analysis of homicide and related crimes against persons; survey of property crimes and drug and alcohol related offenses; thorough exposure to legal concepts for those considering careers in law enforcement and related legal professions. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: AJ 120*

AJ 014 LEGAL ASPECTS OF EVIDENCE

3 units

Prerequisites: *AJ 010 and 012.*

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; evidentiary requirements justifying the use of force or deadly weapons by peace officers. Total of 54 hours lecture.

*Transfer Credit: CSU. *C-ID: AJ 124*

AJ 016 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM

3 units

Prerequisites: *AJ 010 and 012.*

Structure, jurisdiction and procedures of different courts; functions of various administrative agencies; criminal procedures from apprehension to conviction, including bail, extradition, search and seizure, examination, modes of accusation, appeals and writs. Total of 54 hours lecture.

*Transfer Credit: CSU. *C-ID: AJ 122*

AJ 018 COMMUNITY RELATIONS

3 units

Prerequisite: *AJ 010.*

Survey of the relationships of the criminal justice system and the community; symptomatic aspects of community mistrust, lack of cooperation and misunderstanding. The process of interaction between the criminal justice practitioner and the citizen. Analysis of how relationships are developed, maintained and changed. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: AJ 160*

AJ 019 PRINCIPLES OF INVESTIGATION

3 units

Prerequisites: *AJ 010 and 012.*

Basic principles of all types of investigations utilized in the justice system. Includes human aspects in dealing with the public, specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources and case preparation. Total of 54 hours lecture.

*Transfer Credit: CSU. *C-ID: AJ 140*

AJ 022 CONCEPTS OF ENFORCEMENT SERVICES

3 units

Prerequisite: *AJ 012.*

Theories, philosophies and concepts related to the role expectations of the enforcement officer. Emphasis on patrol, and public service responsibilities and their relationship to the administration of justice system. Total of 54 hours lecture.

Transfer Credit: CSU

AJ 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 crimi-

**Course Identification Numbering System (C-ID)*

nal 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 criminal justice agency. Student must meet all requirements of participating agency. **Pass/no pass** grading. Total of 180 hours laboratory.

AJ 128 USE OF FORCE

1 unit

Prerequisite: *AJ 010.*

Methods required for the use-of-force in the law enforcement field. Preparation for taking law enforcement self-defense test. Protection against persons armed with dangerous and deadly weapons. Demonstration and drill in limited number of "holds" and "come alongs". Restraint of prisoners and mentally ill persons. Use of baton and application of self-defense kicks and handcuffing techniques. Total of 27 hours lecture and 27 hours laboratory.

AJ 130 FIREARMS

1 unit

Prerequisite: *AJ 014.*

Moral aspects, legal provisions, safety precautions and restrictions covering use of firearms; firing of sidearms and shotguns; related first aid. Total of 9 hours lecture and 27 hours laboratory.

AJ 185 HOMELAND SECURITY

3 units

Prerequisites: *AJ 010 and AJ 012.*

History, ideology and tactics used by foreign and domestic terrorist organizations. The United States' response to the terrorist threat, countermeasures to prevent or mitigate and recover from acts of terrorism. Case studies of previous terrorist attacks; a working knowledge of weapons of mass destruction; a study of the religious, social and political paradigms which motivate global terrorism and the impact on American law enforcement. Total of 54 hours lecture.

AJ 190 INTRODUCTION TO FORENSICS

3 units

Prerequisites: *AJ 010 and AJ 012.*

Basic concepts and overview of the Forensic Science field. Topics include terminology, crime scene processing

protocols and techniques, types of evidence, lab techniques available for the recovery of fingerprints, fingerprint identification, an overview of criminalistics, and of specializations within the discipline. **Required** instructional trips. Total of 54 hours lecture.

AMERICAN INSTITUTIONS

(School of Humanities and Social Sciences)

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

(School of Humanities and Social Sciences)

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

(School of Science and Mathematics)

ANAT 025 GENERAL HUMAN ANATOMY

4 units

Recommended Preparation: *Biol 011 (or equivalent) or MA 115.*

Study of structural organization of the human body from cellular to organ system level of organization. Gross and microscopic anatomy of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems of the human body. Total of 36 hours lecture and 108 hours laboratory.

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

ANAT 110 DISSECTION ANATOMY

2 units

Prerequisite: *Anat 025.*

Study of gross anatomy by dissection of a human cadaver with emphasis on musculature and neurovascular supply of extremities and organs of the thoracic and abdominal cavities. Total of 18 hours lecture and 54 hours laboratory.

ANAT 115 HEAD AND NECK ANATOMY, HISTOLOGY AND EMBRYOLOGY

3 units

Prerequisites: *Anat 025 and Pyso 001 or Pyso 002A and Pyso 002B and enrollment in Dental Hygiene program.*

Anatomy, histology and embryology of the head and neck with emphasis on the structures of the oral cavity. Total of 36 hours lecture and 54 hours laboratory.

ANESTHESIA TECHNOLOGY

(School of Health Sciences)

AT 110 PROFESSIONAL ASPECTS OF ANESTHESIA TECHNOLOGY

2 units

Corequisite: *AT 111.*

Enrollment Limitation: *Enrollment in the Anesthesia Technology Program.*

Introduction to Anesthesiology's contribution to quality patient care and the relationship of the Anesthesia Technologist to other Healthcare professionals. Focus is on patient safety, universal precautions, and student safety in the Healthcare environment. Total of 36 hours lecture.

AT 111 BASIC PRINCIPLES OF ANESTHESIA TECHNOLOGY

3 units

Corequisite: *AT 110.*

Enrollment Limitation: *Enrollment in the Anesthesia Technology Program.*

Introduction to the theory and concepts of functioning in a surgical environment including a fundamental understanding of a variety of anesthesia equipment and basic case set-up utilizing anesthesia supplies and equipment. Total of 54 hours lecture.

AT 112 ADVANCED PRINCIPLES OF ANESTHESIA TECHNOLOGY

3 units

Prerequisite: *AT 111.*

Corequisites: *AT 113, 114, 116.*

Enrollment Limitation: *Enrollment in the Anesthesia Technology Program.*

Introduction to the theory and concepts of the use and function of anesthesia supplies and equipment used for various surgical procedures to include cases in: General, regional, and conscious sedation. Total of 54 hours lecture.

AT 113 ANESTHESIA PHARMACOLOGY

3 units

Prerequisites: *AT 110 and 111.*

Corequisites: *AT 112, 114, 116.*

Enrollment Limitation: *Enrollment in the Anesthesia Technology Program.*

Introduction to the theory and concepts in the proper use and safe practice of delivery and storage of anesthesia medications which includes: Stocking of the drug cart and assisting anesthesia care provider in the preparation of medications. Total of 54 hours lecture.

AT 114 BASIC ANESTHESIA EQUIPMENT-THEORY AND LAB

3 units

Prerequisite: *AT 111.*

Corequisites: *AT 112, 113, 116.*

Enrollment Limitation: *Enrollment in the Anesthesia Technology Program.*

Introduction to the theories and concepts in the adequate function of anesthesia equipment to include, maintaining equipment, repairing defects and troubleshooting complications. Total of 54 hours lecture.

**AT 115 ADVANCED ANESTHESIA
EQUIPMENT-THEORY AND LAB****3 units****Prerequisite:** AT 114.**Corequisites:** AT 117, 118.**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

Introduction to the theory and concepts of advanced anesthesia equipment used in cardiac, neurological, and trauma anesthesia. Total of 54 hours lecture.

**AT 116 ANESTHESIA TECHNOLOGY CLINICAL
EXPERIENCE I****5 units****Prerequisite:** AT 111.**Corequisites:** AT 112, 113, 114.**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

Introduction to the theory and concepts of clinical practice in Obstetrical, Pediatric, and Outpatient anesthesia to include: General, regional and conscious sedation techniques. Total of 270 hours laboratory.

**AT 117 ANESTHESIA TECHNOLOGY CLINICAL
EXPERIENCE II****5 units****Prerequisite:** AT 116.**Corequisites:** AT 115, 118.**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

Introduction to the theory and concepts of advanced clinical practice skills. Students operate independently as anesthesia technologists in all aspects of patient care including: preoperative, intraoperative, and postoperative surgical phases. Total of 270 hours laboratory.

**AT 118 ANESTHESIA TECHNOLOGY CASE STUDY
AND PROGRAM REVIEW****3 units****Prerequisite:** AT 116.**Corequisites:** AT 115 and, 117.**Enrollment Limitation:** *Enrollment in the Anesthesia Technology Program.*

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

ANTHROPOLOGY**(School of Humanities and Social Sciences)****ANTH 001 PHYSICAL ANTHROPOLOGY****3 units**Explore the field of physical anthropology, emphasizing the evolution of the human species. Topics include human heredity, mechanisms of human change, human variation, and the reconstruction of human evolutionary history through examination of the fossil record and comparative studies of our closest biological relatives, the living apes. **No credit** if taken after Anth 001H. Total of 54 hours lecture.*Transfer Credit: CSU; UC. *C-ID: ANTH 110***ANTH 001H HONORS PHYSICAL ANTHROPOLOGY****3 units****Enrollment Limitation:** *Acceptance into the Honors program.*Explore the field of physical anthropology, emphasizing the evolution of the human species. Topics include human heredity, mechanisms of human change, human variation, and the reconstruction of human evolutionary history through examination of the fossil record and comparative studies of our closest biological relatives, the living apes. This enriched course is designed for the Honors Program allowing, more student-directed discussions and more extensive writing assignments. **No credit** if taken after Anth 001. Total of 54 hours lecture.*Transfer Credit: CSU; UC credit under review.***ANTH 001L LABORATORY IN PHYSICAL
ANTHROPOLOGY****1 unit****Prerequisite:** *Enrollment in or completion of Anth 001.* Laboratory to explore selected topics in physical anthropology including genetics human variation, the living primates, and human paleontology. Total of 54 hours laboratory.*Transfer Credit: CSU; UC***ANTH 002 CULTURAL ANTHROPOLOGY****3 units**Origin, development and extensiveness of socio-economic groups such as tribe, clan and family; religious phenomena such as ritual, belief and worship; language phenomena and thought processes. **No credit** if taken after Anth 002H. Total of 54 hours lecture.*Transfer Credit: CSU; UC***ANTH 002H HONORS CULTURAL ANTHROPOLOGY****3 units****Enrollment Limitation:** *Acceptance into the Honors program.*

**Course Identification Numbering System (C-ID)*

Origin, development and extensiveness of socio-economic groups such as tribe, clan and family; religious phenomena such as ritual, belief and worship; language phenomena and thought processes. This enriched course is designed for the Honors Program allowing more student-directed discussions and more extensive writing assignments. **No credit** if taken after Anth 002. Total of 54 hours lecture.

Transfer Credit: CSU; UC credit under review.

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

ANTH 004 ANTHROPOLOGY OF RELIGION, MAGIC, WITCHCRAFT

3 units

An introduction to anthropology through analysis of the origins and development of supernatural beliefs from prehistoric people to contemporary societies using archaeological examples, cross-cultural ethnographic studies. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ANTH 005 INTRODUCTION TO LINGUISTIC ANTHROPOLOGY

3 units

Overview of human languages, their unique nature, characteristics, the varied social and cultural uses of language, the ways culture and communication mutually influence each other, including language socialization, social variation in language use and cross cultural communication. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ANTH 006 ORIGINS OF CIVILIZATION

3 units

Introduction to the origins and development of human culture, from the beginning of tool use to the rise of civilization and the origins of the modern state. An archaeological exploration of some of the most prominent ancient sites and civilizations from both the Old and New Worlds. Topics include early tool use, the domestication of plants and animals, the emergence of metallurgy, advent of writing, early village life, and rise of complex social and political systems (civilizations). Total of 54 hours lecture.

Transfer Credit: CSU; UC

ANTH 012 AMERICAN INDIAN CULTURES

3 units

Introduction to the societies and cultures of Native North America, their beliefs and behaviors. Topics include social organization, marriage and kinship, subsistence strategies, political organization and cultural change. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ANTH 020 INDEPENDENT STUDY

1 unit

Prerequisite: *Anth 001 or Anth 002.*

Individual research project; emphasis on field work or on library research techniques; written reports. Total of 54 hours laboratory.

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

ANTH 030A-I ANTHROPOLOGICAL FIELD STUDIES

2 units

Prerequisite: *Enrollment in or completion of Anth 001, 002, 003 or 004.*

Field investigation of the regional cultures and cultural artifacts in selected areas of the world. **Required** instructional trips (an average of two hours each week). **Each** course 2 units; total of 18 hours lecture, 54 hours laboratory.

Transfer Credit: CSU

ANTH 030A MESA VERDE, COLORADO

ANTH 030B RIO GRANDE PUEBLOS, NEW MEXICO

ANTH 030C CALIFORNIA

ANTH 030D ROCKY MOUNTAINS

ANTH 030E ENGLAND

ANTH 030F ITALY

ANTH 030G SOUTHERN CALIFORNIA

ANTH 030H APPLICATIONS OF ARCHEOLOGICAL FIELD WORK

ANTH 030I BAJA CALIFORNIA

ANTH 031 MEXICAN AND CHICANO CULTURE**3 units**

Analysis of Mexican-American culture and society; religion, political interests, economy, customs, institutions; cultural adaptation of the Mexican-American to the dominant culture. Total of 54 hours lecture.

Transfer Credit: CSU; UC

**ANTH 110 SKILLS FOR COLLEGE SUCCESS
IN ANTHROPOLOGY****1 unit**

Development of essential study techniques for success in anthropology courses; orientation to applications of computer-based technology in anthropology; time management; textbook mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

ARABIC

(School of Humanities and Social Sciences)

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

(School of Visual, Media and Performing Arts)

**ARCH 010A ARCHITECTURAL DESIGN
FUNDAMENTALS****3 units**

Corequisite: *Arch 012A.*

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

Introduction to formal visual principles through design exercises. Emphasis on developing creativity and effectiveness in communicating a comprehensive design

concept. Analysis of the built environment focusing on the interaction between art and architecture and their environment. Application of investigation techniques and ideas to the analysis of built form focusing on the connection between built form and its meaning. Execution of projects using a variety of communication skills including: traditional drawing, model making, computer illustration and digital imaging. **Required** field trips. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ARCH 010B DESIGN FUNDAMENTALS**3 units**

Prerequisites: *All of the following: Arch 010A, Arch 011, Arch 012A.*

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 concepts. Field trips for active research and exploration of project sites. Study and application of abstract architectural theories of three-dimensional form, space, order, program and site in design projects. **Required** field trips. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ARCH 011 INTRODUCTION TO ARCHITECTURE**2 units**

Recommended Preparation: *Arch 010A.*

An exploration of architectural education and the design professions through topics such as design, drawing, contemporary philosophies of design, and theory. A study of the past, present, and future of the architectural profession and an examination of various related design professions including landscape architecture, interior design, industrial design, city planning, and urban design. Survey of the various roles these designers play in effecting the built environment as individuals and how they interrelate as a design team. Observation of significant architectural examples will present architecture as a unified expression of an architect's dream. **Required** field trips. Total of 36 hours lecture.

Transfer Credit: CSU; UC

ARCH 012A VISUAL COMMUNICATIONS I**3 units**

Corequisite: *Arch 010A.*

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

Development of two- and three-dimensional drawing concepts, principles and techniques using mechanical and digital methods. Critically examine an iconic work of architecture through hand drawn orthographic paraline

and perspective drawings as well as state of the art two-dimensional CAD drawing and three-dimensional digital modeling and rendering. Study of presentation types and how they can be utilized to communicate architectural ideas using state of the art digital imaging/illustration/composition software. Development of skill sets required in corresponding design studio courses. **Required** field trips. Total of 18 hours lecture and 108 hours laboratory. *Transfer Credit: CSU; UC*

ARCH 012B VISUAL COMMUNICATIONS II

3 units

Prerequisite: Arch 010A and 012A.

Development of advanced digital communications representation techniques using state of the art computer software including: two-dimensional drawing, three-dimensional digital model building, digital rendering and digital imaging/illustration/composition. A critical examination of iconic architecture using conceptual and analytical three-dimensional diagramming of architectural systems, concepts and theory. Development of skill sets required in design studio courses. **Required** field trips. Total of 18 hours lecture and 108 hours laboratory. *Transfer Credit: CSU; UC*

ARCH 013 ARCHITECTURAL PORTFOLIO PREPARATION

3 units

Prerequisites: Arch 010B and 012B.

A study of advanced individual student architectural design projects for portfolio preparation. Development of individual student portfolios which emphasize student accomplishments, instructional objectives and unique portfolio content required by different accredited schools of architecture. Subsequent portfolio development for interviews in industry. Exploration and analysis of portfolio presentation principles and techniques. Development of digital portfolios using computer illustration, photo imaging and page layout programs. Evaluation of printing and binding techniques. **Maximum credit** for Arch 013 and Arch 100 is 3 units. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ARCH 014 MATERIALS AND PROCESSES OF CONSTRUCTION

2 units

Recommended preparation: Enrollment in or completion of Arch 020A.

Hands on exploration of materials and methods of construction, properties, assembly and fabrication of basic construction materials as they relate to building design. Examination of historic and contemporary architecture focusing on building materials and structural systems

as they relate to design concepts. Review of the basic types of governmental regulatory constraints that architects must understand to design a building. Analysis of the basic structural forces that operate on buildings. In depth examination of the sequential processes of construction of a building. **Required** field trips. Total of 18 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

ARCH 020A ARCHITECTURAL DESIGN

6 units

Prerequisites: Arch 010B and Arch 012B.

Recommended Preparation: Enrollment in or completion of Arch 014.

Exploration and development of concepts through architectural issues such as site, circulation, program, building structure and enclosure. Critical examination of architectural issues and ideas discussed in the context of student projects in the design studio. Application of critical structural and building material knowledge to architectural design projects. **Required** field trips. Total of 54 hours lecture and 162 hours laboratory.

Transfer Credit: CSU; UC

ARCH 020B ARCHITECTURAL DESIGN

6 units

Prerequisites: Arch 014 and Arch 020A.

Development of principles and processes of architecture through more complex architectural design projects. Exploration of complex programmatic relationships through concepts. Comparative analysis of a broad range of architectural building types as they relate to student design projects. Examination of sustainability and environmental issues of climate and lighting and how these issues can be addressed as integral components of an architectural design solution. Field trips for active exploration of project sites. **Required** field trips. Total of 54 hours lecture and 162 hours laboratory.

Transfer Credit: CSU; UC

ARCH 022A ARCHITECTURAL PRACTICE

5 units

Architectural drafting conventions. Relationship of drawings and their functions, schedules and related detail drawings. Preparation of working drawings for a wood frame building involving light framing and heavy timber construction. Total of 54 hours lecture and 108 hours laboratory.

Transfer Credit: CSU

ARCH 022B ARCHITECTURAL PRACTICE

5 units

Prerequisite: Arch 022A.

Continuation of architectural drafting involving more

complex structural systems and materials. Preparation of working drawings for a structure involving steel reinforced concrete and unit masonry materials. Emphasis is on detailing. Total of 54 hours lecture and 108 hours laboratory.

Transfer Credit: CSU

ARCH 024A HISTORY OF ARCHITECTURE

3 units

Development of architecture from Prehistory, through ancient Egypt, ancient Greece and ancient Rome to the end of the Medieval period. Development of ancient, traditional or indigenous architecture of India, Islam, China, Japan, Africa, and the Americas. Influence of geography, religion and socio-economic factors on architecture. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ARCH 024B HISTORY OF ARCHITECTURE

3 units

Basis and development of modern architecture from the Renaissance to the present day. Influence of technological, ecological, environmental, and socio-economic factors on architecture. Trends in contemporary architecture and environmental design. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ARMENIAN

(School of Humanities and Social Sciences)

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: *Arm n 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

(School of Visual, Media and Performing Arts)

Art courses are frequently required, regardless of transferability, in order to develop an acceptable portfolio necessary for admission to selective four-year college art programs.

ART 001A HISTORY OF WESTERN ART

3 units

Survey of the history of architecture, sculpture, painting and the minor arts representative of prehistoric, ancient, classical and medieval periods of Western civilizations. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ART 001B HISTORY OF WESTERN ART

3 units

Survey of the history of architecture, sculpture, painting and the minor arts from Renaissance to present day in Western civilizations. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: ARTH 120*

ART 002 HISTORY OF AFRICAN AND AFRICAN-AMERICAN ART

3 units

A survey presenting major monuments of sculpture, architecture, painting and other cultural traditions of Sub-Saharan African art from prehistoric times to the contemporary period. Includes the interrelationship of African and European artistic forces, African influences on American art, and the development of African-American artists. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ART 003A HISTORY OF ASIAN ART

3 units

Architecture, sculpture, painting and minor arts of India and Southeast Asia; includes religious and philosophical influences on art forms. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ART 003B HISTORY OF ASIAN ART

3 units

Architecture, sculpture, painting and the minor arts of China, Korea and Japan; includes religious and philosophical influences on art forms. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ART 004A HISTORY OF ANCIENT ART IN THE WEST

3 units

A survey of the history of Western and Ancient Near Eastern architecture, sculpture, painting and the mi-

**Course Identification Numbering System (C-ID)*

nor 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
3 units

Prerequisite: *Enrollment in or completion of Engl 001A.*
A survey of the history of modern art that provides an overview of art and architecture from the late 18th century through the 19th and 20th centuries. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: ARTH 150*

ART 005 ART FUNDAMENTALS
3 units

A general art appreciation survey that offers a broad introduction to works of art through the study of theory, terminology, themes, design principles, media and the history of the visual arts across time and diverse cultures. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: ARTH 100.*

ART 006 ART MEDIA FOR EARLY CHILDHOOD EDUCATION
3 units

Art media techniques and theory for the creative development of the young child; applicable to the preschool and elementary school settings. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 007 PRE-COLUMBIAN ART
3 units

A survey of the major monuments of sculpture, architecture, painting and the minor arts of Mesoamerica and the Andean region of western South America from ca. 2000 B.C. until the Conquest. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ART 008 HISTORY OF MEXICAN AND CHICANO ART
3 units

A survey of Mexican art from its beginning to the present. Includes pre-Columbian, colonial and modern art in Mexico as well as contemporary Mexican-American expression. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ART 009 HISTORY OF ISLAMIC ART
3 units

A survey of the history of art and architecture of the Islamic world from its beginnings in the seventh 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

Introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: ARTS 110*

ART 011B CONCEPTS IN DRAWING
3 units

Prerequisite: *Art 011A.*

Exploration of artistic concepts, styles, and creative expression related to intermediate level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

*Course Identification Numbering System (C-ID)

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 013 FOUNDATION PRINTMAKING****3 units**

Introduction to the various methods of making two-dimensional art works in multiple printed forms. Making of printing elements for the production of original works on paper or other substrates for the purpose of visual communication and dialogue. Screen-print, monotype, lithograph, intaglio and relief process. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit under review.***ART 015 SKETCHING FOR DESIGN****3 units**

Introduction to quick sketching techniques for beginning design and illustration students utilizing a variety of media including pencil, pen, markers and a variety of papers. Emphasis on developing visual communication skills for advertising, graphics, illustration, jewelry, product and interior design. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU***ART 016 PERSPECTIVE****3 units**

Beginning elements of one-and/or two-point perspective utilizing the grid and freehand methods. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***ART 018 RENDERING****3 units****Recommended preparation:** *Art 015.*

Graphic visualization for convincing representation emphasizing contemporary presentation techniques with markers, chalk and pencil. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU***ART 020 INDEPENDENT STUDY****2 units****Prerequisites:** *Completion of art specialty sequence or enrollment in last course of sequence and permission of department chairperson.*

Individual projects in art. Total of 108 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***ART 020A BEGINNING PAINTING****3 units****Prerequisite:** *Enrollment in or completion of Art 011A.*

Introduction to principles, elements, and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***ART 020B PAINTING****3 units****Prerequisite:** *Art 020A.*

Development of experimental and intuitive approaches to still life, landscape, figurative subject matter. Emphasis on abstract theories. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***ART 020C PAINTING****3 units****Prerequisite:** *Art 020B.*

Exploration of advanced concepts and ideas. Emphasis on composition and color and a variety of materials and techniques. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC***ART 021 PAINTING****3 units****Prerequisite:** *Art 020C or placement based on the art assessment process.*

Experimentation with traditional and contemporary methods of painting. Composition, interpretation and expression using figure, still life and landscape. See department chairperson. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 022A WATERCOLOR PAINTING**3 units**

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

Introduction to the fundamentals of watercolor painting. Emphasis on the basic techniques and principles of painting. See department chairperson. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 022B WATERCOLOR PAINTING**3 units**

Prerequisite: Art 022A.

Advanced techniques and experimental uses of watercolor painting. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 022C WATERCOLOR PAINTING**3 units**

Prerequisite: Art 022B.

Individualized, project-based continued exploration of technical and aesthetic aspects of watercolor painting. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 023A PRINTMAKING — INTAGLIO AND RELIEF**3 units**

Basic intaglio and relief fine art printing processes. Introduction to wood and linoleum cut, drypoint, etching, and color printing techniques. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 023B PRINTMAKING — LITHOGRAPHY**3 units**

Basic black and white and color hand lithographic printing from plate and stone. Introduction to direct drawing with dry and liquid materials, transfer, and photo-lithographic techniques. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 023C PRINTMAKING — MONOTYPE**3 units**

Exploration of printing unique images using a variety of painterly and direct drawing techniques on plexiglass and metal plates. Introduction to stencil, viscosity, texture, and transfer methods. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 024 PRINTMAKING — SILK SCREEN**3 units**

Basic fine art screen printing incorporating paper stencils, screen filler, drawing fluid, and photographic emulsion. Introduction to edition and monoprinting techniques with an emphasis on color printing. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 025 BEGINNING SCULPTURE**3 units**

An introduction to materials, methods and techniques with an emphasis on the development of ideas and personal expression. Materials include clay, plaster, cement, wood utilized for both carving and construction, metal, plastics and mixed media including video and other digital technologies. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 026 SCULPTURE**3 units**

Prerequisite: Art 025.

Expansion of Art 025 with emphasis on discovering the medium that best relates to the student's individual expression. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 027 SCULPTURE TECHNOLOGY — METAL CASTING AND MOLD MAKING**3 units**

Prerequisite: Art 025.

Sculpture methods and techniques in bronze, aluminum casting and mold making. Work in wax, mixed media for direct casting and drop casting. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 028 FIGURE SCULPTURE**3 units**

A study and exploration of the basic principles, materials and techniques in dealing with expressive contemporary solutions to figure sculpture. **Recommended** Art 025. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 031A COLOR AND COMPOSITION — TWO DIMENSIONAL DESIGN**3 units**

Introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative

expression through lecture presentations, studio projects, problem solving, and written assignments. Total of 36 hours lecture and 72 hours laboratory.
*Transfer Credit: CSU; UC. *C-ID: ARTS 100*

ART 031B COLOR THEORY

3 units

Prerequisite: *Art 031A.*

A study of the principles, theories, and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems, cultural usage, and the perception of color. Explore and apply color theories in the development and application of design elements and principles in two-dimensional compositions. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: ARTS 270*

ART 032A DESIGN — THREE DIMENSIONAL

3 units

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 033A PRODUCT DESIGN — APPLICATION

3 units

Introduction to the product design profession. Students create hands-on projects with emphasis on innovation, design methodologies, social and environmental issues, consumer trends, sketching and presentation techniques. Completion of the course results in portfolio projects. Overview of the industrial design professions which include product, transportation, environmental and entertainment design. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 033B PRODUCT DESIGN — APPLICATION

3 units

Prerequisite: *Art 033A.*

Continued study in application of three-dimensional design to industry with emphasis on product development. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 033C PRODUCT DESIGN — APPLICATION

3 units

Prerequisite: *Art 033B.*

Emphasis on corporate product and graphic planning; development of student portfolio. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 034A CRAFTS - MATERIALS AND PROCESSES

3 units

Introduction to traditional and contemporary concepts and processes in a variety of craft media such as glass, wood, metal, and/or enameling. Emphasis is on design principles in the development of aesthetic forms based on function. **Recommended** completion of Art 031A. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU. *C-ID: ARTS 280*

ART 034B CRAFTS - MATERIALS AND PROCESSES

3 units

Prerequisite: *Art 034A.*

Advanced experiences and research in wood, glass, and metal. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 036A JEWELRY/METAL FABRICATION

3 units

Introduction to a wide range of methods, techniques, and material to create jewelry and small scale artwork and objects. Includes the study of historical and contemporary practices of jewelry-making, small metal casting, and fabrication with a global cultural perspective. Work with aluminum, titanium, copper, brass and silver; creative combination of materials and basic stone setting. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 036B JEWELRY/METAL FABRICATION

3 units

Prerequisite: *Art 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 72 hours laboratory.

Transfer Credit: CSU

ART 036C JEWELRY CASTING

3 units

Prerequisite: *Art 036B.*

Creative use of mold casting techniques. Basic and exploratory techniques in jewelry casting using non-ferrous metals and lost wax casting techniques. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

**Course Identification Numbering System (C-ID)*

ART 038A CERAMICS**3 units**

Introduction to ceramic materials, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 038B CERAMICS**3 units****Prerequisite:** *Art 038A.*

Expressive use of ceramic techniques. Individual experimentation in clay forms; experience in firing. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 038C CERAMICS**3 units****Prerequisite:** *Art 038B.*

Individual projects integrating the aesthetics of materials and ideas as may be considered in utilitarian and sculptural ware. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 038D CERAMICS**3 units****Prerequisite:** *Art 038C.*

Advanced projects in ceramics, integrating multiple techniques used to produce a cohesive body of work. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 039A HANDBUILT CERAMICS**3 units**

Introduction to ceramic materials, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 039B HANDBUILT CERAMICS**3 units****Prerequisite:** *Art 039A.*

Experimental approaches in the development of hand-built ceramic forms. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 039C HANDBUILT CERAMICS**3 units****Prerequisite:** *Art 039B.*

Individual projects in handbuilt ceramics focusing on the development of personal aesthetics. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 039D HANDBUILT CERAMICS**3 units****Prerequisite:** *Art 039C.*

Advanced projects in ceramics, integrating multiple handbuilding techniques used to produce a cohesive body of work. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

ART 040 INTRODUCTION TO DIGITAL TOOLS**3 units**

Introduction to the computer as an effective visual communication 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. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 041A INTERIOR DESIGN: SPACE PLANNING AND MATERIALS I**3 units****Recommended Preparation:** *Enrollment in or completion of Art 032A.*

An introduction to the design of interior spaces through study of space planning, and an understanding of historical interior styles, materials and furnishings. Emphasis placed on application of principles and elements of design in three-dimensional space, ranging from domestic to small commercial projects. Design communication and visualization skills are developed using hand drawings and model building. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 041B INTERIOR DESIGN: SPACE PLANNING AND MATERIALS II**3 units****Prerequisite:** *Art 041A.***Recommended Preparation:** *Enrollment in or completion of DT 008A.*

Intermediate course in Interior Design. Emphasis on space planning, and selection, use, and detailing of materials. Design communication and visualization skills

are developed using hand drawings, model building, and computer assisted design software. Total of 36 hours lecture and 72 hours of laboratory.

Transfer Credit: CSU

ART 041C INTERIOR DESIGN: SPACE PLANNING AND MATERIALS III

3 units

Prerequisite: *Art 041B.*

Recommended Preparation: *DT 008A.*

Emphasis on space planning for commercial and institutional interiors, and the selection, use, and detailing of materials and furniture. Design communication and visualization skills are developed using computer assisted design software, as well as hand drawings and model building. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 050A INTRODUCTION TO ADVERTISING GRAPHIC DESIGN

3 units

Prerequisite: *Art 031A.*

Recommended preparation: *Art 015.*

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. 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. 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. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 052A INTRODUCTION TO ILLUSTRATION

3 units

Prerequisites: *Art 011A.*

A study of the common techniques and media used in various illustration fields. Emphasis on problem solving by creating illustrations from specific themes. Projects will apply to the areas of print, entertainment, and galleries. **Recommended** Art 031A. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 052B ADVANCED ILLUSTRATION

3 units

Prerequisite: *Art 052A.*

Recommended Preparation: *Art 031A.*

Refinement of media and techniques with an emphasis towards developing experimental uses. Emphasis on advanced problem solving by creating illustrations from abstract and personal themes. Projects will serve as portfolio pieces for specific illustration areas. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

ART 056 INTRODUCTION TO DIGITAL PAINTING & DRAWING

3 units

Introduction to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, and compositional principles with contemporary digital tools. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU. *C-ID: ARTS 250*

ART 057 MOTION GRAPHICS

3 units

Exploration of experimental and new technological approaches to creating original visual imagery for use in design, fine arts, animation, and interactive media. Introduction to the integration of sound, graphics, video, and text. Exploration of motion design and dynamic storytelling to create movies, animation, and professional special effects for digital output. Overview of career opportunities. Total of 36 hours lecture and 72 hours laboratory. **Formerly** Art 156.

Transfer Credit: CSU; UC

ART 064 INTRODUCTION TO INTERACTION DESIGN

3 units

Introduction to human-computer interaction, interface design, and interactive and time-based media for designers. Overview of foundational interaction design concepts such as human factors, perception, cognition, research techniques, and design methods for the design of user experiences & interaction. A survey of interactive products, systems, interfaces and technology (software and hardware), constraints and trajectories for future developments and how these frame Interaction Design and production. Workflow, planning and organization of prototyping in Interaction Design. Recommended knowledge of digital imaging. Total of 36 hours lecture and 72 hours laboratory. **Formerly** Art 154.

Transfer Credit: CSU; UC

ART 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

ART 098 WEB DESIGN AND DEVELOPMENT

3 units

Introduction to the design and creation of websites. Exploration of usability, interface, navigation, and information design as well as creation of dynamic content in websites. Use of HTML, CSS, CMS, and PHP/MySQL to explore simple to complex interactive projects for the Web. Creation of a "real world" website designed in an interdisciplinary team environment. Emphasis on project management and conceptual skills that comprise well-designed websites; an interdisciplinary course. Total of 36 hours lecture and 72 hours laboratory. **Formerly** Art 198.

Transfer Credit: CSU; UC

ART 106 ART SINCE 1945

3 units

A survey of major developments in 20th century European and American art since the Second World War. Total of 54 hours lecture.

ART 118 ADVANCED RENDERING

3 units

Prerequisite: *Art 018.*

Advanced graphic visualization for convincing representation emphasizing advanced presentation techniques and styles by use of marker, pencil, chalk and gouache. Total of 36 hours lecture and 72 hours laboratory.

*Course Identification Numbering System (C-ID)

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 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 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. 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. Total of 36 hours lecture and 72 hours laboratory.

ART 158 INTERACTIVITY FOR THE INTERNET**3 units**

Introduction to the design and creation of interactive multimedia web sites that incorporate animation, graphics, text, and sound using JavaScript and the jQuery Framework. Exploration of interface, navigation, and information design as well as creation of customized interactivity and behaviors in web development and user experience design. Exploration of simple to complex interactive environments for output to the Web. Overview of career opportunities. Total of 36 hours lecture and 72 hours laboratory.

ASTRONOMY**(School of Science and Mathematics)****ASTR 001 ELEMENTARY ASTRONOMY****4 units****Prerequisites:** *Math 139 and Math 131.*

Recommended preparation: *A high school or college physical science course.*

Methods of investigation used by astronomers. Positional and practical astronomy, dynamical astronomy and modern astro-physics. Use of instruments, techniques of observation. **Night lab** occasionally substitutes for a lecture period. Total of 54 hours lecture and 36 hours laboratory.

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

ASTR 012 DESCRIPTIVE INTRODUCTION TO ASTRONOMY**3 units**

Recommended preparation: *Math 125 or Math 127B or Math 128B.*

Origin, characteristics and evolution of the solar system, the stars, the galaxies and the universe. **No credit** if taken after Geol 016 or Astr 001. Total of 54 hours lecture.

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

ASTR 020 INDEPENDENT STUDY**2 units****Prerequisite:** *Astr 001.*

Faculty-guided independent study of a topic in Astronomy. Total of 36 hours laboratory.

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

AUTOMOTIVE TECHNOLOGY

(School of Business, Engineering and Technology)

AUTO 032 AUTOMOTIVE FUNDAMENTALS

4 units

Theories and fundamentals of the automobile's major operating systems including: four-cycle internal combustion engine, ignition, fuel, transmission, driveline, chassis, suspension, brakes, heating and air conditioning. Techniques of measurement, terminology, tools and safety issues related to the automotive trade are discussed and practices. Total of 54 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

AUTO 050 AUTOMOTIVE ELECTRICAL SYSTEMS

3 units

Prerequisite: *Auto 032 and Eltn 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: *Auto 050.*

Theory, operation, and maintenance of microprocessor-based automotive control systems. Electronic fuel injection ignition and carburetion systems. Body computer modules and on-board diagnostic systems. Sensors, instruments, voice-alert systems. Use of digital and analog test equipment and trouble-shooting procedures. Total of 54 hours lecture and 54 hours laboratory.

AUTO 214A BASIC AREA CLEAN AIR CAR COURSE

3 units

Prerequisites: *Auto 226 and 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

Prerequisite: *Auto 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: *Auto 032.*

Technical lectures and hands on experience related to automobile engine theory of operation and methods of testing. Practice in disassembly measurement and reassembly of various four cycle engines. Testing of running

engine assemblies required to evaluate internal operating conditions. Total of 72 hours lecture and 54 hours laboratory.

AUTO 221 ENGINE MACHINING AND REBUILDING
6 units

Prerequisite: *Enrollment in or completion of Auto 220.*
Technical lectures and hands-on experience related to automobile engine machining and rebuilding. Practice in disassembly, cleaning, inspection, measurement, machining, reassembly and adjustment of automobile engines. Total of 54 hours lecture and 162 hours laboratory.

AUTO 222 MANUAL TRANSMISSION, TRANSAXLE AND DRIVETRAIN

5 units

Prerequisite: *Auto 032 and Eltn 130.*

Theory of operation and diagnosis of manual transmissions, transaxles, clutches, differentials, driveshafts, constant velocity joints and drive axles. Laboratory procedures includes removal, disassembly, inspection, rebuilding, installation and adjustment of manual transmissions and related assemblies. Total of 54 hours lecture and 108 hours laboratory.

AUTO 223 AUTOMATIC TRANSMISSIONS AND TRANSAXLES

5 units

Prerequisite: *Auto 032 and Eltn 130.*

Theory of operation and 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: *Auto 032, Engl 435, Eltn 130, and enrollment in or completion of Auto 225.*

Automotive brakes systems, relining of brakes, hydraulic system repair and component diagnosis including anti-lock brake systems. Preparation for the Automotive Service Excellence (ASE) certification program. Total of 54 hours lecture and 108 hours laboratory.

AUTO 225 SUSPENSION AND STEERING
5 units

Prerequisite: *Enrollment in or completion of Auto 224.*
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 and Auto 151.*

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

Prerequisite: *Enrollment in or completion of Auto 226.*

Theory and operation of electronic engine controls and includes: electronic fuel injection, electronic ignitions, on-board diagnostics and current emission systems. Laboratory practice includes proper set up and use of digital storage oscilloscopes, scan tools, engine analyzer, four and five-gas emission analyzers, and dynamometer. Total of 54 hours lecture and 108 hours laboratory.

BIOLOGY

(School of Science and Mathematics)

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 and 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 and 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. 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. *C-ID: BIOL 190, 130S*

BIOL 010B THE DIVERSITY OF LIFE ON EARTH: STRUCTURE, FUNCTION AND ECOLOGY

5 units

Prerequisites: *Chem 001A and Biol 010A.*

Explores the diversity of living organisms, the structure and function governing their form and function, and the ecological principles that guide their interactions. Second in a 3-course series for Biology majors (Biol 010ABC). Total of 54 hours lecture and 108 hours laboratory.
*Transfer Credit: CSU; UC. *C-ID: BIOL 130S*

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. *C-ID: BIOL 130S*

*Course Identification Numbering System (C-ID)

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. **No credit** if taken after Biol 001A, 002, 003, 004, 005, 010ABC, or 011H. **For** non-biology majors, but open to all qualified students. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***BIOL 011H HONORS GENERAL BIOLOGY****4 units**

Basic concepts of biology, the cell, nutrition, a survey of physiological systems, reproduction, heredity, development, diversity of organisms, evolution and environmental biology. **No credit** if taken after Biol

001A, 002, 003, 004, 005, 011 or 010ABC. **For** non-biology majors, but open to all qualified students. Total of 54 hours lecture and 54 hours laboratory. *Transfer Credit: CSU; UC credit under review.*

BIOL 014 FIELD BIOLOGY**4 units**

Birds, mammals, amphibians, reptiles, trees and shrubs of Southern California. Identification, ecology methods of observing and recording. **Required** instructional trips. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC***BIOL 016 MARINE BIOLOGY****4 units**

Marine organisms and their relationship to such environmental factors as temperature, salinity, oxygen, minerals, ocean currents and depth; introduction to measurement of some of these factors. Collection and identification of marine organisms. Laboratory study of preserved specimens. **Required** instructional trips. Total of 54 hours lecture and 54 hours laboratory.

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

Required instructional trips. Total of 54 hours by arrangement. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

Transfer Credit: CSU

BIOL 026 BIOLOGY FIELD STUDIES

2 units

Investigations of animals and plants in their natural habitats with an emphasis on ecological relationships. **Required** instructional trips. Total of 18 hours lecture and 54 hours by arrangement. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

Transfer Credit: CSU

BIOL 028 INTRODUCTION TO BIOINFORMATICS

3 units

Introduction to the structure and function of proteins and nucleic acids including molecular modeling, sequence alignment, database management. Computer programming with Perl or comparable programming language. Designing and managing biological database using relational database applications. Data gathering and analysis using spreadsheet applications. **Recommended** basic computer skills. Total of 54 hours lecture and 36 hours laboratory.

Transfer Credit: CSU

BIOL 030 FIELD BOTANY

4 units

Collection, identification and classification of native California flowering plants. Field identification of trees, shrubs and wildflowers common in California plant communities. **Required** instructional trips. Total of 54 hours lecture and 54 hours by arrangement. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

Transfer Credit: CSU

BIOL 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

BIOL 071B EXPLORING TOPICS IN BIOLOGY

1 unit

Exploratory course: *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture.

Transfer Credit: CSU

BIOL 071C EXPLORING TOPICS IN BIOLOGY

1 unit

Exploratory course: *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture and 18 hours laboratory.

Transfer Credit: CSU

BIOL 102A BIOLOGICAL TECHNOLOGY

3 units

Introduction to the fundamental skills necessary for any biotechnology laboratory. Skills include preparation of an industry standard notebook, preparation, solution and media making, sterile technique, use and maintenance of basic laboratory equipment, quality control protocols and lab safety. Total of 36 hours lecture and 72 hours laboratory.

BIOL 102B BIOLOGICAL TECHNOLOGY

3 units

Prerequisite: *Biol 102A.*

Advanced skills in applied biological technology. Skills include PAGE electrophoresis techniques, column chromatography, PCR, ELISA, lyophilization, DNA sequencing, and the production of an industry standard laboratory notebook. Internet databases will be used for instruction in bioinformatics. Total of 36 hours lecture and 72 hours laboratory.

BIOL 102C BIOLOGICAL TECHNOLOGY**3 units****Prerequisite:** *Biol 102A.*

Advanced skills in applied biological technology. Skills include cell culture techniques for both plant and mammalian cell cultures and the production of an industry standard laboratory notebook. Total of 36 hours lecture and 72 hours laboratory.

BIOL 102D BIOLOGICAL TECHNOLOGY - LABORATORY INTERNSHIP**3 units****Prerequisite:** *Biol 102B or Biol 102C.*

Advanced skills in applied biological technology. Internship in a biochemistry laboratory. Total of 234 hours laboratory.

BIOL 103 BIOETHICS**3 units**

Introduction to basic ethical principles through investigation of ethical issues resulting from scientific research and the development of emerging biotechnologies. Total of 54 hours lecture.

BIOL 104A APPLICATIONS OF FLUORESCENCE MICROSCOPY**2 units****Prerequisite:** *Biol 102C.*

Introduction to the fundamental principles of fluorescence microscopy. Exploration of specialized methods and practical biological applications of fluorescence detection and imaging using microscopy techniques currently being performed in research laboratories. Total of 18 hours lecture and 54 hours of laboratory.

BIOL 104B MICROBIOLOGICAL APPLICATIONS USED IN BIOTECHNOLOGY**4 units****Prerequisite:** *Biol 102B and Biol 102C.*

Overview of the development of the field of molecular biotechnology. Instruction on how utilization of microorganisms and their biological products led to the advent of recombinant DNA technology, molecular cloning, and genetic engineering. Demonstration of various applied molecular microbiological techniques routinely performed in biotechnology laboratories. Total of 54 hours lecture and 72 hours laboratory.

BIOL 104C RESEARCH METHODOLOGY**3 units****Prerequisites:** *Biol 102B and Biol 102C and Biol 038.*

Capstone course integrates the use of a variety of research methodologies taught in existing biotechnology

core courses to illustrate the interdisciplinary nature of scientific research. Coursework includes participation in hypothesis-driven research projects focused on the use of various gene regulatory mechanisms, including RNA interference and genome editing, to study the biology and function of mouse embryonic stem cells. Total of 36 hours lecture and 72 hours laboratory.

BIOL 104D COLLABORATIVE RESEARCH EXPERIENCE**3 units****Prerequisites:** *Biol 102B and Biol 102C and Biol 038.*

Opportunity to participate in scientific research projects in collaboration with a local research institute. Practical experience provided with basic research methodologies and strategies used in academic research, specifically in the field of stem cell biology. Total of 36 hours lecture and 72 hours laboratory.

BIOL 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

(School of Business, Engineering and Technology)

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 ma-

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. Hillside 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)

(School of Science and Mathematics)

BUS 002 PERSONAL FINANCE

3 units

Consumer and family money management: maintaining financial records and budgets; purchasing housing, automobiles and other consumer goods; managing credit; buying insurance; planning and managing investments. Total of 54 hours lecture.

Transfer Credit: CSU

BUS 003 PERSONAL LAW

3 units

Introduction to the principles that relate to rights and responsibilities under the law. Covers law dealing with crimes, torts, contracts, motor vehicles, employment, sales, insurance and family matters. Total of 54 hours lecture.

Transfer Credit: CSU

BUS 009 INTRODUCTION TO BUSINESS

3 units

Survey of 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

Prerequisite: *Engl 001A.*

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

*Transfer Credit: CSU. *C-ID: BUS 115*

BUS 012A BUSINESS LAW

3 units

Development and functions of common law. Definitions and classification of law, court systems and procedures. Law of torts: intentional torts, negligence, defenses, strict liability. Law of intellectual property and cyberlaw. Criminal law and procedures. Law of Contracts: requirement for enforceable agreements, defenses, third parties, performance and remedies. Law of sales and lease contracts: formation, title, risk, insurable interest, performance, remedies and warranties. Constitutional Law and Business. Business ethics. Business entities and agency. Total of 54 hours lecture.

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

**C-ID: BUS 125*

BUS 012B BUSINESS LAW

3 unit

Prerequisite: *Bus 012A.*

Ethics, principles and application of rules of law relating to business organizations. Negotiable instruments; creditor's rights and bankruptcy; agency and labor relations; partnerships and LLP's; corporations; government regulations; personal property, bailments, real property, and landlord-tenant; insurance; wills, trusts and estates. Total of 54 hours lecture.

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

*Course Identification Numbering System (C-ID)

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 credit limitations. See counselor.

BUS 016 BUSINESS COMPUTATIONS UTILIZING TECHNOLOGY**3 units**

A comprehensive study of business computations and a review of decimals, fractions, and percentages. Bank services, payroll, the calculations associated with buying and selling, interest and loans, taxes, cash and trade discounts, depreciation and other business computations. **For** students interested in pursuing careers in business. Problems are solved utilizing contemporary technology. Total of 54 hours lecture.

Transfer Credit: CSU

BUS 020 INDEPENDENT STUDY**1 unit**

Prerequisite: *Completion of two courses in the Business Education Division.*

Individual business-related projects; research techniques; written reports. **Pass/no pass** grading. Total of 54 hours laboratory.

Transfer Credit: CSU

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 WORK EXPERIENCE INTERNSHIP**3 units**

Supervised work experience in a business organization. Total of 270 hours laboratory.

BUSINESS INFORMATION TECHNOLOGY**(School of Science and Mathematics)****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 011 BUSINESS DOCUMENT PROCESSING****2 units**

Production of business documents using word processing software including proofreading and proper grammar and punctuation. Development of computer keyboarding technique, speed, and accuracy. Total of 18 hours lecture and 54 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 keyboard-

ing 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 information systems and technology, networking, e-commerce, ethics and security, systems hardware and software components, and commonly used business software applications, including word processing, spreadsheets, graphics, and database management. Applications of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Total of 54 hours lecture.

*Transfer Credit: CSU. *C-ID; BUS 140*

BIT 100 WORD PROCESSING BASICS

1 unit

Recommended preparation: *Enrollment in or completion of BIT 107.*

Introduction to basic concepts and software to create, edit, store, retrieve and print letters, reports and simple tables. **Recommended** BIT 010, 011A, or keyboarding/typing speed of 20 wpm. **No credit** if taken after or concurrently with BIT 128A, 128B, 012A, 012B, 012C, or 012D. Total of 18 hours lecture and 18 hours laboratory.

BIT 102 SPREADSHEET BASICS

1 unit

Recommended preparation: *Enrollment in or completion of BIT 107.*

Introduction to basic concepts and use of spreadsheet software to create, edit, store, retrieve and print simple spreadsheets and charts. **No credit** if taken after or concurrently with BIT 103A or BIT 103B, BIT 133A, or BIT 133B. Total of 18 hours lecture and 18 hours laboratory.

BIT 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 105 BUSINESS SOFTWARE-MICROSOFT ACCESS

2 units

Prerequisite: *BIT 106.*

Intermediate to advanced relational database concepts to create database tables, forms, business reports, macros, and queries. Total of 27 hours lecture and 27 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 — INTRODUCTION TO MICROSOFT OFFICE SYSTEM

3 units

Comprehensive overview of the Microsoft Office System applications including Word, Excel, PowerPoint, and Access; integration of applications to create reports and presentations. Total of 45 hours lecture and 108 hours laboratory.

BIT 107 BUSINESS SOFTWARE — WINDOWS

1 unit

Use and management of the environment and file system within the Windows operating system on both local and cloud systems. Concepts and terminology; end-user techniques for searching and for basic diagnostic and trouble-shooting procedures. Total of 9 hours lecture and 27 hours laboratory.

BIT 108 MICROSOFT OUTLOOK AND PRODUCTIVITY TOOLS

1 unit

Use and features of business communication software, email software, and emerging business technologies including Microsoft Outlook and Google Drive. Electronic document routing, organizers, calendars, meeting and facility schedulers, and collaborative techniques. Total of 9 hours lecture and 27 hours laboratory.

**Course Identification Numbering System (C-ID)*

BIT 109 BUSINESS SOFTWARE — MICROSOFT POWERPOINT

2 units

Prerequisite: BIT 106.

Concepts and use of presentation graphics software to plan and develop effective business presentations. Total of 27 hours lecture and 27 hours laboratory.

BIT 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

1 unit

Introduction to records management concepts and database software using Microsoft Access. Records management systems for organizing business information, materials, and records by applying standard indexing rules and using manual and electronic filing systems (alphabetic, numeric, geographic, chronologic, and subject). Total of 18 hours lecture.

BIT 117 COLLABORATIVE WEB-BASED WORKSPACES

1 unit

Prerequisite: BIT 107.

Introduction to web-based collaborative workspace software to enhance work, data, and content collaboration in an organizational environment. Emphasis on working as a team, and on workspace sites, workflows, content publication, discussion boards, document libraries, tracking tasks, blogs, wikis, and managing users and permissions. Projects include the design and creation of customized workspaces to solve specific business needs. Total of 9 hours lecture and 27 hours laboratory.

BIT 121 LIFE DESIGN FOR THE 21ST CENTURY

3 units

Life and occupational preparation; establish a dynamic 10-year plan which integrates goal setting, identity formation, decision making, budget projection, online career research, skills identification, and life-long learning. Total of 54 hours lecture.

BIT 122 INTERNET RESEARCH FOR BUSINESS

1 unit

Conducting Internet research, and evaluating, managing, and organizing Internet research findings to effectively communicate information in business. Total of 18 hours lecture.

BIT 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

3 units

Prerequisite: BIT 106.

Administrative support procedures, task organization, time management, team concepts and customer service skills, business travel and meeting arrangements, effective personal interactions to facilitate office work flow, and making ethical choices in the office. Simulated on-the-job training. Total of 54 lecture hours.

BIT 125 BUSINESS SOFTWARE INTEGRATION

2 units

Prerequisite: Enrollment in or completion of BIT 105, BIT 109, BIT 128, and BIT 133.

Integration of business software applications, including Microsoft Office and Google Drive, to report, analyze, and measure information for the purpose of business planning and decision making. Total of 27 hours lecture and 27 hours laboratory.

BIT 128 BUSINESS SOFTWARE-MICROSOFT WORD

2 units

Prerequisites: BIT 106 and BIT 011.

Application of intermediate to advanced word processing concepts to create, edit, and format business documents such as memos, forms, newsletters, reports, tables, and templates. Topics include mail merge, images, complex tables, macros, collaboration tools, and master documents. Total of 27 hours lecture and 27 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 131 PROFESSIONAL SKILLS FOR CAREER SUCCESS**3 units**

Navigating technology at work; creativity and innovation; interpersonal communications; time management; organization skills; effective listening; valuing diversity; and value-added service. Includes role playing and critical thinking activities to teach these valuable skills in an integrated manner. Total of 54 hours lecture.

BIT 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 133 BUSINESS SOFTWARE-MICROSOFT EXCEL LEVEL 2**2 units****Prerequisite:** *BIT 106.*

Application of intermediate to advanced spreadsheet software to prepare budgets, record accounting information, and conduct financial analysis. Topics include formula and function creation, PivotTables and PivotCharts, macros, data analysis, what-if analysis, and charts. Total of 27 hours lecture and 27 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**(School of Science and Mathematics)****CHEM 001A GENERAL CHEMISTRY AND CHEMICAL ANALYSIS****5 units****Prerequisites:** *(1) Math 131 or its equivalent, and (2) Chem 022 or equivalent skills as demonstrated through placement based on the chemistry assessment process.*

Standard general chemistry for science and engineering majors, with emphasis on quantitative methods and calculations. Atomic structure and chemical bonding, stoichiometry, gases, liquids, solids and solution chemistry. Introductions to equilibrium and organic chemistry. Quantitative analysis using analytical balances, gravimetric and volumetric procedures, spectrophotometry and calorimetry. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor. *C-ID: CHEM 110; CHEM SEQ 120S (with CHEM 001B)*

CHEM 001B GENERAL CHEMISTRY AND CHEMICAL ANALYSIS**5 units****Prerequisite:** *Chem 001A.*

Standard general chemistry for science and engineering majors, with emphasis on quantitative methods and calculations. Kinetics, equilibrium, thermodynamics, introduction to electrochemistry, coordination compounds, nuclear chemistry, and the chemistry of selected metals and nonmetals, potentiometric titrations and electrochemical cells. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor. *C-ID: CHEM SEQ 120S (with CHEM 001A)*

**Course Identification Numbering System (C-ID)*

CHEM 002A CHEMISTRY — GENERAL, ORGANIC AND BIOCHEMISTRY

4 units

Prerequisite: *Math 125 or Math 127B or Math 128B or Math 150.*

Principles of chemistry for health science majors. Atomic and molecular structure, chemical bonding, nomenclature, chemical reactions and stoichiometry, gases, solutions, acids and bases, pH, buffers, nuclear and organic chemistry. **No credit** if taken after Chem 001A. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor. *C-ID: CHEM 101*

CHEM 002B CHEMISTRY — GENERAL, ORGANIC AND BIOCHEMISTRY

4 units

Prerequisite: *Chem 002A.*

Principles of chemistry for health science majors. Organic and biochemistry: reaction mechanisms, kinetics, enzymes, protein synthesis and metabolism. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor. *C-ID: CHEM 102*

CHEM 008A ORGANIC CHEMISTRY

5 units

Prerequisite: *Chem 001B.*

Standard organic chemistry for science majors. Structure, bonding, nomenclature, isomerism, stereochemistry and physical properties of organic compounds. A mechanistic approach to the reactions of hydrocarbons, alkyl halides, alcohols, dienes, aromatic compounds, organometallics, IR and NMR spectroscopy and mass spectrometry. Introduction to organic laboratory techniques; preparation, isolation and identification of organic compounds. **No credit** if taken after Chem 014A and 016A. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: CHEM 150; CHEM SEQ 160 (with CHEM 008B)*

CHEM 008B ORGANIC CHEMISTRY

5 units

Prerequisite: *Chem 008A.*

Standard organic chemistry for science majors. A mechanistic approach to the reactions of alcohols, phenols, ethers and epoxides, aldehydes, ketones, carboxylic acids and their derivatives and amines. Photochemistry, organic redox, polymerization, rearrangements, synthesis and an introduction to biochemical molecules. Qualitative analysis, natural products, multistep synthesis and kinetics. **No credit**

if taken after Chem 014B and 016B. Total of 54 hours lecture and 108 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: CHEM SEQ 160S (with CHEM 008A)*

CHEM 020 INDEPENDENT STUDY

1 unit

Prerequisites: *Chem 001B or 002B.*

Faculty-guided research. Each topic includes library research, design and execution of the experiment and the preparation of a summary report. Total of 54 hours laboratory.

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

CHEM 022 INTRODUCTORY CHEMISTRY

4 units

Prerequisite: *Enrollment in or completion of Math 131 or equivalent.*

Introduction to principles of chemistry with emphasis on quantitative methods and calculations. **For** science and engineering majors needing preparation for Chem 001A, but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

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

CHEM 108 PROBLEM SOLVING SKILLS FOR SUCCESS IN ORGANIC CHEMISTRY

1 unit

Corequisite: *Chem 008B.*

Development and rigorous practice of essential study techniques and course material for success in Chem 008B. Integration of supplemental instruction, problem solving strategies and critical thinking skills. **Pass/no pass** grading. Total of 18 hours lecture.

CHILD DEVELOPMENT

(School of Humanities and Social Sciences)

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*

**Course Identification Numbering System (C-ID)*

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 180 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 support and empower families. Total of 54 hours lecture.

*Transfer Credit: CSU. *C-ID: CDEV 110***CHDV 016 HEALTH, SAFETY AND NUTRITION****3 units****Prerequisites:** CHDV 010 and Psyc 021 or 121.

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development. CPR techniques, pediatric first aid; prevention and detection of child abuse. **Recommended** enrollment in CHDV 013A, B or C. **No credit** if taken after CHDV 116. Total of 54 hours lecture and 15 hours laboratory. **Formerly** CHDV 116.

*Transfer Credit: CSU. *C-ID: ECE 220***Course Identification Numbering System (C-ID)*

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 Psyc 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.

*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

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

*Course Identification Numbering System (C-ID)

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**(School of Humanities and Social Sciences)****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. Improve-

ment of oral expression. Introduction to Chinese grammar essentials, readings of simple contemporary Chinese stories; oral and written composition. **No credit** if taken after Chin 001 or 002. Total of 90 hours lecture.
Transfer Credit: CSU; UC credit limitations. See counselor.

CHIN 003 INTERMEDIATE CHINESE (Mandarin)

5 units

Prerequisite: *Chin 002 or Chin 002A, or two years of high school Chinese, or placement based on the foreign language assessment process.*

Grammar; oral and written composition; reading of intermediate texts, including those on Chinese history, geography and culture. Total of 90 hours lecture.

Transfer Credit: CSU; UC

CHIN 004 INTERMEDIATE CHINESE (Mandarin)

5 units

Prerequisite: *Chin 003 or, three years of high school Chinese, or placement based on the foreign language assessment process.*

Continuation of grammar, oral and written composition; reading of texts of moderate difficulty, including modern Chinese literature. Total of 90 hours lecture.

Transfer Credit: CSU; UC

CHIN 005 ADVANCED CHINESE READING AND COMPOSITION

3 units

Prerequisite: *Chin 004 or placement based on the foreign language assessment process.*

Reading and writing of Chinese texts with advanced written styles and syntax. Total of 54 hours lecture.

Transfer Credit: CSU; UC

CHIN 008A INTRODUCTION TO CHINESE CONVERSATION (Mandarin)

2 units

Prerequisites: *Chin 002, Chin 002A, or placement based on the foreign language assessment process.*

Practice in oral self-expression and understanding spoken Chinese. **No credit** if taken after Chin 003 or Chin 009A-B. Total of 36 hours lecture.

Transfer Credit: CSU

CHIN 008B INTRODUCTION TO CHINESE CONVERSATION (Mandarin)

2 units

Prerequisites: *Chin 002, Chin 002A, or placement based on the foreign language assessment process.*

Practice in oral self-expression and understanding spoken Chinese. **No credit** if taken after Chin 003 or Chin

009A-B. Total of 36 hours lecture.

Transfer Credit: CSU

CHIN 009A CHINESE CONVERSATION (Mandarin)

2 units

Prerequisite: *Chin 003, Chin 008A-B, or placement based on the foreign language assessment process.*

Intensive practice in oral expression and comprehension of spoken Chinese. Total of 36 hours lecture.

Transfer Credit: CSU

CHIN 009B CHINESE CONVERSATION (Mandarin)

2 units

Prerequisite: *Chin 003, Chin 008A-B, or placement based on the foreign language assessment process.*

Intensive practice in oral expression and comprehension of spoken Chinese. Total of 36 hours lecture.

Transfer Credit: CSU

CHIN 009C CHINESE CONVERSATION (Mandarin)

2 units

Prerequisite: *Chin 003, Chin 008A-B, or placement based on the foreign language assessment process.*

Intensive practice in oral expression and comprehension of spoken Chinese. Total of 36 hours lecture.

Transfer Credit: CSU

CHIN 010 CHINESE CIVILIZATION

3 units

The study of Chinese literature, arts, philosophy, geography, religion and the social and political environment; Chinese contributions to civilization from the classical period to modern times. (Course conducted in English.) Total of 54 hours lecture.

Transfer Credit: CSU; UC

CHIN 012 CHINESE LITERATURE IN TRANSLATION

3 units

Prerequisite: *Eligibility for Engl 001A.*

Reading and discussion of major works of Chinese literature in translation from different historical periods. Selected readings will be made from different genres: poetry, drama, essays and the novel. (Course conducted in English.) Total of 54 hours lecture.

Transfer Credit: CSU; UC

CHIN 022 CHINESE CALLIGRAPHY

3 units

History, development, aesthetics, and appreciation of Chinese calligraphy. An examination of Chinese character formation, evolution and etymology as well as a survey of varieties of Chinese scripts and hands-on practice of Chinese calligraphy. (Course conducted in English.) Total of 54 hours lecture.

Transfer Credit: CSU; UC

*Course Identification Numbering System (C-ID)

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**(School of Visual, Media and Performing Arts)****COMM 001 SURVEY OF MASS COMMUNICATION****3 units**

Mass media as information distributors; print media, radio and television broadcasting, motion pictures, public relations, sales and advertising. Rights and responsibilities under the First Amendment. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: JOUR 100*

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**(School of Science and Mathematics)****CIS 001 INTRODUCTION TO COMPUTERS****3 units**

Computer hardware, software, operating systems, file management, local area networks, Internet, digital data representation, and digital media. Computer technology related issues and future trends. Hands-on experience with word processing and presentation software. **No credit** if taken after CIS 010. Total of 54 hours lecture.

Transfer Credit: CSU; UC

CIS 010 INTRODUCTION TO INFORMATION SYSTEMS**3 units**

Foundation course for Business & Computer Information Systems majors. Information Technology that includes: hardware, system and application software, programming languages, Systems Analysis and Design, Information Systems and usage of the Internet, the Web, E-Commerce. Hands-on experience with Microsoft Excel and Access, programming and Internet software. Total of 36 hours lecture and 72 hours laboratory.

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-

**Course Identification Numbering System (C-ID)*

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, CIS 036, CIS 064, CIS 066, or 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, newsgroups, finding information on the Internet, and basic Web page creation. Legal, ethical, privacy and security issues on the Internet. Total of 90 hours lecture.

Transfer Credit: CSU

CIS 030 NETWORKS AND COMMUNICATIONS

3 units

Introduction to network applications; fundamental communication concepts; data communication hardware;

protocols and software; microcomputers and communications; network configurations, management and security. Total of 90 hours lecture.

Transfer Credit: CSU

CIS 031 DATABASE SYSTEMS

3 units

Prerequisite: *Enrollment in or completion of CIS 010.*

Concepts of a database management system with emphasis on the relational model. Data independence, data security, data integrity, access control, database architecture, database sublanguages, data dictionary; future technology and trends. Total of 54 hours lecture.

Transfer Credit: CSU

CIS 036 INTRODUCTION TO VISUAL BASIC

3 units

Prerequisite: *CIS 010.*

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*.

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 140A MCSE: MICROSOFT WINDOWS SYSTEM ADMINISTRATION 1

4 units

Corequisite: *CIS 160A.*

First of two courses designed to prepare students for Microsoft Certified Solutions Expert (MCSE): Server Infrastructure certification. Deploy Windows Server operating system in a networked environment. Implement Active Directory Domain Services (AD DS), IPv4 and IPv6, Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), Local Storage, File and Print Services, Group Policy, Server Virtualization with Hyper-V, Remote Access, Network Policy Server (NPS), Network Access Protection (NAP), Windows Deployment Services (WDS), and Windows Server Update Services (WSUS). Total of 54 hours lecture and 54 hours laboratory.

CIS 140B MCSE: MICROSOFT WINDOWS SYSTEM ADMINISTRATION 2

4 units

Prerequisite: *CIS 140A.*

Second of two courses designed to prepare students for Microsoft Certified Solutions Expert (MCSE) Server Infrastructure certification. Implement Advanced DHCP and DNS features, iSCSI storage, Branch Cache, Dynamic Access Control (DAC), Network Load Balancing (NLB), Failover Clustering, Failover Clustering with Hyper-V, Disaster Recovery, Distributed AD DS, AD DS Sites and Replication, Active Directory Certificate Services (AD CS), Active Directory Rights Management Services (AD RMS), and Active Directory Federation Services (AD FS). Total of 54 hours lecture and 54 hours laboratory.

CIS 141 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 160A CCNA: CISCO NETWORK ADMINISTRATION 1

5 units

Recommended Preparation: *CIS 114*.

First of two courses designed to prepare students for Cisco Certified Network Associate (CCNA) Routing and Switching certification. The OSI and TCP/IP layered models. The principles and structure of IP addressing. The fundamentals of Ethernet concepts, media, and operations. Architecture, components, and operation of routers, and principles of routing, routing protocols, and design of IP networks with IP addressing techniques such as VLSM, CIDR and route summarization. Analyze, configure, verify, and troubleshoot the routing protocols such as RIP, EIGRP, and OSPF. Configure, verify, and troubleshoot IP ACLs. Total of 54 hours lecture and 108 hours laboratory.

CIS 160B CCNA: CISCO NETWORK ADMINISTRATION 2

5 units

Prerequisite: *CIS 160A*.

Second of two courses designed to prepare students for Cisco Certified Network Associate (CCNA) Routing and Switching certification. Configure a switch for basic functionality and implement Link Aggregation, VLAN, VTP, and Inter-VLAN routing using Cisco routers in a converged network with VLSM and CIDR. The different implementations of Spanning Tree Protocol in a converged network. Wireless concepts, Standards, Security, and configuration. Configure WAN link protocols (HDLC, PPP and Frame-relay). Configure IPsec VPN, Dynamic Host Configuration Protocol (DHCP), and Network Address Translation (NAT). Monitor and troubleshoot common enterprise IP network implementation issues related OSI Layer 1 - 7. Total of 54 hours lecture and 108 hours laboratory.

CIS 161 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 connec-

tions. 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 AUTHORING**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 so-

lutions 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**(School of Science and Mathematics)****CS 001 INTRODUCTION TO COMPUTERS AND PROGRAMMING****5 units**

The history of computing, basic computer operation, the notion of an algorithm, variable definitions, expressions, input/output, branches, loops, functions, parameters, selection, iterative techniques, arrays, strings. **For non-engineering and non-science majors or for students considering taking CS 002 but needing additional preparation. No credit** if taken after CS 002. Total of 72 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC***CS 002 FUNDAMENTALS OF COMPUTER SCIENCE I**
4 units**Prerequisite:** *Math 007B or 009*.

First programming course in the series of Introduction to Computer Science courses. Problem solving through structured programming of algorithms on computers using the basics of the C++ object-oriented language. Includes variables, expressions, input/output (I/O), branches, looping constructs, functions, argument passing, single and double dimensional arrays, strings, file I/O, C++ vectors, software design principles, testing, and debugging techniques. Students will be required to develop at least one computer program in excess of 600 lines of code. **For STEM Majors:** Computer Science, Computer Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: COMP 122***CS 003A FUNDAMENTALS OF COMPUTER SCIENCE II (C++)****4 units****Prerequisite:** *CS 002*.

Second programming course in the series of Introduction to Computer Science courses. Continuation of the C++ language including: classes, structures and unions, overloaded operators and friend functions, pointers and dynamic arrays, function pointers, functors, abstract data

*Course Identification Numbering System (C-ID)

types and container objects polymorphisms, inheritance and multiple inheritance, templates and the Standard Template Library, exception handling, namespaces and separate compilation, recursion, creation of libraries, advanced software design, testing, and debugging techniques. **May be taken concurrently** with CS 003B. **For STEM Majors:** Computer Science, Computer Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

Transfer credit: CSU; UC

CS 003B FUNDAMENTALS OF COMPUTER SCIENCE II (JAVA)

4 units

Prerequisite: CS 002.

Alternate second programming course in the series of Introduction to Computer Science courses. JAVA language including: Data types, variables, control structures, GUI and Object Oriented Design, user-defined methods, method overloading, user-defined classes and abstract data types, accessor and mutator methods, collections, single and multidimensional arrays, polymorphisms, inheritance, exception handling, recursion, searching and sorting algorithms, creation of libraries, advanced software design, testing, and debugging techniques web-based applets. **May be taken concurrently** with CS 003A. **For STEM Majors:** Computer Science, Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

Transfer credit: CSU; UC

CS 003C FUNDAMENTALS OF COMPUTER SCIENCE II (PYTHON)

4 units

Prerequisite: CS 002.

Second programming course in the series of Introduction to Computer Science courses. Topics of the Python language include: data types, variables, control structures, Python Objects and Oriented Design, standard and advanced mathematical libraries, tool-chain use and Python Frameworks, user-defined classes and abstract collections, single and multidimensional arrays, Python lists, tuples, collections, and dictionaries. **May be taken concurrently** with CS 003A or CS 003B. **Recommended** for STEM Majors: Computer Science, Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC credit under review.

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; dy-

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; UC

CS 039 INTRODUCTION TO COMPUTER ARCHITECTURE

4 units

Prerequisite: *CS 066.*

Assembly level computer organization. Basic machine representation of numeric and non-numeric data. Assem-

bly 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.*

FORTRAN 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; assemblers and linkage editors; modular program design and development. **For** Computer Science, Computer Engineering, Mathematics, and Science majors, but open to all qualified students. Total of 54 hours lecture and 54 hours laboratory.

Transfer Credit: CSU; UC

CS 080 SEMINAR IN COMPUTER SCIENCE AND COMPUTER ENGINEERING

2 units

Introduces students to current topics, career paths, and current research topics within Computer Science and Computer Engineering disciplines. **For** Computer Science, Computer Engineering, Mathematics, and Science majors but open to all qualified students. Total of 36 hours lecture.

Transfer Credit: CSU

COSMETOLOGY

(School of Business, Engineering and Technology)

COSM 100 INTRO TO COSMETOLOGY

9 units

Fundamental theory, techniques, and procedures on basic hair, skin, and nail care. Lectures, demonstrations and practical procedures in basic hair, skin, and nail care with emphasis on safety and client protection. Other topics include California State Board of Barbering and Cosmetology rules and regulations, health and safety codes, general science as it relates to cosmetology, infection control, chemistry, and electricity. Total of 81 hours lecture and 243 hours laboratory.

COSM 101 HAIRCUTTING

4¹/₂ units

Prerequisite: *Cosm 100.*

Theory of advanced haircutting techniques and procedures. Lectures, demonstrations and practical procedures in haircutting terminology, safety precautions, disinfection, proper use and handling of cutting implements, and client consultation. Total of 36 hours lecture and 135 hours laboratory.

COSM 102 HAIR COLOR

4¹/₂ units

Prerequisite: *Cosm 100.*

Different types of hair color applications and techniques for various hair color categories. Hands-on workshops with semi, demi, and permanent hair color to include: special effects hair color applications, lighteners, foiling, weaving/slicing, combination color design patterns, alternation/partial highlights, lowlighting, gray

coverage formulations, contrast-zones color patterns, and toner applications. Total of 36 hours lecture and 135 hours laboratory.

COSM 103 HAIRSTYLING

4¹/₂ units

Prerequisite: *Cosm 100.*

Theory of professional hairstyling techniques and procedures. Lectures, demonstrations and practical procedures in wet hair styling, thermal styling and long hair styling. Total of 36 hours lecture and 135 hours laboratory.

COSM 104 CHEMICAL TEXTURE

4¹/₂ units

Prerequisite: *Cosm 100.*

Theory of professional chemical texturizing techniques and procedures. Lectures, demonstrations and practical procedures in permanent waving, chemical relaxing, and soft curl re-forming. Total of 36 hours lecture and 135 hours laboratory.

COSM 105 SKIN CARE

4¹/₂ units

Prerequisite: *Cosm 100.*

Skin disorders and diseases and the different types of skin services offered in the salon. Total of 36 hours lecture and 135 hours laboratory.

COSM 106 NAIL CARE

4¹/₂ units

Prerequisite: *Cosm 100.*

Study of nail disorders and diseases and the different types of nail services offered in the salon. Total of 36 hours lecture and 135 hours laboratory.

COSM 107 STATE BOARD

4¹/₂ units

Prerequisite: *Cosm 100.*

Preparation for the State Board examination to become licensed cosmetologists. Emphasis is placed on State Board theoretical and practical topics. Total of 36 hours lecture and 135 hours laboratory.

COSM 108 PROFESSIONAL DEVELOPMENT

4¹/₂ units

Proper steps to take for seeking employment, customer service, business ethics, marketing, time management, and the advantages and disadvantages of owning a salon or renting a booth. Total of 36 hours lecture and 135 hours laboratory.

COSM 109 SALON

3 units

Prerequisite: *Cosm 100.*

Practical salon experience working on clients. Total of 162 hours of laboratory.

COSM 114A-D COSMETOLOGY THEORY AND LABORATORY**36 units**

Prerequisite: *Cosm 114B-D each require the satisfactory completion of the preceding course in this sequence. Cosm 115 may be substituted for Cosm 114A.*

Principles of cosmetology including sanitation, state regulations, business methods and chemistry. Related theory and procedures for hair shaping, hair styling, chemical hair treatments, scalp treatments, hair coloring, manicuring, facials and makeup. **Each course** 9 units, and a total of 90 hours lecture and 270 hours laboratory.

COSM 115 COSMETOLOGY THEORY AND LABORATORY**8 units**

Principles of cosmetology including sanitation, state regulations, business methods and chemistry. Related theory and procedures for hair shaping, hair styling, chemical hair treatments, scalp treatments, hair coloring, manicuring, facials and makeup. **Eight weeks. Summer** intersession. Total of 80 hours lecture and 240 hours laboratory.

COSM 116A ADVANCED PRINCIPLES OF COSMETOLOGY**8 units**

Prerequisite: *Cosmt 114A or 115.*

Principles of cosmetology including sanitation, state regulations, business methods and chemistry. Related theory and procedures for hair shaping, hair styling, chemical hair treatments, scalp treatments, hair coloring, manicuring, facials and makeup. **Eight weeks. Summer** intersession. Total of 80 hours lecture and 240 hours laboratory.

COSM 116B ADVANCED PRINCIPLES OF COSMETOLOGY**4 units**

Prerequisite: *Cosm 114A.*

Principles of cosmetology including sanitation, state regulations, business methods and chemistry. Related theory and procedures for hair shaping, hair styling, chemical hair treatments, scalp treatments, hair coloring, manicuring, facials and makeup. **Eight weeks. Summer** intersession. Total of 40 hours lecture and 120 hours laboratory.

COSM 117A COSMETOLOGY THEORY AND LABORATORY**3 units**

Prerequisite: *Cosm 114A-D.*

Principles of cosmetology including sanitation, state regulations, business methods and chemistry. Related

theory and procedures for hair shaping, hair styling, chemical hair treatments, scalp treatments, hair coloring, manicuring, facials and makeup. **Three weeks.** Total of 15 hours lecture and 45 hours laboratory.

COSM 117B COSMETOLOGY THEORY AND LABORATORY**3 units**

Prerequisite: *Cosm 117A.*

Principles of cosmetology including sanitation, state regulations, business methods and chemistry. Related theory and procedures for hair shaping, hair styling, chemical hair treatments, scalp treatments, hair coloring, manicuring, facials and makeup. **Three weeks.** Total of 15 hours lecture and 45 hours laboratory.

COSM 150 INSTRUCTIONAL TECHNIQUES IN COSMETOLOGY**10 units**

Prerequisite: *State of California Cosmetology License.*

Course is designed for licensed cosmetologists who want to become cosmetology instructors. Introduces principles of learning, effective teaching methods and techniques, classroom management, and organizational skills. Emphasis is placed on planning, presenting, and evaluating lessons in both the classroom and clinic/laboratory setting. Total of 80 hours lecture and 240 hours laboratory.

COSM 151 INSTRUCTIONAL TECHNIQUES IN COSMETOLOGY**10 units**

Prerequisite: *Cosm 150.*

This course is designed for licensed cosmetologists who want to become cosmetology instructors. Continues the principles of learning, effective teaching methods, techniques and organizational skills, and introduces lesson presentation, classroom management and use of technology for curriculum delivery. Emphasis is placed on classroom delivery and evaluation of student performance. Total of 80 hours lecture and 240 hours laboratory.

COUNSELING**(Counseling)****COUN 010 INTRODUCTION TO COLLEGE****1 unit**

Orientation to the structures of higher education. Exposure to college resources and educational planning. Introduction to students' matriculation rights and responsibilities. Completion of placement assessment recommended. **Short term class.** Total of 18 hours lecture. *Transfer Credit: CSU*

COUN 011 LEARNING STRATEGIES AND COLLEGE SKILLS DEVELOPMENT

1 unit

Analysis of college success factors and learning styles of student achievement. Development of strategies for success in educational and work environments. Organizing tasks involved when studying and the tools to do it. **Short term class.** Total of 18 hours lecture.

Transfer Credit: CSU

COUN 012 PERSONAL GROWTH AND DEVELOPMENT

3 units

A comprehensive course that integrates personal and professional growth through the development of 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 helping skills along with learning how to utilize knowledge of higher education, matriculation and college success strategies. **No credit** if taken after Coun 103. Total of 54 hours lecture. **Formerly** Coun 103.

Transfer Credit: CSU

COUN 017 CAREER PLANNING

2 units

Career research and planning using assessments of interests, values, skills, and temperament. Exploration of job duties and educational/training requirements. Job search skills. Total of 36 hours lecture.

Transfer Credit: CSU

COUN 020 INDEPENDENT STUDY

1 unit

Prerequisite: *Coun 010.*

Individualized projects, research techniques, written reports. Total of 54 hours laboratory.

Transfer Credit: CSU

COUN 030 PERSONAL EXPLORATION OF LEADERSHIP

3 units

Introduction to the fundamental elements of leadership. Exploration of leadership theories and models as well as individual values and beliefs with which to develop a personal philosophy of leadership. Exploration of how

the roles of culture, diversity and gender can play in leadership. Application of course content to daily life and leadership contexts. Total of 54 hours lecture.

Transfer Credit: CSU

COUN 111 EDUCATIONAL PLANNING AND STUDY SKILLS

1/2 unit

Educational planning, study skills and transfer requirements. Testing to identify interests and abilities. **Pass/no pass** grading. Total of 9 hours lecture.

COUN 112 STUDENT DEVELOPMENT

1 unit

Effective personal and social relations in the academic and social environment. Problem solving techniques. **Pass/no pass** grading. Total of 18 hours lecture.

CULINARY ARTS

(School of Business, Engineering and Technology)

CUL 145A INTRODUCTION TO CULINARY ARTS/FOOD SERVICES

10 units

This course introduces the student to basic tool usage and cooking skills that can be applied in any level or type of food service operation. History of the food services industry, sanitation and safety requirements, food terminology through lecture, demonstration and hands-on practice. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

CUL 145B INTRODUCTION TO FOOD SERVICES PRODUCTION

10 units

Prerequisite: *CUL 145A.*

This course is designed to develop skills in garnishing, sauces, soups, and breakfast cookery preparation and presentation. It includes development of recipes and menus for breakfast and lunch service. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

CUL 145C QUANTITY COOKING TECHNIQUES

10 units

Prerequisite: *CUL 145B.*

Designed to develop techniques and skills for cooking for large groups. Emphasis is on menu setup, basic food production including cold and hot buffets, vegetable preparation, entree preparation, and fine dining service. Development of team leadership and supervisory skills. **Required** instructional trips. Total of 90 hours lecture and 270 hours laboratory.

CUL 145D SPECIAL EVENTS MANAGEMENT**10 units****Prerequisite:** CUL 145C.

Event scheduling, training and supervision of food service workers in a dining setting. Banquet, fine dining, and theme events setup and take-down. Food and beverage purchasing, dining ware storage and upkeep, written contract development, and common business practices.

Required instructional trips. Total of 90 hours lecture and 270 hours laboratory.

CUL 154A INTRODUCTION TO FOOD SERVICE BAKING AND PASTRY**3 units**

Quantity baking for the beginner; quick breads, rolls and fancy pastries. **No credit** if taken after Food 154. Total of 36 hours lecture and 54 hours laboratory.

CUL 154B ADVANCED BAKING AND PASTRY**3 units****Prerequisite:** CUL 154A.

Large quantity baking for the advanced student: designer pastries, tiered and decorated cakes, Artisan breads, and laminated doughs. Total of 36 hours lecture and 54 hours laboratory.

CUL 158 FIELD PRACTICE IN FOOD SERVICES**4 units**

Prerequisite: Maintain enrollment in 7 units or more including field practice and enrollment in or completion of Culinary Arts course.

Supervised field experience or employment in food services, on-the-job training with local firm. Total of 360 hours field practice.

CUL 160A INTRODUCTION TO CATERING**3 units**

Small-scale catering; menu planning, food preparation, sanitation, food display, party theme presentations; cost analysis, purchasing, legal responsibilities and liabilities and time management. **No credit** if taken after Food 160. Total of 36 hours lecture and 54 hours laboratory.

CUL 160B ADVANCED CATERING**3 units****Prerequisite:** CUL 160A.

Advanced catering technique applications for off-premise services of special occasions for large groups; menu development for gourmet/international foods, specialty desserts, special dietary needs. Catering business strategies; cost analysis, time management, purchasing requirements, legal responsibilities/liabilities, safety and sanitation requirements. Total of 36 hours lecture and 54 hours laboratory.

DANCE**(School of Visual, Media and Performing Arts)****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

DANC 002 HEALTH AND FITNESS FOR DANCERS**2 units**

Physical, psychological and professional health and fitness issues and needs of dancers and dance related activities. Analysis and exploration of effective training and conditioning, diet and fitness, injury prevention and care, and positive behaviors for career and lifelong wellness. Assessment skills regarding diet and training products and the impact of substance abuse. For dancers and individuals interested (in careers) in dance and dance-related alternatives, including, but not limited to, performance, choreography, teaching, training and physical therapy; open to all students. Total of 36 hours lecture and 18 hours laboratory.

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

DANC 003 CONDITIONING FOR DANCERS**1 unit**

Exercises as mental and physical preparation for dance. Use of floor mat exercises and a floor barre to increase flexibility, balance, strength, body alignment and use of turn out. Relaxation and visualization techniques. Total of 54 hours laboratory.

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

DANC 004A-H WORLD ETHNIC DANCE**4 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. **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. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

DANCE 005B SOCIAL DANCE

1 unit

Skills in popular dances of the latter part of the 20th century including, but not limited to twist, salsa, hip hop, country/western line dancing, Latin, swing, tango. **Maximum credit** 1 unit, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Dance Elective Family**: Danc 004A-H, 005AB. Total of 54 hours laboratory. *Transfer credit: CSU; UC credit limitations. See counselor.*

DANC 006A TAP DANCE I

1 unit

Beginning fundamentals of tap dance technique; basic traditional tap steps and combinations, elementary rhythmic and syncopated structures and stylistic patterns. Historical and cultural influences, basic vocabulary of the idiom. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

DANC 006B TAP DANCE II

1 unit

Prerequisite: Danc 006A.

Fundamentals of tap for advanced beginners. Study of traditional steps in various meters and rhythmic styles, with variations and added vocabulary. Increased emphasis on technique and expressive styling. Detailed study of tap history and cultural influences. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor.*

DANC 006C TAP DANCE III

1 unit

Prerequisite: Danc 006B or equivalent.

Intermediate tap technique, with sequences of increased complexity, tempo and duration. Introduction to close-to-the floor dancing and air tricks. Close attention to musicality, styling and carriage of the arms and upper body. Participation in concert performance. Total of 54 hours laboratory.

Transfer credit: CSU; UC credit under review.

DANC 006D TAP DANCE IV

1 unit

Prerequisite: Danc 006C or equivalent.

Intermediate and advanced tap technique, with continued emphasis on showmanship and the expression of narrative through dance. Close attention to musicality, styling and carriage of the arms and upper body. Introduction to further tricks and to improvisation. Creation of a concert piece for performance. Total of 54 hours laboratory.

Transfer Credit: CSU; UC credit under review.

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, 075, 076, 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 oppor-

tunities 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, 075, 076, 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 limitations. See counselor.

DANC 010 MODERN DANCE PRODUCTION

2 units

Recommended preparation: *Audition or completion of Danc 009C.*

Participation in dance performance and staging. **Maximum credit** 8 units, 2 units each semester. **Maximum of**

4 enrollments in the **Dance Production Family:** Danc 010, 019ABC, 022ABC, 037C. Total of 108 hours laboratory.

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

DANC 011A BALLET I

1 unit

Beginning level Classical Ballet technique emphasizing proper placement and alignment, use of turn-out, musicality, quality of movement, a creative approach to learning the art-form, self-awareness, artistry, and expression. **Recommended** previous dance experience. Total of 54 hours laboratory.

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

DANC 011B BALLET II

1 unit

Prerequisite: *Danc 011A.*

Second level Beginning Classical Ballet technique emphasizing proper placement and alignment, use of turn-out, musicality, quality of movement, a creative approach to learning the art-form, self-awareness, artistry, and expression. Total of 54 hours laboratory.

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

DANC 011C BALLET III

1 unit

Prerequisite: *Danc 011B.*

Development of intermediate level ballet technique and artistry. Emphasis on technique and combinations of increasing complexity and duration, leading to greater endurance, control, and progressively refined, artistic, and dynamic execution and performance. Total of 54 hours laboratory.

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

DANC 011D BALLET IV

1 unit

Prerequisite: *Danc 011C.*

Second level Intermediate Classical Ballet. Continues to emphasize proper placement and technique while performing steps that have greater difficulty and combinations that have greater complexity. Continued development of an integrated and embodied experience of musicality, artistry, expression, and the performance skills and strength that prepare students for advanced work. Total of 54 hours laboratory.

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

DANC 012 IMPROVISATION

1 unit

Improvisation in dance and choreography. For all levels of dance. Total of 54 hours laboratory.

Transfer Credit: CSU; UC under review.

DANC 013 PILATES-BASED METHOD FOR ALIGNMENT AND CORRECTION

1 unit

Alignment and correctives work based on exercises and concepts developed by Joseph H. Pilates. Mat work with emphasis exercises on improved body alignment, strength, flexibility, control, coordination and breathing. Total of 54 hours laboratory.

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

DANC 015A JAZZ DANCE I

1 unit

Techniques, steps, combinations and routines in jazz dance to develop muscular control, endurance and flexibility. Total of 54 hours laboratory.

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

DANC 015B JAZZ DANCE II

1 unit

Recommended preparation: *Danc 015A.*

Intermediate techniques, steps, combinations and routines in jazz dance. Dance studies of the elements of movement: form, rhythm, space and expression. Total of 54 hours laboratory.

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

DANC 015C JAZZ DANCE III

1 unit

Prerequisite: *Danc 015B or equivalent.*

Intermediate study of jazz dance techniques and composition. Development of muscular control, endurance and flexibility at an intermediate level. Total of 54 hours laboratory.

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

DANC 015D JAZZ DANCE IV

1 unit

Prerequisite: *Danc 015C or equivalent.*

Advanced study of jazz dance techniques and composition. Development of muscular control, endurance and flexibility at an advanced level. Total of 54 hours laboratory.

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

DANC 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 I****2 units****Recommended preparation:** *Completion of one or more technique courses: Danc 009A or Danc 011A or Danc 015A; and completion of or enrollment in and Danc 008A.***Enrollment Limitations:** *Retention based on successful audition.*

Development and staging of original student dance compositions culminating dance performance/s. Emphasis is placed on development of performance skills. Cultivation of personal artistry as a performer and choreographer. Requires participation in a dance performance. **Maximum credit** 4 units, 2 units each semester. **Maximum of 4 enrollments** in the **Dance Production Family:** Danc 010, 019ABC, 022ABC, 037C. Total of 108 hours laboratory and 36 hours by arrangement. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC credit limitations. See counselor.***DANC 022B DANCE PERFORMANCE II****2 units****Prerequisite:** *Danc 022A.***Enrollment Limitation:** *Retention based on successful audition.*

Creation, development and staging of original student dance compositions presented in a culminating dance performance/s. Development and refinement of performance skills. Cultivation of personal artistry as a performer and choreographer. Requires participation in a dance performance. **Maximum credit:** 4 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Dance Production Family:** Danc 010, 019ABC, 022ABC, 037C. Total 108 hours laboratory and 36 hours by arrangement. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC credit limitations. See counselor.***DANC 025 MOVEMENT FOR CHILD DEVELOPMENT****2 units**

Creative, noncompetitive movement activities, including perceptual-motor, dance and rhythmic experiences intended to promote fundamental skills. Focus on the whole child within a multicultural and non-biased program, enhancing physical, cognitive, conceptual, social

and emotional development through exploration and problem solving challenges designed for individuals and groups. Emphasis on developing skills to assess and adapt activities for individual needs and stages, planning and conducting developmentally appropriate experiences, assessing and selecting materials, spaces and equipment for safe and active learning. For teachers, caregivers, recreational leaders and parents in home, community and school settings and childcare centers. Total of 36 hours lecture and 18 hours laboratory.
Transfer Credit: CSU

DENTAL ASSISTING

(School of Health Sciences)

DA 100 DENTAL MATERIALS

3 units

Prerequisite: *Enrollment in Dental Assisting program.*

Composition, characteristics, physical properties and uses of metallic alloys and non-metallic agents such as gypsum, cements, aesthetic restorations, impression materials and new products currently used in dentistry. Includes practical laboratory experiences and chairside procedures involved in the use of these materials. Total of 36 hours lecture and 72 hours laboratory.

DA 108 INFECTION CONTROL IN DENTISTRY

2 units

Enrollment Limitation: *Enrollment in the Dental Assisting program.*

Introduction to microbiology, infectious diseases, immunity, infection control in the dental office, agencies concerned with disease control, OSHA standards and guidelines and hazard communication management. Review of current rules and regulations as outlined by the Dental Practice Act. This course meets the eligibility requirements for the certificate in Infection Control and the California Dental Practice Act required by the state for unlicensed Dental Assistants. Total of 36 hours lecture and 9 hours laboratory.

DA 110 INTRODUCTION TO DENTAL ESSENTIALS

3 units

Enrollment Limitation: *Enrollment in the Dental Assisting program.*

Introduction to dental essentials, to include the oral cavity, bones of the face, fundamentals of preventive dentistry, vital signs, principles of professionalism, the dental health team and selected dental office lab procedures. Total of 54 hours lecture and 27 hours laboratory.

DA 111 APPLIED HUMAN BEHAVIOR

2 units

Prerequisite: *Enrollment in Dental Assisting program.*

Principles of applied human behavior, psychology, and interpersonal communication. 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

Enrollment Limitation: *Enrollment in the Dental Assisting program.*

This course will develop the dental assistant's skills and abilities related to the dental office administration. Course will include but not be limited to the following didactic and laboratory instruction: Business aspects of Dentistry, Dental Team Employees, Patient management, Legal and Ethical Issues, Technology, Office Design and Equipment used in the Dentistry. Total of 54 hours lecture and 18 hours laboratory.

DA 125 CLINICAL EXPERIENCE**1 unit****Prerequisite:** *Enrollment in the Dental Assisting program.*

Clinical experience(s) to include but not limited to: chairside skills and techniques, new technology, and specialty practices. Students must provide their own transportation and meet all the clinical guidelines. **Recommended** DA 123A. **Pass/no pass** grading. **Six weeks.** Total of 96 hours laboratory.

DA 127 CLINICAL EXPERIENCE**4 units****Prerequisites:** *All of the following: DA 100, 108, 123A, 140; enrollment in or completion of DA 123B, 124, 135.*

This course is designed for the dental assisting student to apply knowledge learned in the formal academic program to the work environment. Clinical seminar, evaluations and related work experiences include but not limited to using basic and advanced chairside assisting skills and procedures, office administration, radiology techniques and manipulation of dental materials. The students will be assigned to general and specialty dental offices and clinics and meet regularly to discuss experiences, work ethics and other topics related to employment. Total of 18 hours lecture and 306 hours field/clinical.

DA 135 REGISTERED DENTAL ASSISTANT TECHNIQUES**3 units****Prerequisite:** *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, and 123A.*

Theory and basic principles of intraoral and extraoral radiography; characteristics and methods of controlling X-radiation; hazards of radiation; infection control and safety procedures. Laboratory and clinical experience in care and operation of dental X-ray unit; processing, mounting films. Digital and intraoral film placement and exposure techniques; use of film holders. Extraoral exposure techniques. Identification and interpretation of

radiographs. Course meets and is approved by the Dental Board of California for Radiation Safety. Total of 36 hours lecture and 108 hours laboratory.

DA 142 ADVANCED ORAL RADIOLOGY TECHNIQUES**1/2 unit****Prerequisite:** *Enrollment in the Dental Assisting program.*

Advance theory and specialized principles of intraoral radiography techniques to include but not limited to: digital, endodontic, pedo, film placement, processing and exposure techniques. **Recommended** DA 140. **Six weeks.** Total of 18 hours lecture and laboratory discussion.

DA 150 CLINICAL EXPERIENCE IN A SPECIALTY PRACTICE**1/2 unit****Enrollment Limitation:** *Enrollment in or completion of the Dental Assisting Program.*

Designed to provide students with the required clinical hours associated with working in an orthodontic office or other specialty office under the instructors' supervision. Students will be required to attend an orientation and complete assigned hours in an approved clinical site. Total of 28 hours of clinical laboratory.

DA 160 COMPREHENSIVE DENTAL ASSISTING SKILLS AND TECHNIQUES**1/2 unit****Enrollment Limitation:** *Enrollment in or completion of the Dental Assisting Program.*

Prepares the dental assistant with a comprehensive review of dental assisting functions, infection control standards, radiation safety, dental assisting and registered dental assisting duties. Practice and reinforcement of technical skills include but not limited to selected DA/RDA duties and functions. Total of 28 hours laboratory.

DA 200A DENTAL ASSISTING LAB**1/2 unit****Enrollment Limitation:** *Enrollment in the Dental Assisting program.*

Development of dental assisting skills, techniques and concepts in a laboratory or clinical setting. **Recommended** for students who need to use laboratory and require instructional assistance to facilitate learning. Total of 45 hours laboratory.

DA 200B DENTAL ASSISTING TECHNICAL SKILLS ENHANCEMENT LAB**1 unit**

Enhance dental assisting skills, techniques and concepts in a laboratory, preclinical or clinical setting. **Recom-**

mended for students who need additional laboratory experience and require instructional assistance to facilitate learning. Total of 54 hours laboratory.

DENTAL HYGIENE

(School of Health Sciences)

DH 101A FUNDAMENTALS OF DENTAL HYGIENE

4 units

Corequisites: DH 109, DH 117, Anat 115.

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Orientation and role of the dental hygienist in maintaining oral health. Introduction to dental hygiene procedures and techniques. Selected services on patients, partners and/or laboratory manikins. Emphasis on the United States Occupational Safety and Health Administration Rules and Regulations and infection control in the dental office. Total of 36 hours lecture and 108 hours laboratory.

DH 101B FUNDAMENTALS OF DENTAL HYGIENE THEORY AND PRACTICE

5 units

Corequisites: DH 105, 116 and 141.

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Fundamentals of Dental Hygiene Theory and Practice including preventive, educational and therapeutic services provided by the dental hygienist. Practical application on selected patients. Total of 36 hours lecture and 162 hours laboratory.

DH 104A CLINICAL DENTAL HYGIENE THEORY AND PRACTICE: PAIN CONTROL

2 units

Prerequisite: DH 101B.

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Clinical application of dental hygiene theory and practice with primary emphasis on pain control. Assessment of patient needs to determine the use of pain control methods. Total of 18 hours lecture and 54 hours laboratory.

DH 104B CLINICAL DENTAL HYGIENE THEORY AND PRACTICE

6 units

Prerequisite: DH 104A.

Corequisites: DH 108, 113A, 119A.

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Clinical application of dental hygiene Theory and Practice including assessment of patient needs, treatment

planning, pain control, oral disease control, delivery and evaluation of preventive, educational and therapeutic services, to an intermediate level of performance. Total of 36 hours lecture and 270 hours laboratory.

DH 104C CLINICAL DENTAL HYGIENE THEORY AND PRACTICE

7 units

Prerequisite: DH 104B.

Integration of Dental Hygiene Theory and Practice into preventive, educational and therapeutic care to clinical competency on a diverse range of patients. Advanced techniques and procedures. Total of 36 hours lecture and 270 hours laboratory.

DH 105 PATHOLOGY

3 units

Corequisites: DH 101B, 116 and 141.

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Principles of general pathology, with special emphasis on oral pathology. Total of 54 hours lecture.

DH 107 INTRODUCTION TO ORAL HEALTH RESEARCH

2 units

Prerequisites: DH 101B and 109.

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Designed to provide students with the skills necessary to critically evaluate current product research information and scientific literature as it relates to the practice of dental hygiene. Students will be encouraged to pose their own research questions, design and present research projects and evaluate research. Total of 36 hours lecture.

DH 108 PHARMACOLOGY

2 units

Corequisites: DH 104B, 113A, and 119A.

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Basic principles of pharmacology, pharmacokinetics, toxicology and pharmacodynamics. Pharmacology of drugs used in dentistry, drug interactions and medical emergencies. Total of 36 hours lecture.

DH 109 DENTAL HEALTH EDUCATION, COMMUNICATION AND DIVERSITY

2 units

Corequisites: Anat 115, DH 101A, DH 117 and DH 122.

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Principles of communication and learning for the dental health professional. Patterns of human development,

cultural pluralism and health behaviors. Health education strategies. Total of 36 hours lecture.

DH 111 CURRENT ISSUES IN DENTAL HYGIENE

3 units

Corequisites: *DH 104C, 113B and 121.*

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Ethics and jurisprudence in dentistry, professional relations and responsibilities, dental hygiene practice management, trends and current issues in dental hygiene. Total of 54 hours lecture.

DH 113A PERIODONTICS

2 units

Corequisites: *DH 104B, 108, and 119A.*

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Normal periodontium, gingival and periodontal diseases, types and degrees of periodontal disease, therapy and maintenance. Total of 36 hours lecture.

DH 113B PERIODONTICS

1 unit

Corequisites: *DH 104C, 111, and 121.*

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Advanced topics in clinical periodontology. Diagnosis of and influences on disease activity, emergencies, treatment modalities, maintenance and legal aspects. Total of 18 hours lecture.

DH 116 DENTAL MATERIALS

2 1/2 units

Corequisites: *DH 101B, 105 and 141.*

Composition, characteristics, physical properties and uses of dental non-metallic and metallic agents; practical laboratory and clinical applications involved in the use of these materials. Total of 36 hours lecture and 36 hours laboratory.

DH 117 DENTAL MORPHOLOGY AND OCCLUSION

2 units.

Corequisites: *Anat 115, DH 101A, DH 109 and DH 122.*

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Oral terminology, dental anatomy and root morphology with emphasis on the relationships of form, function and occlusion. Includes laboratory experience in instrument adaptation to root morphology, pulp vitality testing as related to RDH duties of the California Dental Practice Act. Total of 18 hours lecture and 54 hours laboratory.

DH 119A COMMUNITY DENTAL HEALTH

2 units

Corequisites: *DH 104B, 108, and 113A.*

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Principles, objectives and techniques of oral disease prevention and control; oral health promotion through organized community efforts. Includes epidemiology, literature review, planning, implementation and evaluation of a community-based oral health program. Total 36 of hours lecture.

DH 119B COMMUNITY DENTAL HEALTH LABORATORY

1/2 unit

Prerequisites: *All of the following: DH 101B, 109, 119A.*

Designed to deliver dental health education to the community. Field experience includes providing a variety of dental health education classes to a diverse population at a prearranged time. Total of 36 hours laboratory.

DH 120 INDEPENDENT STUDY

1 unit

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

Prerequisite: *Acceptance into the dental hygiene program.*

Recommended Preparation: *Acceptance into the dental hygiene program and completion of the first two semesters of the dental hygiene program.*

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. **Maximum credit** 2 units, 1 unit each semester. Total of 90 hours laboratory.

DH 122 MEDICAL EVALUATION OF DENTAL HYGIENE PATIENTS

2 units

Corequisites: *DH 101A, 109, 117, Anat 115.*

Enrollment Limitation: *Acceptance into the Dental Hygiene program.*

Dental management of medically compromised patients. Emphasis placed on patient assessment, treatment planning, patient management, patient motivation and in-

terpersonal communications of medically compromised patients, special needs patients, and geriatric patients. Total of 36 hours lecture.

DH 141 ORAL RADIOLOGY

3 units

Prerequisites: *Enrollment in or completion of DH 101B, 105, and 116.*

Theory and basic principles of intraoral and extraoral radiography; characteristics and methods of controlling X-radiation; hazards of radiation; safety procedures. Laboratory and clinical experience in care and operation of dental X-ray unit; processing, mounting films. Intraoral film placement and exposure techniques; use of film holders. Extraoral exposure techniques. Identification and interpretation of radiographs. Board of Dental Examiners' approved course. Total of 36 hours lecture and 90 hours laboratory.

DH 200A DIRECTED STUDIES IN CLINICAL DENTAL HYGIENE

1 unit

Prerequisite: *Acceptance into the Dental Hygiene Program.*

Development of dental hygiene clinical skills in a laboratory or clinical setting at the introductory level. **Pass/no pass** grading. Total of 54 hours laboratory.

DH 200B DIRECTED STUDIES IN CLINICAL DENTAL HYGIENE

1 unit

Prerequisite: *Acceptance into the Dental Hygiene program.*

Development of dental hygiene clinical skills at a competent level in a clinical setting. **Pass/no pass** grading. Total of 54 hours laboratory.

DH 200C CLINICAL BOARD PREPARATION

1 unit

Prerequisite: *Acceptance into the dental hygiene program.*

Development of clinical skills in a clinical setting as related to the clinical board examinations. **Pass/no pass** grading. Total of 54 laboratory.

DENTAL LABORATORY TECHNOLOGY

(School of Health Sciences)

DLT 109 DENTAL MATERIALS

2 units

Corequisites: *DLT 113B, 114B.*

The history of dentistry, its beginnings and progress to date. The composition, characteristics and uses of non-

metallic agents such as gypsum products, waxes, resins, impression materials and polishing compounds; metallic agents such as gold and chromium-cobalt alloys. A comprehensive study of the chemical, physical and biological requirements of modern day dental materials. Total of 36 hours lecture.

DLT 113A DENTURE TECHNIQUES

4 units

Corequisites: *DLT 114A, 115, 116A.*

Theory and fundamental applied techniques for constructing preliminary and master casts to include: the applications of autopolymerizing and heat cured acrylic resins, custom trays, record bases and occlusion rims; articulation utilizing semi-adjustable articulators in fabrication of balanced complete dentures (maxillary and mandibular) encompassing: tooth-set-up, working/balancing contacts, and waxing procedures. Total of 36 hours lecture and 108 hours laboratory.

DLT 113B DENTURE TECHNIQUES

4 units

Prerequisite: *DLT 113A, or the equivalent knowledge and experience.*

Corequisites: *DLT 109 and 114B.*

Theory and applied techniques for processing balanced complete dentures to include: investing, boil-out, packing, curing, recovery, remounting, selective grinding and finishing/polishing procedures. Semi-adjustable articulators will be employed during these steps. Perform procedures to repair individual teeth and denture bases utilizing cold cure techniques. Reline and rebase ill-fitting complete dentures. Fabricate a surgical splint for immediate dentures. Total of 36 hours lecture and 108 hours laboratory.

DLT 114A CROWN AND BRIDGE

4 units

Corequisites: *DLT 113A, 115, 116A.*

Professional relationships of the dental team. Theory and fundamental applied techniques for inlay and crown construction; model and die fabrication, articulation, wax up, direct spruing and investing, of single inlays, crowns and onlays. Basic study of occlusion, tooth contour and anatomy. Total of 36 hours lecture and 108 hours laboratory.

DLT 114B CROWN AND BRIDGE

4 units

Prerequisite: *DLT 114A, or the equivalent knowledge and experience.*

Corequisites: *DLT 109, 113B.*

Theory and applied techniques for crown and bridge construction. Application of procedural steps in the lost wax

process, casting and finishing both single and multi-unit restorations. Principles of bridge design. Study of bridge components. Design and construction of the broken stress bridge and post crown restoration. Application of procedural steps for gold soldering. Study of tooth form and functional occlusion utilizing a full arch model and semi adjustable articulator. Total of 36 hours lecture and 108 hours laboratory.

DLT 115 DENTAL MORPHOLOGY

1/2 unit

Corequisites: *DLT 113A, 114A and 116A.*

Fundamentals of anatomical and physiological structure affiliated with cranial, facial and intraoral anatomy in relation to construction of fixed and removable prosthetic devices. Inclusive of bone, muscle and tooth structure interrelated movements. Total of 9 hours lecture.

DLT 116A BEGINNING DENTAL ANATOMY

1 1/2 units

Corequisites: *DLT 113A, 114A and 115 and 200A.*

Relationship of tooth form and function to dental health. Basic principles of occlusion, introduction to Cusp-to-Fossa and Cusp-to-Occlusal Embrasure occlusal schemes. Related nomenclature. Wax carving exercises of 14 teeth. Total of 9 hours lecture and 54 hours laboratory.

DLT 116B INTERMEDIATE DENTAL ANATOMY

1 1/2 units

Prerequisite: *DLT 116A or the equivalent knowledge and experiences.*

Corequisite: *DLT 200B.*

Intermediate dental anatomy principles to include studies in Cusp-to-Fossa and Cusp-to-Occlusal Embrasure occlusal schemes. Emphasis shall be on maxillary and mandibular molars. Axial and occlusal features unique to the molar group of teeth. Posterior tooth nomenclature. Wax carving exercises of selected molars and mounting of study models. **Short term class.** Total of 9 hours lecture and 54 hours laboratory.

DLT 116C ADVANCED DENTAL ANATOMY

2 1/2 units

Prerequisite: *DLT 116B, or the equivalent knowledge and experiences.*

Corequisites: *DLT 109, 113B, 114B and 200C.*

An intense study of anterior and posterior tooth anatomy. Detailed sculpting of anterior and posterior teeth in wax carving blocks and on study models mounted to an articulator. Includes anatomic tooth drawings of posteriors. Special emphasis on individual tooth contour and detailed occlusal anatomy. Total of 27 hours lecture and 54 hours laboratory.

DLT 116D HIGHLY ADVANCED DENTAL ANATOMY

2 1/2 units

Prerequisite: *DLT 116C, or the equivalent knowledge and experiences.*

Corequisites: *DLT 117, 118A, 119A, and 201A.*

Knowledge and skills acquired in DLT 116A, B, and C as well as all other first year dental technology courses shall be expanded in this course. Studies of various occlusal records such as pantographs, axiographs, check bites, transfer models and various facebows, as well as various occlusal schemes. Focus on functional movement, esthetics, and advanced instrumentation. Principles of occlusal equilibration. Gnathological principles including occlusal determinants. Related nomenclature. Precision waxing techniques. Total of 27 hours lecture and 54 hours laboratory.

DLT 117 ORTHODONTICS AND PEDODONTICS

2 units

Prerequisite: *DLT 119A; or the equivalent knowledge and experience.*

Corequisites: *DLT 118B, 119B, 124, 125.*

Basic principles and applied technical procedures in the construction of orthognathic study casts and orthodontic appliances with emphasis on design and wire contouring of various types of arch wires, clasps and springs. Autopolymerizing acrylic resin processing procedures, soldering and minor repairs. Total of 18 hours lecture and 54 hours laboratory.

DLT 118A CERAMICS

4 units

Prerequisite: *DLT 116A or the equivalent.*

Corequisites: *DLT 116B, 119A.*

Theory and fundamental applied techniques for model and die preparation and cast evaluation. Design and construction of the single unit ceramic alloy framework. Opaque procedures; porcelain manipulation; basic shade control; firing cycles; shaping and glazing single unit ceramic restorations utilizing metal ceramic technology. Total of 36 hours lecture and 108 hours laboratory.

DLT 118B ADVANCED CERAMICS

6 units

Prerequisite: *DLT 125, or the equivalent knowledge and experiences.*

Corequisites: *DLT 119B, 124, 126, and 201C.*

Theory and applied techniques for constructing metal ceramic restorations for crowns and multi-unit fixed partial dentures. Multi-unit framework design, various porcelain build-up techniques, extrinsic and intrinsic staining, corrections and additions. Fabrication of porcelain shoulder margin and porcelain laminate veneer. Instruction in both pre and post soldering, and trouble-

shooting. Principles of color theory, usage of the shade guide, and esthetic considerations. Introduction of all-ceramic restorations and dental implants. Total of 45 hours lecture and 189 hours laboratory.

DLT 119A PARTIAL DENTURES

4 units

Prerequisite: *DLT 116A, or the equivalent knowledge and experience.*

Corequisites: *DLT 116B, 118A.*

Theory and fundamental applied techniques in the construction of gold and nickel-chromium partial dentures to include: elementary principles of survey and design, model preparation and refractory cast production. Technique and procedural application of preformed patterns, spruing, investing, casting and finishing metal frameworks. Total of 36 hours lecture and 108 hours laboratory.

DLT 119B PARTIAL DENTURES

2 units

Prerequisite: *DLT 119A, or the equivalent knowledge and experience.*

Corequisites: *DLT 117, 118B, 124 and 125.*

Theory and applied advanced techniques in the construction of nickel-chromium cast partial dentures. Engineering principles in the design of tooth/tissue borne and tooth borne removable partial denture prosthesis to include: repairs, arrangement of artificial teeth, wax-up, processing and finishing of partial denture bases. Total of 9 hours lecture and 81 hours laboratory.

DLT 120 INDEPENDENT STUDY

1 unit

Prerequisite: *DLT 113A.*

Research or clinical project including experience in clinical practice settings, practical laboratory assignment, lecture attendance, literature review and community projects. Total of 54 hours laboratory.

DLT 124 DENTAL LABORATORY MANAGEMENT

2 units

Corequisites: *DLT 117, 118B, 119B, 125.*

Ethics and laws governing professional relationships of dentists and dental technicians. Study of human resource management, decision making, written communication, resume and interview preparation. Organization of a new dental laboratory business; marketing and research, laboratory design, business forms, equipment, supplies, purchasing, staffing and inventory management. Development of a business plan. Introduction to the computer in a laboratory environment. Professional organizations. Certified Dental Technician (CDT), and Recognized graduate (RG) Programs. Total of 36 hours lecture.

DLT 125 CLINICAL EXPERIENCE

3½ units

Prerequisite: *DLT 116D, or the equivalent knowledge and experience.*

Corequisite: *DLT 201B.*

Advanced skills in applied dental laboratory technology. Clinical experience in a commercial dental laboratory or dental laboratory setting where practical experience in dental laboratory techniques may be obtained. Fabrication of prostheses for patients currently under treatment, or from actual casts or impressions and occlusal records from previously fabricated prostheses. Completion of a personal portfolio to include resume, sample letters, sample projects, photographs, and letters of recommendation. Completion of the Cost-of-Living Report. Students will need to provide their own transportation to field laboratory sites. **Pass/no pass** grading. **Short term course.** Total of 27 hours lecture and 108 hours laboratory.

DLT 126 TRANSITION TO DENTAL LABORATORY INDUSTRY

2 units

Prerequisite: *DLT 125, or the equivalent knowledge and experiences.*

Corequisites: *DLT 118B, 119B, 124, and 201C or the equivalent knowledge and experiences.*

Capstone course in dental laboratory technology providing a comprehensive review of all concepts and techniques studied throughout the two-year Dental Laboratory Technology Program. Provides students with an opportunity to become proficient in needed critical thinking skills and judgments practiced in commercial dental laboratories such that students may transition from being student technicians to certified technicians. The course is also open to professional dental technicians in the industry either as a refresher or for possible job advancement. Includes development of skills essential for success specific to the dental laboratory career. **Pass/no pass** grading. Total of 36 hours lecture.

DLT 200A DIRECTED STUDIES IN BASIC DENTAL LABORATORY TECHNIQUES

1 unit

Prerequisite: *Enrollment in the Dental Laboratory Technology Program or the equivalent knowledge and experiences.*

Corequisites: *DLT 113A, 114A, 115, 116A, or the equivalent knowledge and experiences.*

Development and enhancement of basic dental laboratory techniques, skills and concepts for first year students in the Dental Laboratory Technology Program. Highly focused studies in first year content. **Pass/no pass** grading. Total of 54 hours laboratory.

DLT 200B DIRECTED STUDIES IN INTERMEDIATE DENTAL LABORATORY TECHNIQUES**1 unit****Prerequisite:** *DLT 200A, or the equivalent knowledge and experiences.***Corequisite:** *DLT 116B, or the equivalent knowledge and experiences.*

Development and enhancement of intermediate dental laboratory techniques, skills and concepts for first year students in the Dental Laboratory Technology Program. Highly focused studies in first year content. **Short term course. Pass/no pass** grading. Total of 54 hours laboratory.

DLT 200C DIRECTED STUDIES IN ADVANCED DENTAL LABORATORY TECHNIQUES**1 unit****Prerequisite:** *DLT 200B, or the equivalent knowledge and experiences.***Corequisites:** *DLT 109, 113B, 114B, and 116C, or the equivalent knowledge and experiences.*

Development and enhancement of advanced dental laboratory techniques, skills and concepts for first year students in the Dental Laboratory Technology Program. Highly focused studies in first year content. **Pass/no pass** grading. Total of 54 hours laboratory.

DLT 201A DIRECTED STUDIES IN BASIC DENTAL LABORATORY TECHNIQUES**1 unit****Prerequisite:** *DLT 116C, or the equivalent knowledge and experiences.***Corequisites:** *DLT 116D, 117, 118A, and 119A, or the equivalent knowledge and experiences.*

Development and enhancement of basic dental laboratory techniques, skills and concepts for second year students in the Dental Laboratory Technology Program. Highly focused studies in second year content. **Pass/no pass** grading. Total of 54 hours laboratory.

DLT 201B DIRECTED STUDIES IN INTERMEDIATE DENTAL LABORATORY TECHNIQUES**1 unit****Prerequisite:** *DLT 201A, or the equivalent knowledge and experiences.***Corequisite:** *DLT 125, or the equivalent knowledge and experiences.*

Development and enhancement intermediate dental laboratory techniques, skills and concepts for second year students in the Dental Laboratory Technology Program. Highly focused studies in second year content. **Pass/no pass** grading. **Short term course.** Total of 54 hours laboratory.

DLT 201C DIRECTED STUDIES IN ADVANCED DENTAL LABORATORY TECHNIQUES**1 unit****Prerequisite:** *DLT 201B, or the equivalent knowledge and experiences.***Corequisites:** *DLT 118B, 119B, 124, and 126, or the equivalent knowledge and experiences.*

Development and enhancement of advanced dental laboratory techniques, skills and concepts for second year students in the Dental Laboratory Technology Program. Highly focused studies in second year content. **Pass/no pass** grading. Total of 54 hours laboratory.

DESIGN TECHNOLOGY**(School of Business, Engineering and Technology)****DT 008A INTRODUCTION TO DIGITAL DESIGN & FABRICATION****3 units**

Introduction to digital design and fabrication through the use of computer-aided design (CAD) and technical graphic production. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and prototyping technologies with an emphasis sustainable production methods. Integrated workflow processes including online resources, project management, sustainability and globalization. Career skills and portfolio development. **May not be taken concurrently** with or after Engr 002. Total of 36 hours lecture and 72 hours laboratory. **Formerly** EDT 008A.

*Transfer Credit: CSU; UC***DT 008B INTERMEDIATE DIGITAL DESIGN AND FABRICATION****3 units****Prerequisite:** *DT 008A or Engr 002.*

Intermediate digital design and fabrication using computer-aided design (CAD) and technical graphic production standards. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and rapid prototyping technologies. Integrated workflow processes including online resources, project management, sustainability and globalization. Career skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory. **Formerly** EDT 008B.

Transfer Credit: CSU; UC

DT 008C ADVANCED SYSTEMS DESIGN & FABRICATION

4 units

Prerequisites: *DT 008B and DT 110.*

Design, develop and manufacture of CAD parametric models and prototypes through design centric projects. Emphasis on problem solving, critical thinking, collaboration and communication in an interdisciplinary environment. Advanced material selection, product development, systems analysis and strength and motion analysis for sustainable production practices. Career skills and portfolio development. Total of 36 hours lecture and 108 hours laboratory. **Formerly** EDT 008C.

Transfer Credit: CSU; UC

DT 017 BUILDING CONSTRUCTION TECHNICAL GRAPHICS

3 units

Use of Computer-Aided Drafting (CAD) in the preparation of two and three dimensional Architectural/Engineering/Construction technical graphics and prototypes. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, software and prototyping technologies. Integrated workflow processes including online resources, project management, sustainability and globalized communication. Career development includes presentation skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory. **Formerly** EDT 017.

Transfer Credit: CSU; UC

DT 100 DESIGN TECHNOLOGY

3 units

Introduction to design technology processes through creative problem solving. Emphasis on critical thinking, communication and collaboration in an interdisciplinary environment. Integrated Math and English skills applied to introductory design projects across a range of creative technology based careers. Production using leading edge technologies, principles and practices. Total of 36 hours lecture and 72 hours laboratory.

DT 101 FABRICATION LABORATORY

2 units

Prerequisite: *DT 100.*

Project design and development in a cross disciplinary environment integrating contextualized English and Math skills. Fabrication of projects using rapid prototyping equipment of design projects from contextualized math and design discipline course. Production using leading edge technologies, principles and practices. Total of 108 hours of laboratory.

DT 105 EMERGING APPLIED TECHNOLOGIES

2 units

Critical examination of current issues in applied technology in relation to the future of work. Research into the implications of current and future technological innovation for industry sectors, occupational clusters. Creation of adaptive strategies for long-term success in a globalized, technology-driven economy including entrepreneurship, lifelong learning, and professional development. Emphasis on sustainability, automation and equity. Total of 36 hours lecture and 18 hours laboratory.

DT 110 SUSTAINABLE TECHNOLOGIES

3 units

Introduction to the fundamentals of sustainable design and their technological application for emerging green careers using the LEED (Leadership in Energy and Environmental Design) green rating system framework. Analysis of principles, processes and materials in the built environment, manufacturing and related industries. Emphasis on collaboration, communication through design-centric problem solving. Total of 36 hours lecture and 72 hours laboratory.

DT 114 BUILDING INFORMATION MODELING DESIGN (BIM DESIGN)

4 units

Prerequisite: *DT 118.*

Introduction to parametric building information modeling (BIM) and its integration in design, construction, management, operation, and maintenance of buildings for sustainable design. Total of 36 hours lecture and 108 hours lab. **Formerly** EDT 114.

DT 118 A/E/C MODELING

3 units

Prerequisite: *DT 017.*

Three-dimensional computer-aided surface modeling and prototyping, with a focus on Architectural/Engineering/Construction industry applications. Coursework includes 3-D modeling, animation, material application, light studies and rendering; production of technical graphics and prototypes from 3-D models; referencing multiple technical graphics to create models and prototypes. Design centric projects with emphasis on problem solving, critical thinking, collaboration and communication across multiple industries, softwares and prototyping technologies. Integrated workflow processes including online resources, project management, sustainability and globalized communication. Career development includes presentation skills and portfolio development. Total of 36 hours lecture and 72 hours laboratory. **Formerly** EDT 118.

DT 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. **Formerly** EDT 140.

DT 150 READING ENGINEERING DRAWINGS**1 unit**

Introduction to ANSI Y14.5M drawing standards for engineering and technical drawings of mechanical components. Topics covered include interpretation of titleblocks, symbols, dimensional and geometric fits and tolerances, view representation, standard fasteners, machine elements, and weldments. Total of 18 hours lecture. **Formerly** EDT 150.

DT 220 CAD TECHNICIAN INTERNSHIP**2 units****Prerequisites:** *All of the following: DT 140, 150, and 008B and maintain enrollment in 7 units or more including internship.*

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. Total of 108 hours field practice. **Formerly** EDT 220.

DT 230 COMPUTER-AIDED MANUFACTURING**3 units****Prerequisites:** *DT 008A and Mach 220A.*

Production of machining operations on CAM software to produce numerical control programming (G-Code) in order to automate numerically controlled machinery (CNC). Topics include CAD, solid modeling, work piece set-up, toolpath generation, G&M Codes, machine set-up, contour, pocket and surface machining. Total of 27 hours lecture and 81 hours laboratory. **Formerly** EDT 230.

DT 240 GEOMETRIC DIMENSIONING AND TOLERANCING**1 unit****Prerequisite:** *DT 150.*

Introduction to ANSI Geometric Dimensioning and Tolerancing through the analysis of part function and mating relationships to determine functional geometric dimensioning and tolerance. Topics covered include tolerancing, form controls, datums, orientations

controls, tolerance of position, concentric, symmetry, runout and profile controls. Total of 18 hours lecture.

Formerly EDT 240.**ECONOMICS****(School of Humanities and Social Sciences)****ECON 001A PRINCIPLES OF ECONOMICS****3 units****Prerequisites:** *One of the following courses: Math 125 or Math 127B or Math 128B or Math 250.*

Macro-economics. Introduction to concepts and tools of economic analysis. Theory of demand and supply, national income accounting, economic growth, recessions and inflation. Fiscal and monetary theories and policies. The Federal Reserve system, tools of monetary control and international trade and finance. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: ECON 202***ECON 001B PRINCIPLES OF ECONOMICS****3 units****Prerequisites:** *Econ 001A and one of the following: Math 125 or Math 127B or Math 128B or Math 250.*

Micro-economics. Price analysis, income distribution, comparative economic systems, international trade and economic problems of public utilities, transportation and agriculture. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: ECON 201***ECON 020 INDEPENDENT STUDY****1 unit****Prerequisites:** *One semester of economics and permission of department chairperson.*

Individual projects; research techniques; written reports. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.***ECON 110 SKILLS FOR COLLEGE SUCCESS IN ECONOMICS****1 unit**

Development of essential study techniques for success in economics courses; orientation to applications of computer-based technologies in economics; time management; textbook mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

EDUCATION**(School of Humanities and Social Sciences)****EDUC 013 TEACHER PREPARATION FOUNDATIONS AND FIELD EXPERIENCE****3 units****Course Identification Numbering System (C-ID)*

Prerequisite: *Maintain enrollment in 7 or more units including field experience.*

Theoretical concepts. Observation methodology. Social, philosophical and political foundations of education. Fundamental knowledge of the American educational system in urban multicultural schools. Supervised field experience in approved educational settings from kindergarten through high school. Observation, planning and guiding learning. Routine classroom activities. Practical application of theoretical concepts. Field experience hours may be used to meet CSU Teacher 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 teaching with special emphasis on extended day programs, activities both before and after school, developmental tasks for different age levels, coordination with classroom activities. Total of 54 hours lecture.

EDUC 150 EDUCATIONAL THEORY IN INTERACTIVE MULTIMEDIA

3 units

Introduction to educational theory as it applies to the design of interactive multimedia. The emphasis is on the role of the learner and his/her approach to learning, the roles of visual and sound elements, educational theory, motor skills, cultural biases, and learner motivation. Portfolio project. An interdisciplinary course. For students enrolled in the Multimedia Certificate Program, but open to all. Total of 54 hours lecture and 18 hours laboratory.

ELECTRICITY

(School of Business, Engineering and Technology)

ELTY 012 BASIC ELECTRICITY—ELECTRONICS

2 units

Fundamental concepts, theories, laws and devices used in the technical industry. Circuit analysis using testing and measuring procedures. Troubleshooting procedures using schematic, measurement instruments and hands-on laboratory experience. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

ELTY 217 ELECTRICAL INSPECTION AND CODES

2 units

Inspection using the national, state and local codes. Duties of the electrical inspector with emphasis on code enforcement, inspection procedures, plan reading, electrical symbols and terminology. Methods of performing electrical inspections and interpreting electrical systems based on the current electrical codes and standards. Emphasis on the importance of safety, asbestos abatement awareness, anchoring and supporting for earthquake mitigation. Quality workmanship, efficient and well-designed electrical systems and retrofitting. **Required** instructional trips. **Recommended** Elty 240ABCD or 248ABCD. **No credit** if taken after Elty 217A or B. Total of 36 hours lecture.

ELTY 218 ELECTRICAL INSPECTION AND CODES - UPDATE**1 unit****Prerequisite:** *Elty 217*.

Review of recent changes and revisions to local, state and national electrical codes and standards. Emphasis on new methods of code applications and calculations. Code reference on installation of new electrical hardware and materials. Discussion of future trends of electrical design concepts. Total of 18 hours lecture.

ELTY 240A INTRODUCTION TO ELECTRICAL TECHNOLOGY**8 units**

Introduction to direct current circuits, theory, practices, applications, DC electrical systems and troubleshooting techniques. Use state-of-the-art equipment, components, devices, power sources for hands-on laboratory experiments. Identify commonly used electrical symbols, abbreviations, circuits, diagrams, wiring methods, and test measuring instruments. Formulas used in electrical theory, offering a review and application of various functions: principles of magnetism and electromagnetic applicable to electrical components, proper use and selection of tools and electrical specifications, codes and standards. **Required** instructional trips. Total of 90 hours lecture and 180 hours laboratory.

ELTY 240B ELECTRICAL POWER GENERATION AND CONTROL CIRCUITS**8 units****Prerequisite:** *Elty 240A*.

Introduction to alternating current circuits, theory, practices and applications for electrical power generation and control circuits. Fundamental theory, calculations, formulas and applications of AC and DC power generation, transmission and distribution systems, transformers, motors and generators. Study complex networks such as RC, RL and RLC circuits, motor controllers, electromagnetic circuits and Poly-Phase systems. Course will include explanation of electrical specifications, codes, standards, terms, abbreviations, components, safety and wiring requirements. Hands-on-laboratory assignments with state-of-the-art test and measurement instruments will provide testing techniques and troubleshooting procedures. **Required** instructional trips. Total of 90 hours lecture and 180 hours laboratory.

ELTY 240C ELECTRICAL POWER DISTRIBUTION SYSTEMS AND MACHINERY**8 units****Prerequisite:** *Elty 240B*.

An advanced course that requires knowledge of AC and DC theory, practices and applications. Investigates the

theory and applications of motors, generators, electromagnetic, systems and their interaction in power distribution systems and machinery. Covers principles of AC, installation of devices in AC circuits and response to circuits of AC excitation; concepts of electrical symbols, abbreviations, diagrams, specifications, safety procedures, codes and standards. Provides a technical, 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 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

(School of Business, Engineering and Technology)

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 applications. Intel microprocessors with emphasis on 8085 and 8086-type microprocessors. Introduction to embedded controllers, interface design, single-chip controllers. Software development systems and diagnostics. Development and maintenance of microcomputer-based systems. **No credit** if taken after Eltn 125. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU***ELTN 031 CIRCUIT ANALYSIS****5 units****Prerequisite:** *EltN 009*.**Recommended preparation:** *Math 008*.

Field effect and bipolar transistor theory, audio pre-amplifiers and power amplifiers, coupling and bias stabilization techniques. Analysis of small-signal 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 mo-

tors. 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**(School of Health Sciences)****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**(School of Business, Engineering and Technology)****ENGR 001A SURVEYING****3 units****Prerequisite:** *Math 007A.*

Introduction to the field of surveying to fulfill engineering transfer credit and provide career exploration to entry level occupation in the field. Topics covered includes both optical and electronic instruments, distance measurements, stadia surveys, leveling and traversing using optical instruments, electronic distance measuring instruments and total stations. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU; UC

ENGR 002 ENGINEERING GRAPHICS

3 units

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 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 022 or eligibility for Chem 001A.

Physical properties of engineering materials; their reactions to conditions encountered in various uses; processes by which they are produced and treated. Total of 54 hours lecture.

Transfer Credit: CSU

ENGR 015A APPLIED MECHANICS — STATICS

3 units

Prerequisites: Math 005B and Phys 001A.

Composition and resolution of co-planar and non-planar force systems; equilibrium of rigid bodies; distributed forces; forces in trusses; frames and cables; shear and bending moments in beams; moments of inertia of areas and bodies. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ENGR 015B APPLIED MECHANICS

3 units

Prerequisite: Math 005B.

States of stress and strain; analysis and design of structural elements; pressure vessels, beams, torsion bars, springs, columns, riveted and welded connections; inelastic behavior; strength under combined loading; stat-

ically indeterminate structures. Total of 54 hours lecture.
Transfer Credit: CSU; UC

ENGR 016 ENGINEERING CIRCUITS

3 units

Prerequisite: Math 005B.

Mesh and nodal analysis of electric circuits using Ohm's and Kirchhoff's Laws; Thevenin and Norton Theorems; superposition; transient analysis of RL and RC circuits; steady state analysis of AC circuits; analysis of passive two-port networks; polyphase circuits. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ENGR 017 DYNAMICS

3 units

Prerequisite: Engr 015A.

Kinematics of particles; coordinate systems; relative motion; Newton's Second Law; work and kinetic motion; linear and angular impulse and momentum; impact applications; central force motion; conservation of energy and momentum; steady and variable mass flow; rotational motion relative to rotating axis systems; central equation of motion; angular momentum. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ENGR 018 INTRODUCTION TO NUMERICAL ANALYSIS

3 units

Prerequisite: Math 007A.

Introduction to numerical analysis, computational methods, computer programming, and problem solving using MATLAB. Provides a working knowledge of the computer as a tool to solve engineering and scientific problems. Understanding of programming and problem-solving allowing use of these tools and techniques to extend MATLAB knowledge. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ENGLISH

(School of Humanities and Social Sciences)

ENGL 001A READING AND COMPOSITION

4 units

Prerequisite: One of the following: (1) Engl 100; (2) ESL 033B; (3) placement based on the English assessment process.

Recommended Preparation: Engl 014.

Development of expository and argumentative essays. Instruction in writing annotated papers. Analysis of various forms of writing with emphasis on expository

and argumentative essays. **No credit** if taken after Engl 001AH or 001AS. Total of 72 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: ENGL 100*

ENGL 001AH HONORS READING AND COMPOSITION 4 units

Prerequisites: *One of the following: (1) Engl 100; (2) ESL 033B; (3) placement based on the English assessment process.*

Recommended Preparation: *Engl 014*

Enrollment Limitation: *Acceptance into the Honors Program.*

Development of expository and argumentative essays. Instruction in writing annotated papers. Analysis of various forms of writing with emphasis on expository and argumentative essays. This enriched course is designed for the Honors Program allowing more student directed discussions and more extensive writing assignments. **No credit** if taken after Engl 001A or Engl 001AS. Total of 72 hours lecture.

*Transfer Credit: CSU; UC credit under review. *C-ID: ENGL 100*

ENGL 001AS STRETCH ACCELERATED READING AND COMPOSITION

4 units

Prerequisites: *One of the following: (1) Engl 001S; (2) Engl 100; (3) ESL 033B; (4) placement based on the English Assessment process.*

Critical analysis of interdisciplinary texts, including literature. Composition of various written texts, including essays. Examination of the uses and significance of language in knowledge creation, community engagement, and academic success in specific disciplines. Emphasis on authentic voice, collaboration, research, student reflection, and composition for the 21st century. Equity-centered classroom and curriculum. **No credit** if taken after Engl 001A or Engl 001AH. Total of 72 hours lecture.

*Transfer Credit: CSU; UC credit under review. *C-ID: ENGL 100*

ENGL 001B READING AND COMPOSITION 4 units

Prerequisite: *One of the following: (1) Engl 001A or Engl 001AH or Engl 001AS; (2) score of 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. **No credit** if taken after Engl 001BH. Total of 72 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: ENGL 120*

ENGL 001BH HONORS READING AND COMPOSITION 4 units

Prerequisite: *One of the following: (1) Engl 001A or Engl 001AH or Engl 001AS; (2) score of 4 on Advanced Placement Test given by the College Entrance Examination Board.*

Enrollment Limitation: *Acceptance into the Honors Program.*

Writing of argumentative and persuasive essays about literary works. Critical analysis, interpretation, and evaluation of literary works. Elements and principles of literature as exemplified in major literary forms. This enriched course is designed for the Honors Program allowing more student directed discussions and more extensive writing assignments. **No credit** if taken after Engl 001B. Total of 72 hours lecture.

*Transfer Credit: CSU; UC credit under review. *C-ID: ENGL 120*

ENGL 001C INTERMEDIATE COMPOSITION — CRITICAL THINKING AND ARGUMENT

4 units

Prerequisite: *Engl 001B or Engl 001BH.*

Principles of critical thinking applied to writing and reading on complex issues which incorporate logic, reasoning, persuasion, analysis and evaluation of appropriate prose models, including those employing argument, other rhetorical modes, and critical thinking strategies specific to various modes of thought; selective use of citation and documentation. **No credit** if taken after Engl 001CH. Total of 72 hours lecture.

Transfer credit: CSU; UC

ENGL 001CH HONORS INTERMEDIATE COMPOSITION-CRITICAL THINKING AND ARGUMENT

4 units

Prerequisite: *Engl 001B or Engl 001BH.*

Enrollment Limitation: *Acceptance into the Honors Program.*

Principles of critical thinking applied to writing and reading on complex issues which incorporate logic, reasoning, persuasion, analysis and evaluation of appropriate prose models, including those employing argument, other rhetorical modes, and critical thinking strategies specific to various modes of thought; selective use of citation and documentation. This enriched course is designed for the Honors Program allowing more student directed discussions and more extensive writing assignments. **No credit** if taken after Engl 001C. Total of 72 hours lecture.

*Transfer Credit: CSU; UC credit under review. *C-ID: ENGL 105*

**Course Identification Numbering System (C-ID)*

ENGL 001S STRETCH ACCELERATED COMPOSITION I
4 units

Prerequisite: *One of the following: (1) Engl 400 or Bus 112; (2) placement based on the English assessment process.*

Corequisite: *Engl 901.*

Critical analysis of interdisciplinary texts, including both non-fiction and literature. Composition of various written texts, including essays. Examination of the uses and significance of language in knowledge creation, community engagement, and academic success. Emphasis on authentic voice, collaboration, research, student reflection, and composition for the 21st century. Equity-centered classroom and curriculum. This is the first in a two-class sequence. **No credit** if taken after Engl 001A, Engl 001AH, or Engl 001AS. Total of 72 hours lecture.

Transfer Credit: CSU; UC credit under review.

ENGL 003 TECHNICAL WRITING — ADVANCED EXPOSITION

3 units

Prerequisite: *Engl 001A.*

Development of writing skills which can be applied to any career or profession. Emphasis on types of writing required to communicate facts and ideas in a technological society. Total of 54 hours lecture.

Transfer Credit: CSU

ENGL 005A CREATIVE WRITING

3 units

Prerequisite: *Eligibility for Engl 001B.*

Creative literary expression; short story, poetry and essay. Individual experimentation with various forms; students evaluate their work and work of classmates in light of contemporary writings. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ENGL 005B CREATIVE WRITING

3 units

Prerequisite: *Engl 005A, 006, 007 or 008.*

Creative literary expression such as: short story, poetry, dramatic form and essay. The focus is on in-depth criticism of student work and professional writers. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ENGL 006 SHORT STORY WRITING

3 units

Prerequisite: *Eligibility for Engl 001B.*

Theory and practice in writing the short story. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ENGL 007 INSCAPE MAGAZINE PUBLICATION
3 units

Prerequisite: *Engl 001A.*

Critical review and selection of creative material; design and layout of a literary magazine. Total of 54 hours lecture.

Transfer Credit: CSU

ENGL 008 WRITING POETRY

3 units

Prerequisite: *Eligibility for Engl 001A.*

Writing of poetry in all forms. Reading of traditional and current work. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ENGL 009 CREATIVE NONFICTION

3 units

Prerequisite: *Engl 001A.*

Writing and analysis of creative nonfiction such as memoirs, reviews, profiles, and nature writing. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ENGL 010 INTRODUCTION TO LINGUISTICS

3 units

Interdisciplinary course: English, Languages

Recommended preparation: *Eligibility for Engl 001A.*

Survey of sounds, structure and development of language in connection with its social and cultural function. Differences and relationships among languages. **No credit** if taken after Ling 010. **Recommended** for English and foreign languages majors, but open to all qualified students. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ENGL 011 HISTORY OF ENGLISH LANGUAGE

3 units

Interdisciplinary course: English, Languages

Recommended preparation: *Eligibility for Engl 001A.*

Origins and development of the English language, from its Germanic ancestors to present-day American English. **No credit** if taken after Ling 011. Total of 54 hours lecture.

Transfer Credit: CSU; UC

ENGL 012 INTERCULTURAL COMMUNICATION

3 units

Interdisciplinary course: English, Languages

Recommended preparation: *Eligibility for Engl 001A.*

Linguistic and cultural patterns; how and what people communicate. Designed to aid both Americans and foreign students in the development of intercultural understanding and communication skills. **No credit** if taken after Ling 012. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: COMM 150*

*Course Identification Numbering System (C-ID)

ENGL 014 CRITICAL READING**3 units**

Prerequisite: *One of the following: (1) Eligibility for Engl 001A; (2) Engl 130; or (3) satisfactory reading placement assessment.*

Development of comprehension and critical thinking skills to increase ability to analyze critically and evaluate different types of writing. Analysis of writing with attention to the accuracy and adequacy of evidence, the logical structure of argument and definitions, persuasive and expressive language and common fallacies. **Cannot be taken concurrently** with ESL 460, 432, Engl 415 or 130. Total of 54 hours lecture.

Transfer Credit: CSU

ENGL 015 THE RESEARCH PAPER**1 unit**

Prerequisite: *Engl 001A.*

Application of principles and practices introduced in Engl 001A to a major research paper in the student's field of study, using system of documentation preferred in the student's field. Total of 18 hours lecture.

Transfer Credit: CSU

ENGL 020 INDEPENDENT STUDY**1 unit**

Prerequisites: *Engl 001A and permission of department chairperson.*

Individual projects; research techniques; written reports. Total of 54 hours laboratory.

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

ENGL 024 A LITERATURE IN TRANSLATION**3 units**

Recommended preparation: *Eligibility for Engl 001A.*

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; *C-ID: ENGL 130*

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.

**Course Identification Numbering System (C-ID)*

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. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

ENGL 135 FROM PAGE TO PERFORMANCE

1 unit

Reading and viewing of plays performed in off-campus locations. Approaching the printed text; approaching the stage performance; relationship of text to performance. **Pass/no pass** grading. Total of 18 hours lecture.

ENGL 400 ENGLISH ESSENTIALS

4 units

Corequisite: *Engl 902.*

Basic essay writing skills; reading for understanding; grammar and mechanics. **Required** concurrent 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 unit**

Introduction to word attack skills, vocabulary, study skills, and basic reading techniques. **Recommended** enrollment in ESL 033A or Engl 400. **No credit** if taken after Engl 130 or 014. **Cannot be taken concurrently** with ESL 460, 432, Engl 130 or 014. Total of 54 hours lecture and 18 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

ENGL 434 TECHNICAL/VOCATIONAL READING**3 units**

Development of basic reading and vocabulary skills for students enrolled in occupational curricula. Individualized instruction. Total of 54 hours lecture and 18 hours laboratory.

ENGL 435 VOCATIONAL ENGLISH AND INFORMATION TECHNOLOGY (BASIC)**2 units**

Job-related writing and basic research skills appropriate to the workplace. Technical vocabulary used in the student's vocational area. Library and web-based research, critical thinking and problem-solving specifically focused on workplace needs. **Recommended** concurrent enrollment in a vocational course. Total of 36 hours lecture.

ENGL 450 INTRODUCTION TO ENGLISH ESSENTIALS**3 units**

Introduction to basic writing skills with emphasis on simple sentence structure, English usage, mechanics and spelling. Integrated with basic study techniques, time management, textbook introduction, test taking, problem solving and memorization. **Pass/no pass** grading. **Not recommended** for ESL students. Total of 72 hours lecture.

ENGL 901 WRITING CENTER LAB**.30 units****Corequisite:** *Engl 100.*

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**(School of Humanities and Social Sciences)**

The English as a Second Language curriculum has been developed sequentially for students to achieve the reading and writing skills necessary for academic success. Placement within the sequence depends upon multiple measures.

The recommended sequence is:

ESL 420
ESL 422
ESL 122
ESL 033A
ESL 033B

No credit will be given for the higher level English as a Second Language course if a student is concurrently enrolled in two different levels of this sequence. **No credit** will be given for a lower level course in this sequence if a student has successfully completed a higher level course or an English composition course (English 100, 001A, 001B, 001C).

ESL 033A ESL READING AND WRITING — LEVEL 4
4 units**Prerequisite:** *ESL 122, or satisfactory ESL placement assessment.*

Reading and composition to prepare students for college classes. Practice in advanced sentence structure; methods of paragraph and essay development; reading of college-level material. **Recommended** enrollment in Engl 415. **No credit** if taken after ESL 033B, Engl 001A, 001B, 001C or 100. **Cannot be taken concurrently** with ESL 033B, 122, 422, 420, Engl 001A, 001B, 001C, 100, 400. Total of 90 hours lecture.

*Transfer Credit: CSU; UC***ESL 033B READING AND WRITING — LEVEL 5**
4 units**Prerequisite:** *ESL 033A or satisfactory ESL placement assessment.*

Readings in college-level texts including fiction and non-fiction; methods of essay and annotated paper development. Designed to prepare students for success in

English composition classes. **Recommended** enrollment in Engl 130. **No credit** if taken after Engl 001A, 001B, 001C, 100. **Cannot be taken concurrently** with ESL 033A, 122, 422, 420, Engl 001A, 001B, 001C, 100, 400. Total of 90 hours lecture.

Transfer Credit: CSU; UC

ESL 040 LITERATURE IN A SECOND LANGUAGE

1 unit

Prerequisite: Enrollment in or completion of ESL 033A. Introduction to the diversity of fiction, poetry and drama in English and other languages. Designed for cultural expression and the development of reading skills in English. Total of 18 hours lecture.

Transfer Credit: CSU

ESL 106 SPEAKING AND LISTENING FOR ACADEMIC SUCCESS

4 units

Recommended Preparation: ESL 136 or 146, and eligibility for ESL 033B or Engl 100.

Development of advanced speaking and listening skills for achieving academic goals. Task activities include group discussion, individual presentations, evaluation of lectures and media broadcasts. Attention will be given to building college-level skills. Total of 72 hours lecture.

ESL 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 111 ACADEMIC READING FOR ESL

3 units

Prerequisite: One of the following: (1) Eligibility for ESL 033A; or (2) satisfactory reading placement assessment.

Essential college reading skills and strategies with an emphasis on comprehension, academic vocabulary, and reading fluency. Focus on literal and interpretive levels of narrative and expository texts. Attention to the relationship between cultural references and textual meaning. Total of 54 hours lecture.

ESL 113 ADVANCED ESL VOCABULARY 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 490A

Intensive 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****(School of Science and Mathematics)****ENVS 001 INTRODUCTION TO ENVIRONMENTAL SCIENCE****4 units**Relationship of living organisms to the environment, including human impact on the atmosphere, hydrosphere, lithosphere and biosphere. Emphasis is placed on understanding of biological and physical science issues currently faced by society. Includes laboratory and field investigation of ecosystems and the environment. **No credit** if taken after Biol 037, Biol 040 or Phsc 037. Total of 54 hours lecture and 54 hours laboratory.*Transfer credit: CSU; UC***ENVS 002 HUMAN IMPACT ON THE ENVIRONMENT****3 units**Interaction of human populations with local and global environments. Interrelationships of ecosystem and biosphere components. **No credit** if taken after Envs 001, Biol 036 or Geog 010. Total of 54 hours lecture.*Transfer Credit: CSU; UC***ENVS 003 CHEMISTRY AND THE ENVIRONMENT****4 units****Prerequisite:** *One of the following: Math 125, 127B, 128B, or 150.*

Introduction to basic chemistry and environmental science for the non-science major with an emphasis on how chemical principles relate to everyday life. Topics include: indigenous practices, natural resources, water usage, pollution, healthy food, chemical additives to food, common organic chemicals, pesticides, drugs, household

products, redox, soap-making, nuclear issues and composting. **Required** field trips. **No credit** if taken after Chem 010. Total of 54 hours lecture and 54 hours laboratory.
*Transfer Credit: CSU; UC***ENVS 020 INDEPENDENT STUDY****1 unit****Prerequisite:** *Enrollment in or completion of Envs 001, 002 or 003.*Faculty-guided student research; laboratory experiments and/or field investigations. Total of 54 hours laboratory.
*Transfer Credit: CSU; UC credit limitations. See counselor.***ENVS 030 ENVIRONMENTAL FIELD INVESTIGATIONS****2 units****Prerequisite:** *Enrollment in or completion of Envs 001 or Envs 002.*Field investigation of the environment in an area of selected interest. **Required** instructional trips (an average of two hours each week). Total of 36 hours lecture and 18 hours laboratory.*Transfer Credit: CSU; UC***ENVS 040 ENVIRONMENTAL FIELD LABORATORY****1 unit****Prerequisite:** *Enrollment in or completion of Envs 001, 002, or 003.*Observation and interpretation of environmental phenomena in the field. **Required** instructional trips. **Recommended** enrollment in or completion of any Environmental Studies lecture or lecture/lab course. Total of 18 hours lecture and 18 hours laboratory.*Transfer Credit: CSU; UC***FASHION****(School of Visual, Media and Performing Arts)****FASH 001A FASHION SURVEY****3 units**Introduction to clothing construction. Orientation to fashion careers, aptitude to fashion, life skills, time management, and education planning. Industrial sewing equipment, tools, and materials will be used to produce samples of elementary level garment construction as foundation to the understanding of pattern construction, fashion design, manufacturing and production. Industry research will include orientation to online research. Preparation of a tech pack. **Recommended** Fash 002. Total of 36 hours lecture and 72 hours laboratory.*Transfer Credit: CSU*

FASH 001B INTERMEDIATE CLOTHING CONSTRUCTION

3 units

Prerequisites: *Fash 001A and Fash 005.*

Apparel construction using industrial sewing techniques. Samples and garments demonstrating intermediate apparel construction skills for womenswear, sportswear, and knits. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

FASH 001C ADVANCED CLOTHING CONSTRUCTION

3 units

Prerequisites: *Fash 001B and Fash 108.*

Advanced construction methods and techniques. Evaluation and implementation of solutions to advanced clothing construction problems in tailoring, couture and alterations. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

FASH 002 INTRODUCTION TO FASHION INDUSTRY

3 units

Factors and concepts that affect fashion development, design, apparel production, marketing, distribution, retail merchandising, promotion and the consumer. Understanding nomenclature and forms of communication specific to the fashion industry. Survey of career opportunities in the apparel industry. **No credit** if taken after Fash 101. Total of 54 hours lecture.

Transfer Credit: CSU

FASH 005 PATTERN DRAFTING

3 units

Prerequisites: *Fash 001A and Fash 002.*

Drafting basic patterns. Flat pattern manipulation for a variety of designs. Construction of basic sloper and 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: *All of the following: Fash 001B, 005, 108, 111A.*

Intermediate patternmaking by drafting, flat pattern manipulation, and draping on dress forms. Development of pant and tailoring slopers. Construction of pants and tailored samples of intermediate difficulty. Computer concepts relating to the development of sleeve slopers and tech packs. **No credit** if taken after Fash 107B. Total of 36 hours lecture and 72 hours laboratory. **Formerly** Fash 107B.

FASH 106 ADVANCED PATTERN DRAFTING AND DRAPING

3 units

Prerequisites: *All of the following: Fash 001B, Fash 005, Fash 108, Fash 111A*

Patternmaking by flat pattern manipulation and draping on dress forms. Development of production patterns. Construction of samples with an emphasis on knitwear. Computer applications in grading the pattern size. **No credit** if taken after Fash 107C. Total of 36 hours lecture and 72 hours laboratory. **Formerly** Fash 107C.

FASH 108 PATTERNMAKING BY DRAPING

3 units

Prerequisite: *Fash 001A and either Fash 005 or Fash 107A.*

Designs created by draping on dress forms. Patternmaking from completed drapes. Construction of basic slopers and samples. Preparation of tech packs and design room documents. Total of 36 hours lecture and 72 hours laboratory.

FASH 109 COMPUTER AIDED FASHION DESIGN

3 units

Prerequisite: *Fash 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:** *All of the following: Fash 001A, 002, 021, Fash 110.*

Fashion design concepts involving research. Trend prediction, fashion influences, target customer buying trends and trade publications will be utilized in the production of fashion designs that focus on a specific category, season, price range and target customer. Influences such as historical costume, ethnic clothing and textiles, military uniforms and fine art will be researched and the results applied to create original fashion designs. Artwork will take several forms suitable for inclusion in final portfolio: full color renderings, presentation boards, line pages, and sales portfolios. Emphasis will be on women's and junior's apparel, with some discussion on men's, children's and boy's apparel. Total of 36 hours lecture and 72 hours laboratory.

FASH 111B INTERMEDIATE FASHION DESIGN**3 units****Prerequisites:** *Fash 111A and Fash 005.*

Study of design applications related to category, target customer, and commercial producers of fashion apparel. Creation of apparel lines, using CAD technology to create tech packs, line pages and full-color illustrations. Additional work may include sample garments and patterns. All projects are suitable for inclusion in final portfolio, both digital and hard copy. Total of 36 hours lecture and 72 hours laboratory.

FASH 111C ADVANCED FASHION DESIGN**3 units****Prerequisite:** *Fash 111B and Fash 108.*

Development of a professional-quality portfolio. Preparation of a resume. Design and create sample garments as shown in the portfolio. Attend an internship to observe and experience on-the-job practices creating a term project as a result of this experience. Total of 36 hours lecture and 72 hours laboratory.

FASH 115 INTERMEDIATE COMPUTER-ASSISTED FASHION GRAPHICS**2 units****Prerequisite:** *Fash 110.*

Intermediate fashion drawing, production flats, colorization, and scanning of images using the computer. Exploration of computer techniques and methods suitable for use in the apparel industry design room. Processes will apply to design courses and will utilize skills learned in previous Fashion department courses. Adobe Illustrator and Photoshop will be used as the vehicle for these processes. Total of 36 hours lecture and 36 hours laboratory.

FASH 124 HISTORY OF COSTUME**3 units**

Historic study and research of dress from prehistoric to present period; relationships of related arts in evolution of garments. Total of 54 hours lecture.

FASH 126 HISTORICAL COSTUME MAKING**3 units****Prerequisite:** *Fash 001A.*

Historical costume construction using industrial sewing techniques suitable for costume shop and wardrobe. Samples demonstrating theatrical construction skills for historical costume periods. Analysis of script needs and historical research. Preparation of a sample costume and notebook. **Recommended** Fash 005, Fash 124. Total of 36 hours lecture and 72 hours laboratory.

FASH 130 FASHION WORKSHOP**3 units****Prerequisite:** *All of the following: Fash 108, Fash 005, Fash 111B.*

Creation of a fashion line for design through pattern making, construction and finishing. Pattern charts, costing, and spec sheets will be part of the process, as well as portfolio preparation. Total of 36 hours lecture and 72 hours laboratory.

FIRE TECHNOLOGY**(School of Business, Engineering and Technology)****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; char-

acteristics 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 incendiarism, 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

(School of Humanities and Social Sciences)

FLNG 020 INDEPENDENT STUDY

1 unit

Prerequisites: *Level 4 of a foreign language or permission of department chairperson.*

Individual projects such as readings in literature, theater, history, philosophy; written reports. Total of 18 hours laboratory.

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

FLNG 021A-M FOREIGN LANGUAGE DEVELOPMENT

13 units

Prerequisite: *Enrollment in or completion of Level 1 of the foreign language or placement based on the foreign language assessment process.*

Development of the foreign language skills for teacher preparation through listening, speaking, and reading in a practical laboratory setting related to the foreign language course enrolled in or previously completed. This course is applicable toward the state requirement for CLAD (Crosscultural Language Academic Development) for the multiple subject teaching credential. **For** teacher preparation majors but open to all qualified students. **Each** course 1 unit, and a total of 54 hours laboratory. *Transfer Credit: CSU*

FLNG 021A	ARMENIAN
FLNG 021B	ARABIC
FLNG 021C	CHINESE
FLNG 021D	FRENCH
FLNG 021E	GERMAN
FLNG 021F	GREEK
FLNG 021G	HEBREW
FLNG 021H	ITALIAN
FLNG 021I	JAPANESE
FLNG 021J	LATIN
FLNG 021K	RUSSIAN
FLNG 021L	SPANISH
FLNG 021M	PORTUGUESE

FRENCH

(School of Humanities and Social Science)

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: *Frc 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: *Frc 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: *Frc 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: *Frc 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

(School of Science and Mathematics)

Students planning to take more than six units of Geography should consult counselors. Some colleges allow full credit for the first six units only.

GEOG 001 PHYSICAL GEOGRAPHY

3 units

Introduction to the natural environment from a geographical perspective. Topics include geographic techniques, and their use to study air, water, land and life

forms, with emphasis on their interconnections, interactions and world location patterns. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: GEOG 110*

GEOG 001L PHYSICAL GEOGRAPHY LABORATORY

1 unit

Prerequisite: *Enrollment in or completion of Geog 001.*

Observation and interpretation of meteorological phenomena including statistical analysis of climatic data. Cartographic techniques and map interpretation. Global patterns of the biosphere, hydrosphere and lithosphere, showing their regional interrelationships. **Required** instructional trips. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: GEOG 111*

GEOG 002 CULTURAL GEOGRAPHY

3 units

Cultural elements: population, economic activities, problems, analysis and interpretations of regional differences 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. *C-ID: GEOG 125*

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 011 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS AND TECHNIQUES, WITH LAB

3 units

Introduction to the fundamentals of geospatial technology including Geographic Information Systems (GIS) science and its applications to spatial data management. Participants will learn how to identify and acquire GIS data, assess vector and raster systems, and apply scale, resolution, map projections, coordinate systems, use georeferencing, spatial analysis, modeling

and Global Positioning Systems (GPS). This course is designed to complement other disciplines or as an entry level course into a geospatial program. Total of 36 hours lecture and 54 hours of laboratory.

*Transfer Credit: CSU; UC. *C-ID: GEOG 155*

GEOG 012 SPATIAL ANALYSES

3 units

Prerequisite: *Geog 011.*

Reinforce skills about the theory and application of GIS science. Develop working knowledge and skills necessary to conduct problem-solving and decision making using geospatial analysis techniques. Topics include discovering and applying the spatial relationships within and among spatial phenomena, buffering, overlay, map algebra, database management, and metadata standards. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU; UC

GEOG 013 DATA ACQUISITION & MANAGEMENT

3 units

Prerequisite: *Geog 011.*

Introduces fundamental concepts of primary GIS data creation. Topics include quantitative techniques for collection, classification, management of geographical data, and interpretation of a variety of data formats in GIS. Total of 36 hours lecture and 54 hours laboratory

Transfer Credit: CSU; UC

GEOG 014 CARTOGRAPHIC DESIGNS

3 units

Prerequisite: *Geog 011.*

Introduction to fundamental cartographic concepts. Design principles and creation of effective visual representations of data in different formats. Topics include ethical and appropriate application of map scale, map projections, generalization and symbolization. Total of 36 hours lecture and 54 hours laboratory

Transfer Credit: CSU; UC

GEOG 020 INDEPENDENT STUDY

1 unit

Prerequisite: *Permission of department chairperson.*

Individual field and library-based research projects chosen by the student with the approval of the department chair. Regular periodic meetings with the department chair or assigned faculty member are required. Total of 54 hours laboratory.

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

GEOG 030 FIELD STUDIES AND METHODS IN GEOGRAPHY

1 unit

Recommended preparation: *Geog 001.*

Field studies of the geography of selected regions. Physical and cultural processes, characteristics and landscapes will be observed and analyzed. Specific

**Course Identification Numbering System (C-ID)*

physical and cultural content will vary by geographic region. **Required** instructional trips. Total of 18 hours lecture and 18 hours laboratory.
Transfer Credit: CSU

GEOLOGY

(School of Science and Mathematics)

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.
C-ID: GEOL 100

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. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: GEOL 121*

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. **No credit** if taken after Geol 001 or Geol 012. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor.
C-ID: GEOL 121

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. *C-ID: GEOL 200*

GEOL 005 GEOLOGIC MAPS

2 units

Prerequisite: Geol 001 or Geol 003.

The making of and use of geologic maps. Topics covered include analysis of topographic maps and geologic maps, measurement of thickness of sedimentary rocks, use of a Brunton Pocket Transit, and field analysis of stratigraphy, geologic structures, unconformities, and cross cutting relationships in the preparation of geologic maps. **Required:** five days of instructional trips. Total of 18 hours lecture and 36 hours laboratory.

Transfer Credit: CSU; UC

GEOL 006 MINERALOGY

4 units

Prerequisite: Geol 001 and Chem 001A.

Identification of minerals by physical and optical properties. Introduction to crystallography, and crystal chemistry and techniques of quantitative chemical analysis of minerals. Total of 54 hours lecture and 90 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: GEOL 280*

*Course Identification Numbering System (C-ID)

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 interpretation, rates of marine processes, ocean-atmosphere interactions, ocean structure and dynamics and coastal hazards. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC***GEOL 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 021 HISTORY OF LIFE****3 units**

Survey course that considers major biologic and geologic events from the formation of the Earth 4.6 billion years ago to the present day. Topics include origin and evolution of life, mass extinction and explosions in diversity, phylogenetic systematics, and orientation of major clades in the Tree of Life. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***GEOL 021L HISTORY OF LIFE LABORATORY****1 unit****Corequisite:** *Geol 021.*

Laboratory investigations and identification of fossil groups with emphasis on major clades and their position on the Tree of Life. Topics include patterns in the fossil record, extinctions, diversification, geologic time, and character diagnosis leading to the building of a cladogram. Total of 54 hours laboratory.

*Transfer Credit: CSU; UC***GEOL 022 THE AGE OF DINOSAURS****3 units**

The historical geology and paleobiology of the Mesozoic era, 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

(School of Humanities and Social Sciences)

GRMN 001 ELEMENTARY GERMAN **5 units**

Pronunciation, reading, speaking and writing German; customs and culture. Corresponds to first year of high school German. Total of 90 hours lecture.
Transfer Credit: CSU; UC

GRMN 002 ELEMENTARY GERMAN **5 units**

Prerequisite: *Grmn 001, or the first year of high school German, or placement based on the foreign language assessment process.*
Continuation of grammar essentials; practice in reading, speaking and writing German; customs and culture. Total of 90 hours lecture.
Transfer Credit: CSU; UC

GRMN 003 INTERMEDIATE GERMAN **5 units**

Prerequisite: *Grmn 002 or two years of high school German or placement based on the foreign language assessment process.*
Development of communication skills based on 19th and 20th century German readings; review of basic structure of German: customs and culture. Total of 90 hours lecture.
Transfer Credit: CSU; UC

GRMN 004 INTERMEDIATE GERMAN **5 units**

Prerequisite: *Grmn 003 or three years of high school German or placement based on the foreign language assessment process.*
Further development of communication skills based on 19th and 20th century German readings; finish review of basic structure of German; customs and culture. Total of 90 hours lecture.
Transfer Credit: CSU; UC

GRMN 005 INTRODUCTION TO GERMAN LITERATURE **3 units**

Prerequisite: *Grmn 004 or placement based on the foreign language assessment process.*
German drama, prose and poetry. Total of 54 hours lecture.
Transfer Credit: CSU; UC

GRMN 008A-C INTRODUCTION TO GERMAN CONVERSATION

6 units
Prerequisite: *Grmn 002 or two years of high school German or placement based on the foreign language assessment process.*
Practice in oral self-expression and understanding spoken German. **Each course** 2 units, and a total of 36 hours lecture.
Transfer Credit: CSU

GRMN 009A-C GERMAN CONVERSATION **6 units**

Prerequisite: *Grmn 003 or three years of high school German or placement based on the foreign language assessment process.*
Intensive practice at an advanced level in oral expression of spoken German. **Each course** 2 units, and a total of 36 hours lecture.
Transfer Credit: CSU; UC

GRMN 010 GERMAN CIVILIZATION**3 units**

Geography, history and institutions; customs, language, literature, arts and sciences; German contributions to civilization. (Course conducted in English.) Total of 54 hours lecture.

Transfer Credit: CSU; UC

GRMN 012 GERMAN LITERATURE IN TRANSLATION**3 units**

Reading and discussion of representative works of German literature in translation from different historical periods. Analysis of major themes and literary movements. Selected readings will be made from different genres, including poetry, drama, and prose. (Course conducted in English.) Total of 54 hours lecture.

Transfer Credit: CSU; UC

GRMN 140 GERMAN PRONUNCIATION**2 units**

Introduction to the German sound system, basic stress and intonation patterns. Imitation and practice of proper pronunciation; reading of German texts. For beginners and those wishing to gain additional proficiency in pronunciation. Total of 36 hours lecture.

GRMN 150A GERMAN FOR BUSINESS AND TRAVEL**2 units**

Practical conversational German for business and travel. Contemporary culture in German-speaking countries. Total of 36 hours lecture.

GRMN 150B GERMAN FOR BUSINESS AND TRAVEL**2 units**

Prerequisite: *Grmn 150A or placement based on the foreign language assessment process.*

Further practice in practical conversational German for business and travel. Contemporary culture in German-speaking areas. Total of 36 hours lecture.

GERONTOLOGY**(School of Health Sciences)****GERO 001 INTRODUCTION TO GERONTOLOGY****3 units**

Overview of the field of gerontology. Includes a multidisciplinary examination of how human aging is understood, including demographic trends, basic theories, concepts and philosophic ideas, social policies, planning issues, and services available to meet the needs and problems of older adults. **Recommended** Engl 001A. Total of 54 hours of lecture.

Transfer Credit: CSU; UC

GERO 022 DIRECTED STUDIES IN GERONTOLOGY**3 units**

Prerequisite: *Gero 001.*

The Directed Studies course is a grouping of short seminars designed to provide students with the latest ideas in a specific area of concentration. The course content is thematic in nature and each seminar within the course differs from other offerings in the same course. Total of 54 hours lecture.

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

GERO 140 APPLIED HEALTH CARE MANAGEMENT IN GERONTOLOGY**3 units**

Prerequisite: *Gero 001.*

Analysis of issues, services, methods, and interventions related to gerontologic practice and application of strategies for identifying and accessing services targeted for older adults and their families. Topics include the unique characteristics and needs of elders, the systems approach to working with elders, and issues affecting service delivery to this population (including diversity, gender, ethics, special health and mental health needs). Practice of the skills for effective service delivery to elders, families and caregivers with an emphasis on students' attitudes and roles when working with this population. Total of 54 hours lecture.

GRAPHIC COMMUNICATIONS TECHNOLOGY**(School of Business, Engineering and Technology)****GRFX 010 INTRODUCTION TO GRAPHIC COMMUNICATIONS TECHNOLOGY****2 units**

Introduction to printing and graphic arts. History of printing. Orientation to typesetting, camera, stripping and plates, presswork and bindery operations. Evaluation of printing processes: letterpress, gravure, screen printing, flexography, plateless printing and lithography. **Required** instructional trips. Total of 36 hours lecture.

Transfer Credit: CSU

GRFX 013 SCREEN PRINTING PLASTICS**3 units**

Hands-on training in screen meshes, tensioning and selection; direct emulsion stencil and exposure; printing and registration techniques for one, two and three color graphics for a variety of decal and adhesive materials. Right-reading, wrong-reading and front/back reading decals on a variety of substrates. Safety issues for water-based and solvent-based inks. Planning and organization

of production-- individually and in teams. High-quality graphic printing and techniques for small business sales and marketing. **Required** instructional trips. Total of 27 hours lecture and 81 hours laboratory.

Transfer Credit: CSU

GRFX 021 PRINTING MANAGEMENT — PRODUCTION

3 units

Prerequisite: *GRFX 105.*

Theory and practical experience in production and quality control methods in a printing plant manufacturing situation. Projects in plant and department layout and organization. Maintenance and inventory control systems. Safety procedures. Applied organizational and management theory. New developments in the graphics arts industry. **Required** instructional trips. Total of 54 hours lecture.

Transfer Credit: CSU

GRFX 030 BASIC COMPOSITION AND IMAGING

6 units

Introduction to document production methods and digital imaging techniques required in the graphic communications technology industry. Introduction to system operations and typographic principles. Graphic computer systems operation, terminology, system components, and principles. Emphasis on document production using text and image components. Use of industry standard Postscript electronic publishing systems. **Required** instructional trips. Total of 54 hours lecture and 162 hours laboratory.

Transfer Credit: CSU

GRFX 031 ADVANCED COMPOSITION AND IMAGING

6 units

Prerequisite: *GRFX 030 or 220.*

Advanced document production methods and digital imaging techniques. Use of electronic publishing systems and software applications for image capture and manipulation as practiced in the graphic communications technology industry. Advanced system operation and typographic principles. Emphasis on document development using image processing systems. **Required** instructional trips. Total of 54 hours lecture and 162 hours laboratory.

Transfer Credit: CSU

GRFX 035 INTRODUCTION TO ELECTRONIC PREPRESS

2 units

Recommended preparation: *GRFX 199.*

Proper use of document layout, illustration and image-editing software necessary to prepare files for transfer or digital imaging. Terminology, materials, and methods used in electronic prepress. Introduction to preflight-

ing, imposing, trapping, and correcting files used in electronic prepress operation. Strategies for font and color management, re-purposing images for the production of plates and proofs suitable for use in various printing operations. **Required** instructional trips. Total of 27 hours lecture and 36 hours laboratory.

Transfer Credit: CSU

GRFX 036 ELECTRONIC IMAGE ASSEMBLY

1 unit

Prerequisite: *GRFX 035.*

Procedures using electronic prepress applications to eliminate or repair errors in digital files. Skills in multiple page document construction, imposition and trapping required in modern digital workflows. Advanced study in Postscript imaging requirements for document output or transfer required in the graphic communications field. **Required** instructional trips. Total of 18 hours lecture and 36 hours laboratory.

Transfer Credit: CSU

GRFX 080 GRAPHIC REPRODUCTION FUNDAMENTALS

2 units

Graphic art skills, design, composition, printing and photographic processes. Total of 18 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

GRFX 102 TYPOGRAPHY

2 units

Terminologies of the typesetting/typography of the lithographic trade; exchange values and appropriate applications of numerical systems. Basic characteristics of type: styles, classifications, compatibilities, uses for emphasis, copyfitting, proofreading, spacing and design considerations. **Required** instructional trips. Total of 36 hours lecture.

GRFX 103 INK, PAPER AND QUALITY CONTROL

2 units

Classification of papers, common paper terms and calculation of press sheet cuts. Manufacture and uses of lithographic inks. Common quality control devices. **Required** instructional trips. Total of 36 hours lecture.

GRFX 104 BINDERY AND FINISHING OPERATIONS

2 units

Theory and demonstration of bindery and finishing operations: paper cutting, folding devices, assembling processes, including gathering, collating and inserting. Common binding processes: adhesive binding, side binding, saddle binding, self covers, soft covers and case bound covers. **Required** instructional trips. Total of 36 hours lecture.

GRFX 105 INTRODUCTION TO PRINTING MANAGEMENT**2 units**

Printing plant supervision and management techniques. Principles of sales, manufacturing, finance, trade customs, organizational patterns, personnel practices and estimating procedures. Safety procedures, quality control, production scheduling, computer applications and technical developments. **Required** instructional trips. **Recommended** enrollment in or completion of GRFX 010. Total of 36 hours lecture.

GRFX 113 INTERMEDIATE SCREEN PRINTING**3 units**

Prerequisite: GRFX 013.

History and industry overview. Safe use of inks, solvents and equipment. Process camera operation and photographic techniques for screen printing. Preparation of mechanicals using tight registration and printing on standard and unusual surfaces. **Required** instructional trips. **No credit** if taken after GRFX 132B or 134B. Total of 27 hours lecture and 81 hours laboratory.

GRFX 114A PRODUCTION SCREEN PRINTING**3 units**

Prerequisite: GRFX 113.

Advanced work with color and design for commercial screen printing. Halftones and other advanced camera projects. Posters and ads. **Required** instructional trips. Total of 27 hours lecture and 81 hours laboratory.

GRFX 114B ADVANCED SCREEN PRINTING**3 units**

Prerequisite: GRFX 114A.

Production of screen printing using the semi-automatic press and one-arm squeegee. Advanced work incorporating several stencil and/or ink systems. Principles of set-up and operation of the small screen printing business. **Required** instructional trips. Total of 27 hours lecture and 81 hours laboratory.

GRFX 115 BEGINNING SCREEN PRINTING FOR TEXTILE APPLICATIONS**2 units**

A basic course for the beginning screen printing student. Emphasis on artwork preparation, registration systems for multiple colors, screen selection and preparation for simple textile applications. Use of four-color rotary press, flash and belt dryers, pin systems for accuracy of registration. Safe use of materials and equipment. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

GRFX 116 ADVANCED SCREEN PRINTING FOR TEXTILE APPLICATIONS**2 units**

Prerequisite: GRFX 115.

Advanced screen printing. Mesh selection, press set-up, registration and printing of exceedingly complex graphics, with four-color process on textiles; four-to six-color spot and index printing; special effects inks and sublimation dyes. Advanced use of heat press, dye sub printer. Planning and organization of all aspects of production individually and in teams. High-end and commercial printing on textile substrates. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

GRFX 132A INTRODUCTORY SCREEN PRINTING**4 units**

Basic commercial production skills: hands-on training in screen meshes, tensioning and selection; direct emulsion stencil techniques and exposure; printing and registration techniques for one, two and three color graphics; single color halftone printing with water-based inks on paper and board substrates, some plastics. Planning and organization of all aspects of production individually and in teams. Point-of-purchase graphics, posters, flyers for advertising. **Required** instructional trips. Total of 54 hours lecture and 108 hours laboratory.

GRFX 132B INTERMEDIATE SCREEN PRINTING**4 units**

Prerequisite: GRFX 132A.

Advanced production skills: in-depth work with halftone printing, including duotones and four-color process printing; four- to six- color spot printing; use of water-based and solvent-based vinyl and enamel inks. Emphasis on registration techniques for more complex printing work, including set-up and use of semi-automatic press. Planning and organization of all aspects of production individually and in teams. Point-of-purchase graphics, posters, flyers for advertising. **Required** instructional trips. Total of 36 hours lecture and 108 hours laboratory.

GRFX 133A ADVANCED SCREEN PRINTING FOR PLASTICS AND RIGID SUBSTRATES**4 units**

Prerequisite: GRFX 132B.

Advanced printing techniques for plastics, including electrostatic vinyl, adhesive vinyl, rigid plastics, glass and wood. Four-color process, sublimation dye printing, subsurface printing, etching for commercial signage and graphics; table printing and use of semi-automatic press. Safety issues for use of water-based and solvent-based inks. Planning and organization of all aspects of production individually and in teams. **Required** instructional trips. Total of 36 hours lecture and 108 hours laboratory.

GRFX 133B PRODUCTION SCREEN PRINTING

5 units

Prerequisite: *GRFX 133A.*

Production, using the semi-automatic press and one-arm squeegee. Printing modular design advanced work incorporating several stencil and/or ink systems. Discussions on setting up and operation of a small screen printing business. **Required** instructional trips. Total of 54 hours lecture and 108 hours laboratory.

GRFX 134A SCREEN PRINTING FUNDAMENTALS FOR SALES AND MARKETING

3 units

Basic entrepreneur/printing class: hands-on training in screen meshes, tension and selection; conventional and non-conventional techniques for stencil application and exposure; printing and registration of one-, two- and three-color graphics; single-color halftone printing. Water-based and solvent-based inks on traditional and non-traditional two- and three-dimensional surfaces. Planning and organization of all aspects of production individually and in teams. Graphic printing for commercial sales and marketing. **Required** instructional trips. Total of 27 hours lecture and 81 hours laboratory.

GRFX 134B SCREEN PRINTING FOR SALES AND MARKETING

3 units

Prerequisite: *GRFX 134A.*

Advanced entrepreneurial: high-end printing of duotones and four-color process printing; four-to six- spot color printing; wide variety of substrates using water-based, vinyl and enamel inks. Establishing a web sales presence. Planning and organization of all aspects of production individually and in teams. High-quality graphic printing and techniques for small business sales and marketing. **Required** instructional trips. Total of 27 hours lecture and 81 hours laboratory.

GRFX 134C SCREEN PRINTING - TWO AND THREE COLORS

2 units

Prerequisite: *GRFX 134B.*

Design, layout and preparation of film and mechanicals for production printing. Correct selection and preparation of screens for commercial work. Establish proper printing procedures for a variety of substrates and ink systems used in the fine arts or industrial setting. Emphasis on proper registration of multiple colors and quality of printed goods. Safe use of materials and equipment. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

GRFX 134D SCREEN PRINTING - FOUR AND SIX COLORS

2 units

Prerequisite: *GRFX 134C.*

Advanced concepts of layout and design as applied to preparation of mechanicals and screens for advanced production printing. Emphasis on precise registration of multiple colors, quality of ink application to substrate and printing of fine detail. Discussion of current trends in the industry. Use of the 4-color rotary textile printer, belt dryer and semi-automatic press for high quality production. Safe use of materials and equipment. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

GRFX 135 INTRODUCTION TO ELECTRONIC PREPRESS TECHNIQUES FOR SCREEN PRINTING

2 units

Prerequisite: *One of the following: GRFX 013, GRFX 115, GRFX 132A, or GRFX 134A.*

Beginning computer techniques class: evaluation, importing, scanning and correction of images for screen printing. Line art; basic single color halftones in positive and negative; making and trapping of spot colors; appropriate use of lettering and fonts for textile and flatstock printing applications. Effective use of output devices and substrates for screen transfer. **Required** instructional trips. Total of 18 hours lecture and 54 hours laboratory.

GRFX 137 SCREEN PRINTING TECHNIQUES FOR FLAT STOCK

2 units

Recommended Preparation: *GRFX 135.*

A specialized course designed to prepare students for screen printing careers in the production of posters, signs, and other flat stock. Techniques and procedures for printing by hand on tables and on a semi-automatic press. Use of letterpress equipment for poster production. Advanced techniques in design for impact, volume production and accurate registration of multiple color work. Safe use of materials and equipment. **Required** instructional trips. Total of 27 hours lecture and 45 hours laboratory.

GRFX 161 INTRODUCTION TO OFFSET PRESS TECHNIQUES

2 units

Prerequisite: *GRFX 010.*

Evaluation of photo offset lithography from press to bindery. History of printing, types of sheet-fed duplicators/presses and configurations of web-fed equipment. Characteristics of fountain solutions, feeding,

dampening, inking and delivery systems. Paper and ink considerations for offset lithography. Common bindery procedures related to offset printing. **Required** interviews, demonstrations and instructional trips. **No credit** if taken after Print 162 or 260. Total of 36 hours lecture.

GRFX 165 ON-DEMAND PRINTING AND PUBLISHING SYSTEMS

1 unit

The proper use and functions of on-demand printing systems. Operation, programming and running of the DocuTech and digital color publishing systems. Overview of the size, scope and career opportunities found in the printing and publishing industry. Use and selection of papers, bindery methods, computers, safety practices and finishing operations required in the on-demand publishing field. Training in customer service techniques, job planning and quality aspects used in this segment of the printing field. **Required** instructional trips. Total of 18 hours lecture and 18 hours laboratory.

GRFX 190 IMAGING TECHNIQUES FOR LARGE FORMAT PRINTING

2 units

Prerequisite: *GRFX 030 or GRFX 220.*

Digital imaging techniques for production of large format graphics, including banners and vehicle wraps. File preparation, troubleshooting, Raster Imaging Processor issues, work flow concepts. Estimating, production planning, and material selection are also covered. **Maximum credit** 4 units, 2 units each semester. **Required** field trips. Total of 18 hours lecture and 54 hours laboratory.

GRFX 192 INTRODUCTION TO WEB AUTHORING

3 units

Interdisciplinary course: *CIS, GRFX*

Prerequisite: *CIS 010.*

The development guidelines and principles that govern the Web Designing and Publishing environment, what they are, and how they are implemented. Practical solutions to building multimedia-based Web pages/site and related topics. The main concepts of Internet and applications of telecommunication. An introduction to JavaScript and its application in HTML and emerging technologies. **May not be taken concurrently** with or after CIS 192. Total of 54 hours lecture and 36 hours laboratory.

GRFX 199 INTRODUCTION TO DESKTOP PUBLISHING

3 units

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. **May not be taken concurrently** with or after Jour 199. Total of 36 hours lecture and 54 hours laboratory.

GRFX 202 PRINTING MANAGEMENT — ESTIMATING

5 units

Theory and practice in planning for print production. Estimating for printing including art preparation, photographic procedures, image assembly, press selection and finishing methods. Analysis of printing orders from sales through invoicing, use of trade customs, computers in estimating and sales management for the printing industry. Proper uses of forms, pricing books and estimating standards for the printing industry. Total of 90 hours lecture.

GRFX 220 BASIC DIGITAL IMAGING

3 units

Introduction to document creation for print, web, or other final product. Image acquisition, assessment, editing, correction using programs such as Adobe Photoshop. Creation of digital documents using programs such as Adobe InDesign and Dreamweaver. Exposure to client, production team, and outside vendor relationships. **Required** instructional trips. Total of 36 hours lecture and 54 hours laboratory.

GRFX 221 ADVANCED DIGITAL IMAGING - WEB

3 units

Prerequisite: *GRFX 220.*

Intermediate digital document production. Image acquisition, assessment, editing and correction using programs such as Adobe Photoshop. Automated photo processing and editing techniques. Creation of digital documents using programs such as Adobe InDesign for print and e-publication, including interactive documents. Exposure to client, production team and outside vendor issues. **Required** instructional trips. Total of 36 hours lecture and 54 hours laboratory.

GRFX 222 INTERMEDIATE DIGITAL IMAGING - PRINT

3 units

Prerequisite: *GRFX 220.*

Intermediate digital document production. Image acquisition, assessment, editing and correction using programs such as Adobe Photoshop. Automated photo processing and editing techniques. Creation of digital documents using programs such as Adobe InDesign for print and e-publication, including interactive documents. Exposure to client, production team and outside vendor issues. **Required** instructional trips. Total of 36 hours lecture and 54 hours laboratory.

GRFX 244 COLOR SEPARATION THEORY AND PRINTING PRODUCTION

3 units

Prerequisite: GRFX 240 or 146.

An introduction to color theory, separation methods and production 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 application software. Instruction on digital editing methods to achieve color enhancements required in the production of printing images. Training in advanced PhotoShop applications for masking, the use of channels or layers as required by various digital-imaging systems. Use of color management systems and the evaluation of digital color proofing systems. **Required** instructional trips. Total of 18 hours lecture and 108 hours laboratory.

GRFX 300A-G PRODUCTION PRINTING

14 units

Prerequisite: One of the following: GRFX 113, 121, 132B, 134B, or 163.

Production experience working with a wide variety of jobs. Individualized production training on live printing jobs. Deadlines, quality levels and production responsibilities expected from employees outside of the educational environment. **Each course** 2 units, 4 hours. Total of 18 hours lecture and 54 hours laboratory.

GREEK

(School of Humanities and Social Sciences)

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

(School of Science and Mathematics)

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****(School of Humanities and Social Sciences)****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****(School of Humanities and Social Sciences)****HIST 001A HISTORY OF EUROPEAN CIVILIZATION TO 1715****3 units**Prehistoric man; ancient Near Eastern civilizations; Greeks and Hellenization; the Roman Empire. Emergence of European, Byzantine and Islamic civilizations; manorialism and feudalism. Crusades, cities, medieval kingdoms. Humanism and Reformation. **No credit** if taken after Hist 003A or 003B. Total of 54 hours lecture.*Transfer Credit: CSU; UC. *C-ID: HIST 170***HIST 001B HISTORY OF EUROPEAN CIVILIZATION FROM 1715****3 units**Survey of European history from 1715. Course includes the Enlightenment, Scientific Revolution, French Revolution, Napoleon, Western Imperialism, two World Wars, Cold War and the political, social and economic consequences of each. **No credit** if taken after Hist 003C or 003D. Total of 54 hours lecture.*Transfer Credit: CSU; UC. *C-ID: HIST 180***HIST 002A HISTORY OF WORLD CIVILIZATIONS TO 1500****3 units**

Survey of emerging regional cultures and societies from the earliest civilizations to 1500. Consideration given to comparative and integrative analysis of their contributions to the fabric of world civilization. Particular focus on cultural evolutionary parallels and the diffusion of ideas through migration and trade on a global scale. Total of 54 hours lecture.

*Transfer Credit: CSU; UC***HIST 002B HISTORY OF WORLD CIVILIZATIONS FROM 1500****3 units**

Survey of world history from 1500's regional isolation to modern day globalism and its issues and problems. Consideration given to the political, economic, social, and intellectual forces present in the rise of the modern world. Particular focus on the interrelatedness of historical events and on the comparisons of cultures and societies in a historical perspective. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: HIST 160***Course Identification Numbering System (C-ID)*

HIST 005A HISTORY OF GREAT BRITAIN TO 1714**3 units**

Formation and expansion of early English governmental institutions, social systems and economic organizations; relations with continental Europe. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 005B HISTORY OF GREAT BRITAIN FROM 1714**3 units**

Development of British political institutions, formation of the empire, social and economic progress, relations with other nations, influence of English law and literature on American institutions. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 007A UNITED STATES HISTORY TO 1876**3 units**

Chronological, thematic, and analytical study of the political, economic, social, cultural, and diplomatic history of the United States to Reconstruction. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: HIST 130*

HIST 007B UNITED STATES HISTORY FROM 1876**3 units**

Chronological, thematic, and analytical study of the political, economic, social, cultural, and diplomatic history of the United States from the end of Reconstruction to the present. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: HIST 140*

HIST 008 HISTORY OF CALIFORNIA**3 units**

California's history from its beginnings to the modern era. Explores the multicultural and multifaceted "Golden State" and its political, economic, and sociocultural development on the west coast of the United States. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 009A LATIN AMERICA: PRE-COLUMBIAN TO 1825**3 units**

Latin American history from pre-Columbian times to the independence of Latin American lands; emphasis on institutions of the past which have shaped conditions of the present; relations between Latin America and the United States. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 009B LATIN AMERICA: 1825 TO THE PRESENT**3 units**

The social, economic and political history of Latin America from independence to the present. The legacy of colonialism; the development of cultural, political, and economic institutions; relations between Latin America and the United States foreign policies. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 012 THE NORTH AMERICAN INDIAN**3 units**

Ethnic history of North American Indians; major native groups; social and cultural organizations; political and economic systems; U.S. government policies; reservation status; contemporary issues and problems. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 016 HISTORY OF THE MIDDLE EAST**3 units**

The Middle East from pre-historic times to the present; the geographic characteristics of the region; emphasis on the cultural, religious and social development of the various peoples of this area. Total of 54 hours lecture.

Transfer Credit: CSU; UC

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.

**Course Identification Numbering System (C-ID)*

HIST 024A-G SPECIAL TOPICS IN HISTORY**3 units**

Readings, discussions, and papers focusing on topics of current and general interest in history. Each special topics course will emphasize critical thinking and analytical skills. **Each course** 3 units and a total of 54 hours lecture.

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

<i>HIST 024A</i>	<i>AFRICA</i>
<i>HIST 024B</i>	<i>ASIA</i>
<i>HIST 024C</i>	<i>EUROPE</i>
<i>HIST 024D</i>	<i>LATIN AMERICA</i>
<i>HIST 024E</i>	<i>MIDDLE EAST</i>
<i>HIST 024F</i>	<i>UNITED STATES</i>
<i>HIST 024G</i>	<i>WORLD</i>

HIST 025B WOMEN IN AMERICAN SOCIETY**3 units**

Selected themes, problems, and personalities which have been associated with the creation of American democratic institutions. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 025D AMERICA'S RELATIONS WITH OTHER NATIONS**3 units**

Selected themes, problems, and personalities which have been associated with the creation of American democratic institutions. How U.S. involvements with nations in Europe, Latin America, the Middle East, Africa, and Asia have been associated with the creation of American democratic institutions. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 025F AMERICA AND THE TWO WORLD WARS**3 units**

Selected themes, problems, and personalities which have been associated with the creation of American democratic institutions. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 025I ISSUES OF THE VIETNAM ERA**3 units**

Identification and analysis of key issues and events of the Vietnam era emphasizing the Vietnam War, the civil rights movement, the anti-war protests, and the space exploration programs. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 027A TRADITIONAL AFRICA**3 units**

The history of Africa from scientific origins of humans through the 19th century with focus on the Nile Valley civilizations, the Agekoyo and Maasai of East Africa, Angola, the kingdoms of the Western Sudan, Uganda, the Swahili city states, and the Zulu empire; influence of Islam and Christianity on Africa. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 027B MODERN AFRICA**3 units**

The history of Africa from partition to colonialism in the 19th century to modern day developments; nationalistic movements, independence, and nation building; development of Pan-Africanism; African relations with the United States and in the global arena. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 029A AFRICAN AMERICAN HISTORY TO 1865**3 units**

Legacy of African Americans from origins in Africa through the Civil War; African heritage; slave trade and slavery in colonial America; African Americans and the American Revolution, the new nation, and westward expansion, slave revolts, abolition, and the Civil War. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 029B AFRICAN AMERICAN HISTORY FROM 1865**3 units**

African American experience from Reconstruction to modern days; end of Reconstruction and beginning of Black Codes and Jim Crow policies; Washington, DuBois, and the Harlem Renaissance; pan-Africanism; African Americans and the world wars; civil rights movement and nationalistic movements. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 030 HISTORY OF MEXICO**3 units**

Mexico from pre-Columbian times to the early national period; political, economic, social and cultural developments; inter-American relations. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 031 HISTORY OF MEXICAN AMERICANS IN THE UNITED STATES**3 units**

A survey of U.S. history from the Mexican American perspective covering historical periods from pre-European

settlements to 21st century. Emphasis is placed on the experiences, problems, and contributions of Mexican Americans and the formation of Mexican American societies within the context of U.S. history. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 041 HISTORY OF ASIAN PACIFIC AMERICANS

3 units

Asian Pacific American experiences and contributions to United States history spanning the years from the pioneering 49ers through the Japanese American internment camp experience to the post-1965 immigration waves and refugees in an era of globalization. Total of 54 hours lecture.

Transfer Credit: CSU; UC

HIST 110 SKILLS FOR COLLEGE SUCCESS IN HISTORY

1 unit

Development of essential study techniques for success in history courses; orientation to applications of computer-based technologies in history; time management; text-book mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

HOSPITALITY

(School of Business, Engineering and Technology)

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

(School of Humanities and Social Sciences)

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**(School of Humanities and Social Sciences)****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 012 INTRODUCTION TO ITALIAN LITERATURE**3 units**

Prerequisite: Eligibility for Engl 001A.

Investigation of main topics, genres, and authors of Italian Literature. Cultural, social and historical background of significant works in Italian fiction, poetry, prose. (Course conducted in English.) Total of 54 hours lecture.

Transfer Credit: CSU; UC

ITAL 050 ITALIAN FILM AS DRAMATIC LITERATURE
3 units

Prerequisite: *Eligibility for Engl 001A.*

Italian culture, society, politics and historical periods through the viewing and discussion of Italian films from Neorealism to contemporary cinema. Critical analysis of film types, directors, movements through lecture, discussion, and writing. (Course conducted in English.) Total of 54 hours lecture.

Transfer Credit: CSU; UC

JAPANESE

(School of Humanities and Social Sciences)

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

(School of Visual, Media and Performing Arts)

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.

Recommended Preparation: Jour 007A; keyboarding ability.

Fundamentals of newswriting and reporting: language, style, organization and structure. Total of 54 hours lecture.

*Transfer Credit: CSU. *C-ID: JOUR 210*

JOUR 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. *C-ID: JOUR 130*

JOUR 007B NEWSWRITING AND MAKE-UP

4 units

Prerequisite: Jour 007A.

Opportunity to work as an editor on the campus newspaper, the Courier, and its online edition. Writing and

editing copy and headlines, laying out pages for publication, and mastering the editing processes connected with the publication of a weekly newspaper and its online edition. **Required** of all members of the newspaper's editorial board. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU. *C-ID: JOUR 131*

JOUR 009 PUBLIC RELATIONS AND ORGANIZATIONAL COMMUNICATION

3 units

Basic aspects of public relations and organizational communication for corporate, entertainment, non-profit, and other targeted organizations. Total of 54 hours lecture.

*Transfer Credit: CSU. *C-ID: JOUR 150*

JOUR 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. *C-ID: JOUR 160*

JOUR 107A ONLINE JOURNALISM

4 units

Prerequisite: Jour 007A or placement based on the Journalism assessment process.

Opportunity to work on the campus newspaper, the Courier, and its online edition. Reporting and writing news and feature stories. Navigating software used for online publishing. Mastering the skills of online journalism,

**Course Identification Numbering System (C-ID)*

including blogs, bulletins, breaking news, multimedia and social media. Total of 54 hours lecture and 54 hours laboratory.

JOUR 107B NEWS LEADERSHIP

4 units

Prerequisite: Jour 007A or placement based on the Journalism assessment process.

Opportunity to work as a manager on the campus newspaper, the Courier, and its online edition. Reporting, writing and editing news and feature stories. News judgment. Online publishing. Leadership managing peers in their roles in the newsroom as reporters, photographers and editors. Total of 54 hours lecture and 54 hours laboratory.

JOUR 110 JOURNALISM FIELD PRACTICE

3 units

Prerequisites: Maintain enrollment in 7 units or more including field practice.

Supervised field experience in selected public and private journalism enterprises. **Minimum** of 15 hours of field practice each week. Total of 270 hours field practice.

KINESIOLOGY - ACTIVITY

(School of Science and Mathematics)

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 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 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 070 OFF-SEASON CONDITIONING INTERCOLLEGIATE - BADMINTON

1 unit

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of badminton. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

Transfer Credit: CSU; UC credit under review.

KATH 071 OFF-SEASON CONDITIONING INTERCOLLEGIATE - BASEBALL

1 unit

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of baseball. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

Transfer Credit: CSU; UC credit under review.

KATH 072 OFF-SEASON CONDITIONING INTERCOLLEGIATE - BASKETBALL

1 unit

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate basketball program. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

Transfer Credit: CSU; UC credit under review.

KATH 073 OFF-SEASON CONDITIONING INTERCOLLEGIATE - CROSS COUNTRY

1 unit

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of cross country. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

Transfer Credit: CSU; UC credit under review.

KATH 074 OFF-SEASON CONDITIONING INTERCOLLEGIATE - FOOTBALL

1 unit

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of football. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

Transfer Credit: CSU; UC credit under review.

KATH 075 OFF-SEASON CONDITIONING INTERCOLLEGIATE - SOCCER

1 unit

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of soccer. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

Transfer Credit: CSU; UC credit under review.

KATH 076 OFF-SEASON CONDITIONING INTERCOLLEGIATE - SOFTBALL

1 unit

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student

preparing for and/or interested in being evaluated for the intercollegiate sport of softball. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit under review.*

**KATH 077 OFF-SEASON CONDITIONING
INTERCOLLEGIATE - SWIMMING AND
DIVING**

1 unit

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of swimming. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

Transfer Credit: CSU; UC credit under review.

**KATH 078 OFF-SEASON CONDITIONING
INTERCOLLEGIATE - TRACK AND FIELD**

1 unit

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of track and field. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

Transfer Credit: CSU; UC credit under review.

**KATH 079 OFF-SEASON CONDITIONING
INTERCOLLEGIATE - VOLLEYBALL**

1 unit

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of volleyball. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

Transfer Credit: CSU; UC credit under review.

**KATH 080 OFF-SEASON CONDITIONING
INTERCOLLEGIATE - WATER POLO**

1 unit

Designed to provide a physical, mental, nutritional and instructional conditioning program for the student preparing for and/or interested in being evaluated for the intercollegiate sport of water polo. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory.

Transfer Credit: CSU; UC credit under review.

**KATH 083 INTERCOLLEGIATE SPORTS - BASEBALL
3 units**

Intercollegiate competition for baseball. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

Transfer Credit: CSU; UC credit under review.

**KATH 084 INTERCOLLEGIATE SPORTS - BASKETBALL
1½ units**

Intercollegiate competition for men's and women's Basketball. **Required** instructional trips. **Maximum credit** 6 units, 1.5 units each semester. Total of 81 hours laboratory.

Transfer Credit: CSU; UC credit under review.

**KATH 085 INTERCOLLEGIATE SPORTS - CROSS
COUNTRY**

3 units

Intercollegiate competition for men's and women's cross country. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

Transfer Credit: CSU; UC credit under review.

**KATH 086 INTERCOLLEGIATE SPORTS - FOOTBALL
3 units**

Intercollegiate competition for Football. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

Transfer Credit: CSU; UC credit under review.

**KATH 089 INTERCOLLEGIATE SPORTS - SOCCER
3 units**

Intercollegiate competition for men's and women's soccer. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

Transfer Credit: CSU; UC credit under review.

**KATH 090 INTERCOLLEGIATE SPORTS - SOFTBALL
3 units**

Intercollegiate competition for softball. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

Transfer Credit: CSU; UC credit under review.

**KATH 091 INTERCOLLEGIATE SPORTS - SWIMMING
3 units**

Intercollegiate competition for men's and women's swimming and diving. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

Transfer Credit: CSU; UC credit under review.

**KATH 093 INTERCOLLEGIATE SPORTS - TRACK
AND FIELD**

3 units

Intercollegiate competition for men's and women's track and field. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.

Transfer Credit: CSU; UC credit under review.

KATH 094 INTERCOLLEGIATE SPORTS - VOLLEYBALL
3 units

Intercollegiate competition for volleyball. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.
Transfer Credit: CSU; UC credit under review.

KATH 095 INTERCOLLEGIATE SPORTS - WATER POLO
3 units

Intercollegiate competition for water polo. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.
Transfer Credit: CSU; UC credit under review.

KATH 096 INTERCOLLEGIATE SPORTS - BADMINTON
3 units

Intercollegiate competition for badminton. **Required** instructional trips. **Maximum credit** 12 units, 3 units each semester. Total of 162 hours laboratory.
Transfer Credit: CSU; UC credit under review.

KINESIOLOGY - THEORY
(School of Science and Mathematics)

KINT 002 INTRODUCTION TO ATHLETIC TRAINING

3 units

The history of the athletic training profession, the role of the athletic trainer as part of the sports medicine team, nutrition, emergency management, risk management and injury assessment domains will be introduced. Lab: injury prevention principles and techniques for the application of protective taping/bracing, stretching, therapeutic exercise and testing, and environmental conditions/illnesses. Total 54 hours lecture and 18 hours laboratory.

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

KINT 003 INTRODUCTION TO KINESIOLOGY
3 units

Introduction to interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. Total of 54 hours lecture.

Transfer Credit: CSU; UC credit limitations. See counselor.
**C-ID: KIN 100*

KINT 005 FIRST AID - RESPONDING TO EMERGENCIES
3 units

Theory and detailed demonstration of the first aid care of the injured. The student will learn to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements. Total of 54 hours lecture.

Transfer Credit: CSU; UC credit limitations. See counselor.
**C-ID: KIN 101*

KINT 006 AQUATIC CERTIFICATION
4 units

Prerequisites: *Swimming skills equivalent to the ARC Swimmers Certificate, ability to swim 500 yards continuously, and ARC Basic or Emergency Water Safety Certificate or ARC Safety training for swim coaches.*

Theory and practice of swimming strokes, diving, life-saving, teaching methods and emergency procedures. Preparation for and completion of tests for American Red Cross Lifeguarding, Water Safety Instructor, First Aid, Community CPR, CPR/BLS and Instructor Candidate Training Certificates. Total of 54 hours lecture and 54 hours laboratory.

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

KINT 014 WELLNESS FOR LIFE
3 units

Emphasis on wellness through the lens of reduced obesity and body fat percentage, nutrition, personal responsibility, healthy lifestyle choices and positive behavioral change. Physical, emotional, psychological, spiritual, social, occupational and environmental influences. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

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

**Course Identification Numbering System (C-ID)*

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

(School of Humanities and Social Sciences)

LATN 001 ELEMENTARY LATIN
5 units

Basic vocabulary and grammatical forms for reading simple Latin prose. Introduction of linguistic foundation for further study of European languages; brief survey of philosophy and life of ancient Rome. Corresponds to first year of high school Latin. Total of 90 hours lecture.

Transfer Credit: CSU; UC

LATN 002 ELEMENTARY LATIN
5 units

Prerequisite: *Latn 001 or the first year of high school Latin or satisfactory score on placement test.*

Intensive study of vocabulary, grammar and syntax. Translation from English into Latin; reading from Roman

authors. Customs and culture. Total of 90 hours lecture.
Transfer Credit: CSU; UC

LIBRARY

LIB 001 COLLEGE RESEARCH SKILLS
1 unit

Development of effective research skills using library resources and other research tools. Focus on research planning, search strategies, critical evaluation of information, and documentation of sources following standard citation styles. Total of 18 hours lecture.

Transfer Credit: CSU; UC

LIB 010A INTERNET AND WEB-BASED INFORMATION RESOURCES
1 unit

Use of the Internet and online resources for academic research. Focus on effective search strategies, resource selection and critical analysis. Includes basic e-mail techniques and creation of a basic web page. Overview of the organization the Internet, web browsers and discussion of the ethical, social, and legal issues of the Internet. **Recommended** Basic computer skills including familiarity with Windows, a keyboard and mouse. Total of 18 hours lecture.

Transfer Credit: CSU

LIB 020 INDEPENDENT STUDY
1 unit

Prerequisites: *Completion of Lib 001 and approval of student project.*

Individual research projects on library-related topics. Regular periodic faculty conferences and written report are required. Total of 54 hours laboratory.

Transfer Credit: CSU

LIB 101 INTRODUCTION TO LIBRARY SERVICES FOR PARAPROFESSIONALS
3 units

Introduction and overview of library missions, services, operations and personnel. Emphasis on the tools and terminology of library services, the library technicians' role in the delivery of services, and strategies for successful job placement. Exploration of library issues, trends and the relationship of libraries to the communities they serve. Total of 54 hours lecture.

LIB 102 INTRODUCTION TO REFERENCE SERVICES
3 units

Prerequisite: *Enrollment in or completion of Lib 001.*

Recommended Preparation: *Lib 101.*

Introduction to library reference services and basic

reference tools and information resources to support basic research/reference inquiries. Focus on philosophy of reference service; reference interview techniques; print and online reference tools; search techniques; service to diverse populations and criteria for the evaluation of quality services and resources. Total of 54 hours lecture.

LIB 103 INTRODUCTION TO CIRCULATION SERVICES
3 units

Principles and practices of library access services, including customer service, online circulation systems, policies, collection maintenance, training and supervision of staff, interlibrary loan, reserve collections, legal and ethical issues relating to library access services and patron privacy. Total of 54 hours lecture.

**LIB 104 LIBRARY TECHNICAL SERVICES:
ACQUISITIONS AND COLLECTION
DEVELOPMENT**

3 units

Recommended Preparation: *Lib 101.*

Principles, terminology and practices of library acquisitions and technical services, including: selection, locating bibliographic data, choosing vendors, ordering, receiving, processing, subscriptions, budget accounting and preserving library materials. Total of 54 hours lecture.

**LIB 105A DESCRIPTIVE CATALOGING PROCEDURES
IN ONLINE ENVIRONMENTS**

3 units

Prerequisite: *Lib 104.*

Study of the basic principles of descriptive cataloging, Machine Readable Cataloging (MARC) formats, introduction to bibliographic control, and authority control. Emphasis on online copy cataloging using national standards for cataloging. Focus on the OCLC system and local cataloging modules. Introduction to basic principles of classification and subject headings. Total of 54 hours lecture.

LIB 106 LIBRARY TECHNOLOGY INTERNSHIP
1 unit

Prerequisites: *Lib 101 and 104.*

Enrollment Limitation: *Instructor approval.*

Supervised on-the-job experience in an approved library setting information. **Pass/no pass** grading. Total of 60 hours work experience.

**LIB 121 INTRODUCTION TO TECHNOLOGIES FOR
DIGITAL COLLECTIONS**

3 units

Prerequisite: *BIT 025.*

Introduction to the basic processes of digital repositories including assessing collection materials, scanning,

managing files for preservation, quality control and the use of digital asset management systems. Total of 54 hours lecture.

**LIB 122 INTRODUCTION TO METADATA FOR DIGITAL
OBJECTS**

3 units

Prerequisites: *Lib 121.*

Recommended Preparation: *Lib 105A.*

Study of the basic principles of metadata development for digital repositories. Includes a survey of the most commonly adopted metadata schemas and controlled vocabularies with an emphasis on using the Dublin Core schema to create shareable metadata records. Students will gain practical experience in applying a selected metadata standard to a collection of digital objects. Total of 54 hours lecture.

**LIB 123 INTRODUCTION TO COPYRIGHT ISSUES FOR
DIGITAL COLLECTIONS**

1 unit

Prerequisites: *Lib 121.*

Introduction to copyright and privacy issues relating to digital projects. Includes an overview of public domain, fair-use, licensing, copyright status as selection criteria, and rights metadata. Total of 18 hours lecture.

LIB 126 DIGITIZATION INTERNSHIP
1½ units

Prerequisite: *Lib 121 and 122.*

Supervised practical experience working on an approved digital project in a library or cultural heritage institution or other type of digitization project in addition to nine hours of class time during the course of the semester. Total of 9 hours of lecture and 60 hours field practice.

LINGUISTICS

(School of Humanities and Social Sciences)

LING 010 INTRODUCTION TO LINGUISTICS
3 units

Interdisciplinary course: English, Languages

Recommended Preparation: *Eligibility for Engl 001A.*

Survey of sounds, structure and development of language in connection with its social and cultural function. Differences and relationships among languages. Recommended for English and foreign language majors, but open to all qualified students. **No credit** if taken after Engl 010. Total of 54 hours lecture.

Transfer Credit: CSU; UC

LING 011 HISTORY OF ENGLISH LANGUAGE

3 units

Interdisciplinary course: English, Languages

Recommended Preparation: *Eligibility for Engl 001A.*

Origins and development of the English language, from its Germanic ancestors to present-day American English. **No credit** if taken after Engl 011. Total of 54 hours lecture.

Transfer Credit: CSU; UC

LING 012 INTERCULTURAL COMMUNICATION

3 units

Interdisciplinary course: English, Languages

Recommended Preparation: *Eligibility for Engl 001A.*

Linguistic and cultural patterns; how and what people communicate. Designed to aid both Americans and foreign students in the development of intercultural understanding and communication skills. **No credit** if taken after Engl 012. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: COMM 150*

LING 014 LANGUAGE IN SOCIETY

3 units

Recommended preparation: *Eligibility for Engl 001A.*

Language in culture and society. Focus on the role of language in power, ethnic, gender, generational, and ideological relationships. Analyses of regional differences, language change and loss, and multilingualism. Total of 54 hours lecture.

Transfer Credit: CSU; UC

LING 016 PSYCHOLINGUISTICS: LANGUAGE AND THE MIND

3 units

Recommended Preparation: *Eligibility for Engl 001A.*

Mental processes in production and comprehension of language. First and second language acquisition. Language breakdown due to neurological disease. **Recommended** for Psychology, English, Linguistics, and Foreign Language majors but open to all qualified students. Total of 54 hours lecture.

Transfer Credit: CSU; UC

LING 017 LANGUAGE ACQUISITION

3 units

Recommended Preparation: *Eligibility for Engl 001A.*

Introduces students to first language acquisition, including the early perception and production of speech sounds, early word acquisition, the development of rules for sentence production and comprehension, and the acquisition of communicative skills. Topics include children with bilingual children and atypical language

development. Total of 54 hours of lecture.

Transfer Credit: CSU; UC

LING 020 INDEPENDENT STUDY

1 unit

Individual linguistics projects, such as portfolios, written reports, and research papers. Total of 54 hours laboratory.

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

MACHINE SHOP

(School of Business, Engineering and Technology)

MACH 101 BEGINNING METALWORKING SKILLS

3 units

Beginning machine shop course focusing on operation, inspection, safety, and developing process plans for optimal metal removal. Introductory mill and lathe operations with layout work. Student lab fee may be applicable towards necessary materials. Total 36 hours lecture and 72 hours laboratory.

MACH 102 INTERMEDIATE METALWORKING

3 units

Prerequisite: *Mach 101.*

Intermediate machine shop course focusing on operation, inspection, safety, and developing process plans for optimal metal removal. Intermediate mill and lathe operations with basic Computer Numerical Control and Computer-Aided Manufacturing. Total 36 hours lecture and 72 hours laboratory.

MACH 220 MACHINE SHOP TECHNOLOGY

9 units

Theory and operations on equipment such as drill presses, lathes, mills, grinders, numerical control mills and electrical discharge machines. **No credit** if taken after Mach 220A, B or C. Total of 81 hours lecture and 243 hours laboratory.

MACH 220A INTRODUCTION TO MANUFACTURING TECHNOLOGY

3 units

Use of basic shop hand tools, theory of tool sharpening, tool grinding on the pedestal grinder. Introduction to lathe and mill operations. Lathe operations to include: facing, grooving, tapers using the compound, deep drilling, single point threading, chucking of rectangular material and use of the boring bar. Use of the slitting saw on the mill. Precision layout. Shop safety. Total of 27 hours lecture and 81 hours laboratory.

**Course Identification Numbering System (C-ID)*

MACH 220B INTERMEDIATE MACHINE TECHNOLOGY I**3 units**

Prerequisite: *Enrollment in or completion of Mach 220A.* Operation of the power hacksaw and band saw. Pocket milling on the vertical milling machine. Study of threaded fasteners: thread form, nomenclature and classification of thread fit. Produce threads with dies and inspect with thread measuring tools. Review of math skills. Use of shop measurement tools. Total of 27 hours lecture and 81 hours laboratory.

MACH 220C INTERMEDIATE MACHINE TECHNOLOGY II**3 units**

Prerequisite: *Enrollment in or completion of Mach 220B.* Lathe operation including roughing and the use of a form tool to cut an internal and external radius. Pattern millwork using a 60-degree form cutter. Theory and practice of non-ferrous metal machining. Performance of multiple operations on the band saw, mill and lathe to produce and assemble a complete part. Application of Digital Read Outs (DRO) on the lathe and mill. Total of 27 hours lecture and 81 hours laboratory.

MACH 220D ADVANCED MILLING OPERATIONS I**3 units**

Prerequisite: *Enrollment in or completion of Mach 220C.* Milling machine operation using ball end mills and corner rounding cutters. Combined drilling, slotting and threading to complete a part. Perform knurling, threading and cross drilling of small components on the lathe. Bending and heat treatment of tool steel from round stock. Total of 27 hours lecture and 81 hours laboratory.

MACH 220E ADVANCED MILLING OPERATIONS II**3 units**

Prerequisite: *Enrollment in or completion of Mach 220D.* Theory and technique on the use of slotting and single angle cutters on the horizontal milling machine. Use of T-slot cutters and the rotary table on the vertical mill. Production drilling: working with multiple parts. Surface grinding theory and wheel selection. Total of 27 hours lecture and 81 hours laboratory.

MACH 220F ADVANCED LATHE OPERATIONS**3 units**

Prerequisite: *Enrollment in or completion of Mach 220E.* Production of long tapers on the lathe with an offset tailstock. Knurling a thin wall part. Use of a lathe radius attachment to cut inside and outside radii. Lathe deep drilling, cross drilling and threading of a round part. Total of 27 hours lecture and 81 hours laboratory.

MACH 220G PRODUCTION TECHNOLOGY I**3 units**

Prerequisite: *Enrollment in or completion of Mach 220F.* Lathe techniques for multiple parts. Production line lathe roughing, tapering; threading; counter boring; stepping in diameter; and knurling. Production milling of angles, cross drilling and swedging. Total of 27 hours lecture and 81 hours laboratory.

MACH 220H PRODUCTION TECHNOLOGY II**3 units**

Prerequisite: *Enrollment in or completion of Mach 220G.* Use of the milling machine in the preparation of stock for surface grinding. Production drilling techniques. Advanced milling to produce parallel and square parts. Develop surface grinder skills to produce multiple parts to parallel and a specific size. Verification of square with a high precision dial indicator. Total of 27 hours lecture and 81 hours laboratory.

MACH 220I PRODUCTION TECHNOLOGY III**3 units**

Prerequisite: *Enrollment in or completion of Mach 220H.* Use of fixtures and the rotary table on the milling machine to produce multiple parts. Milling grooves, counter bores and swedging. Theory of production threading. Practical threading with a die. Use of gauges to inspect threads. Sine bar inspection methods. Total of 27 hours lecture and 81 hours laboratory.

MACH 220J TOOL MAKING I**3 units**

Prerequisite: *Enrollment in or completion of Mach 220I.* Advanced lathe turning: radius, single point, internal and external threading. Milling a dovetail to size and the use of reamers. Milling machine engraving. Theory and operation of the electro discharge machine. Total of 27 hours lecture and 81 hours laboratory.

MACH 220K TOOL MAKING II**3 units**

Prerequisite: *Enrollment in or completion of Mach 220J.* Advanced milling machine roughing and fly cutting. Milling parallel and square to close tolerances. Surface grinding: parallel, square and to size. Advanced part inspection. Total of 27 hours lecture and 81 hours laboratory.

MACH 220L ADVANCED PROTOTYPE MACHINING**3 units**

Prerequisite: *Enrollment in or completion of Mach 220K.* Special projects to be selected by the student and presented to the instructor for approval. Student must provide a sketch of the project and a complete order of

operations sheet. Total of 27 hours lecture and 81 hours laboratory.

MACH 230 COMPUTER NUMERICAL CONTROL

3 units

Recommended preparation: *Experience on lathe and vertical mill.*

Lathe programming and operation of a CNC bandit control; program editing, tool offsets and cutter radius compensation, subroutines and nesting. CNC mill programming using standard G, M, F and T codes. Basic programming, tape preparation, practice setup and part making. Total of 27 hours lecture and 81 hours laboratory.

MANUFACTURING AND INDUSTRIAL TECHNOLOGY

(School of Business, Engineering and Technology)

MIT 101 INTRODUCTION TO ROBOTICS

4 units

Production of a complete electro-mechanical solution using industrial fabrication, Computer-Aided Design, electronics and programming to achieve an autonomous solution. Introduction to the field of manufacturing and industrial technologies for career exploration to entry level Industrial Technology Certificates of Achievement or Occupational Skills Certificates in the School of Career Technical Education. Total 27 hours lecture 144 hours laboratory.

MIT 131 PROFESSIONAL SKILLS FOR CAREER SUCCESS

3 units

Navigating technology at work; creativity and innovation; interpersonal communications; time management; organization skills; effective listening; valuing diversity; and value-added service. Includes role playing and critical thinking activities to teach these valuable skills in an integrated manner. Total of 54 hours lecture.

MARKETING

(School of Business, Engineering and Technology)

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

(School of Science and Mathematics)

A student taking his/her first mathematics course at Pasadena City College must meet the course prerequisites. Once placed in the proper mathematics course, students advance in the sequence according to PCC class prerequisites. Initial math course placement is based on multiple measures of students' readiness, including a placement exam, and the level, age and quality of their prior mathematics academic experience. If more than one year has elapsed since a student qualified for a course, it is recommended that the student see a counselor before enrolling into a math course.

MATH 003 COLLEGE ALGEBRA

4 units

Prerequisite: *Math 131 or 132C or 133B or 134B or placement based on the Math assessment process.*

Recommended preparation: *Math 139.*

Functions, relations and graphs; inverse functions; inequalities; theory of equations; introduction to matrices; determinants; binomial theorem; sequences and series; permutations and combinations; probability. **For** mathematics and science majors, but open to all qualified students. Total of 90 hours lecture.

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

MATH 005A SINGLE VARIABLE CALCULUS I**5 units****Prerequisites:** *Math 007B, Math 009 or placement based on the Math assessment process.*

Limits and continuity; differentiation and integration of algebraic functions; applications. Total of 90 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.***C-ID: MATH 211***MATH 005B SINGLE VARIABLE CALCULUS II****5 units****Prerequisite:** *Math 005A or placement based on the Math assessment process.*

Differentiation and integration of trigonometric, exponential, logarithmic, hyperbolic functions, polar, and parametric equations; applications and techniques of integration; indeterminate forms and infinite sequences and series. Total of 90 hours lecture.

*Transfer Credit: CSU; UC***MATH 005C MULTIVARIABLE CALCULUS****5 units****Prerequisite:** *Math 005B or placement based on the Math assessment process.*

Parametric equations, polar coordinates, vectors and vector calculus, partial differentiation, multiple integration, Green's theorem, divergence theorem of Gauss, Stokes' theorem. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: MATH 230***MATH 007A MATHEMATICAL ANALYSIS 1****4 units****Prerequisite:** *Math 131 or Math 133B or Math 134B, and Math 139; or placement based on the assessment process.*Algebraic, exponential, logarithmic and trigonometric functions; inverses of functions; equations and inequalities involving transcendental functions; zeros of polynomials; graphing techniques; angle measure; mathematical modeling. **For** mathematics and science majors, but open to all qualified students. **No credit** if taken after Math 009. Total of 90 hours lecture.*Transfer Credit: CSU; UC credit limitations. See counselor.***MATH 007B MATHEMATICAL ANALYSIS 2****4 units****Prerequisite:** *Math 007A.*Trigonometric Identities and Equations, Solutions of Triangles, Polar Coordinates, Conic Sections, Parametric Equations, Sequences and Series, Mathematical induction, solutions to linear and non-linear systems, vectors and their applications. **For** mathematics and science ma-jors, but open to all qualified students. Total of 90 hours lecture. **No credit** if taken after Math 009.*Transfer Credit: CSU; UC credit limitations. See counselor.***MATH 009 PRECALCULUS MATHEMATICS****5 units****Prerequisite:** *Math 008 or placement based on Math assessment process.*Algebraic, exponential, logarithmic and trigonometric functions; inverse functions; zeros and graphs of functions; inequalities; matrices; determinants; sequences and series; binomial theorem; mathematical induction; permutations, combinations and probability; topics in analytic geometry including curve sketching and conic sections. **No credit** if taken after Math 007A or 007B. Total of 90 hours lecture.*Transfer Credit: CSU; UC credit limitations. See counselor.***MATH 010 LINEAR ALGEBRA AND APPLICATIONS****5 units****Prerequisite:** *Math 005B.*

Vector spaces, linear transformations, determinants, solutions of systems of equations, algebra of matrices. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: MATH 250***MATH 012 FINITE MATH****4 units****Prerequisite:** *Math 131 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*

**Course Identification Numbering System (C-ID)*

MATH 020 INDEPENDENT STUDY

2 units

Prerequisite: Enrollment in or completion of any college level math course; and permission of division dean.

Faculty-guided survey of contemporary mathematical topics and student research. Total of 108 hours laboratory.

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

MATH 022 DISCRETE MATHEMATICS

4 units

Prerequisite: Math 003 or Math 007A or CS 002 or placement based on the Math assessment process.

Study of finite mathematical systems. Includes set theory logic, combinatorics, relations and functions, matrix algebra, Boolean algebra, recursion, graph theory. **For** mathematics and computer science majors, but open to all qualified students. Total of 90 hours lecture.

Transfer Credit: CSU; UC

MATH 038 FOUNDATIONS OF ELEMENTARY SCHOOL MATHEMATICS

5 units

Prerequisites: Math 015, and High School geometry or 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: historic numeration systems; rational and real number systems; measurement; geometry; patterns and functions; statistics and probability; logic; algebra; State and National standards and other current topics in Math Education. 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 or 400B or 250, or placement based on the Math assessment process.

Simplifying linear, polynomial, rational, and radical expressions. Using properties of exponents. Factoring polynomials. Applications and solving of linear, rational, radical, and quadratic equations. Graphing linear equations and solving systems of linear equations. **Maximum credit** for Math 125, 127AB, and 128AB is 4 units. **No credit** if taken after Math 127B or Math 128B. Total of 90 hours lecture.

MATH 127A BEGINNING ALGEBRA I

2 units

Prerequisite: Math 402 or 400B or 250, 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.

*Course Identification Numbering System (C-ID)

MATH 128A BEGINNING ALGEBRA I**2 units****Prerequisite:** *Math 402 or Math 400B, or Math 250, 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 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**5 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

5 units

Prerequisite: *Math 450 or placement based on the Math assessment process.*

Number sense and basic algebraic skills involving integers, fractions, decimals, and percents. Simplifying algebraic expressions, solving linear equations and graphing. With an emphasis on how and where mathematics is used. **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 Intermedi-

ate 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**(School of Health Sciences)****MA 109 HEALTH INFORMATION TECHNOLOGY****1 unit**

Introduction to computer literacy and information technology in health care delivery. Hardware and software, communications and networking, ethical issues, and HIPAA privacy concerns. Topics covered include administrative applications (such as electronic medical recordkeeping), clinical systems involved in direct patient care, and special-purpose applications (such as simulation software used in the education of health care professionals). **Recommended** working knowledge of a computer. **Short term class.** Total of 9 hours lecture and 27 hours laboratory.

MA 110 MEDICAL OFFICE MICROCOMPUTER MANAGEMENT APPLICATION**1 unit**

Spreadsheets, accounts receivable, insurance entry, patient demographic entry, and scheduling systems as they apply to the medical office. **Recommended** keyboarding speed of 30 WPM. Total of 9 hours lecture and 27 hours laboratory.

MA 111A MEDICAL OFFICE PROCEDURES I**4 units**

Career opportunities; basic office procedures including patient reception, appointment scheduling, telephone techniques, interpersonal relations; computer data entry; initial processing of managed care patients; oral communication; medico-legal doctrines. **Recommended** minimum keyboarding speed of 30 words per minute. Total of 72 hours lecture and 36 hours laboratory.

MA 111B MEDICAL OFFICE PROCEDURES II**4 units****Prerequisite:** *MA 111A.*

Patient processing. Medical records maintenance. Written and oral communication. Patient instruction. Processing mail. Banking. Financial procedures including professional fees, billing, and collections. Meeting arrangements and travel itinerary. Marketing. Legal implications of medical practice. Total of 54 hours lecture and 54 hours laboratory.

MA 113 HUMAN DISEASE**3 units****Prerequisite:** *MA 115.*

Pathophysiology of body systems; integration of disease processes of organ systems with medical and nursing assessment and procedures; diagnostic tests; invasive procedures; medications; nutritional intervention and expected outcomes. Use of drug reference books. Total of 54 hours lecture.

MA 115 MEDICAL TERMINOLOGY**3 units**

Physiological and anatomical terms referring to human tissues and organic systems; medical abbreviations; introduction to medical records and prescription writing; use of medical dictionaries. **Recommended** Pyso 100. Total of 54 hours lecture.

MA 120 INDEPENDENT STUDY**1 unit****Prerequisite:** *MA 122A.*

Research or clinical project including experience in clinical practice settings, practical laboratory assignment, lecture attendance, literature review and community projects. Total of 54 hours laboratory.

MA 122A CLINICAL ASSISTING TECHNIQUES I**2 units****Prerequisites:** Enrollment in or completion of all of the following: MA 111A, MA 115, Pyso 100.

Occupational Safety and Health Act regulations; medical asepsis and infection control; vital signs and height/weight measurements; initial medical record documentation; maintenance of the clinical facility; specimen processing. Total of 27 hours lecture and 36 hours laboratory.

MA 122B CLINICAL ASSISTING TECHNIQUES II**2 units****Prerequisite:** MA 122A.

Patient history and interviewing; techniques of assisting the physician with patients; sterilization techniques; minor surgeries and sterile dressing change; staple and suture removal; theory of x-ray examination and treatment. Total of 27 hours lecture and 36 hours laboratory.

MA 122C CLINICAL ASSISTING TECHNIQUES III**4 units****Prerequisite:** MA 122B and enrollment in or completion of MA 124.

Administration of medication and pharmacology. Patient education. Techniques of assisting in a medical specialist's office. Electrocardiographic methods. Bandaging and first aid. Nutrition and diet modification. Theory of physical therapy. Total of 54 hours lecture and 72 hours laboratory.

MA 124 MEDICAL OFFICE LABORATORY PROCEDURES**3 units****Prerequisites:** MA 122B and Pyso 100.**Corequisite:** MA 122C.

Methods of specimen collection. Principles of assisting the physician with routine office laboratory tests. Techniques for blood tests and urinalysis. Microbiology pertaining to medical office procedures. Total of 36 hours lecture and 54 hours laboratory.

MA 126 PHARMACOLOGY FOR MEDICAL ASSISTANTS**2 units****Prerequisites:** MA 115 and enrollment in medical assisting program.

Introduction to the principles of pharmacology and medication administration in the ambulatory setting. Reading, interpreting and documenting medication orders. Calculating dosages for nonparenteral and parenteral medications used in the ambulatory setting. Common medications used in each body system. Total of 27 hours lecture and 27 hours laboratory.

MA 127 MEDICAL INSURANCE**3 units****Prerequisites:** MA 110 and 115.

Types of health insurance and billing procedures. Procedure codings. International Classification of Diseases — Clinical Modifications. Total of 54 hours lecture.

MA 128 CLINICAL EXPERIENCE**4 units****Prerequisites:** All the following: MA 122, 124, 127.

Supervised clinical experience in a medical office or clinic. Analysis of medical assisting clinical experience. Applied psychology in the medical office or clinic. Total of 18 hours lecture and 162 hours laboratory.

MA 171A EXPLORING TOPICS IN MEDICAL ASSISTING**1 units****Exploratory course:** Specific topic identified in Schedule of Classes.

Lecture focusing on topics of current and general interest. Total of 18 hours lecture.

MA 171B EXPLORING TOPICS IN MEDICAL ASSISTING**3 units****Exploratory course:** Specific topic identified in Schedule of Classes.

Course focusing on topics of current and general interest. Total of 54 hours lecture.

MA 171C EXPLORING TOPICS IN MEDICAL ASSISTING**1 units****Exploratory course:** Specific topic identified in Schedule of Classes.

Course focusing on topics of current and general interest. Total of 18 hours lecture and 18 hours laboratory.

MICROBIOLOGY**(School of Science and Mathematics)****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

(School of Visual, Media and Performing Arts)

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 School of Visual, Media and Performing Arts for the audition schedule.

MUSC 001A MUSIC THEORY I

3 units

Corequisite: Musc 002A.

Recommended Preparation: *The ability to read music in at least one clef. Musc 041A and/or Musc 040.*

This course, through guided composition and analysis, incorporates the following concepts: rhythm and meter; basic properties of sound; musical terminology; intervals; major and minor scales; diatonic triads in major and minor keys; dominant seventh; basic musical structure; figured bass symbols. Development of skills in handwritten notation is expected. **Recommended** enrollment in Musc 004A. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: MUS 130*

MUSC 001B MUSIC THEORY II

3 units

Prerequisite: Musc 001A or placement based on the music assessment process.

Corequisite: Musc 002B.

A study of common-practice diatonic harmony and part writing. Principles of harmonic progression involving diatonic triads and dominant seventh chords, an introduction to species (2-part) counterpoint, four part (SATB—Soprano/Alto/Tenor/Bass) writing and arranging, harmonization of given and original melodies, bass line construction, non-chord tones, phrase structure, and a brief historical survey of the development of harmony and texture in Western music. **Recommended** enrollment in Musc 004B. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: MUS 130*

MUSC 001C MUSIC THEORY III

3 units

Prerequisite: Musc 001B.

Corequisite: Musc 002C.

Incorporating the concepts from Musc 001B, the course will include: introduction to chromatic harmony, non-dominant 7th chords, secondary/applied chords, modulation, and a study of binary and ternary form. **Recommended** enrollment in Musc 004C. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: MUS 140*

MUSC 001D MUSIC THEORY IV

3 units

Prerequisite: Musc 001C.

Corequisite: Musc 002D.

This course completes a sequential study of tonal harmony and includes an introduction to 20th century techniques. Topics will include: borrowed chords and modal mixture; the Neapolitan and augmented sixth chords; enharmonic reinterpretation and modulation; altered dominant and 9th chords, contrapuntal techniques of late-Romanticism, and 20th century techniques such as: pandiatonicism; use of synthetic scales; set theory; and rhythm and meter. **Recommended** enrollment in Musc 004D. Total of 54 hours lecture.

*Transfer Credit: CSU, UC. *C-ID: MUS 150*

MUSC 002A MUSICIANSHIP I

1 unit

Corequisites: Musc 001A.

Application and development of the materials of Musc 001A through sight-singing, ear training, and dictation. Topics include rhythm, major and minor scales, intervals, triads, and simple diatonic melodies. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: MUS 125*

MUSC 002B MUSICIANSHIP II

1 unit

Prerequisite: Musc 002A.

Corequisites: Musc 001B.

Application and development of the materials of Musc 001B through sight-singing, ear training, and dictation. Topics include rhythm, melodies in major and minor keys (simple and compound meter), fluency in alto clef, 2- and 4-part dictation of diatonic chord progressions. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: MUS 135*

MUSC 002C MUSICIANSHIP III

1 unit

Prerequisite: Musc 002B.

Corequisites: Musc 001C.

Application and development of the materials of Musc 001C through sight-singing, ear training, and dictation.

**Course Identification Numbering System (C-ID)*

Topics include syncopation, non-dominant 7th chords, secondary dominant chords, and an introduction to modulation. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: MUS 145*

MUSC 002D MUSICIANSHIP IV

1 unit

Prerequisite: *Musc 002C.*

Corequisite: *Musc 001D.*

Application and development of the materials of Musc 001D through sight-singing, ear training, and dictation. Topics include complex rhythm and meter, advanced chromatic techniques of the Classical and Romantic eras, and an introduction to techniques of the twentieth century. Total of 18 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC under review. *C-ID: MUS 155*

MUSC 004A KEYBOARD SKILLS I

1 unit

Corequisites: *Musc 001A, 002A.*

Primarily for music majors. Keyboard realization of theoretical and harmonic materials from Musc 001A and Musc 002A including melodic harmonization with basic chord patterns and transposition. Fundamentals of body, hand and finger control oriented to the keyboard using a first study book for piano. Development of sight-reading skills and elementary repertoire. Total of 18 hours lecture and 36 hours laboratory.

Transfer Credit: CSU; UC

MUSC 004B KEYBOARD SKILLS II

1 unit

Prerequisite: *Musc 004A.*

Corequisites: *Musc 001B, Musc 002B.*

Primarily for music majors. Standard upper elementary repertoire. Keyboard realization of theoretical and harmonic materials from Musc 001B with emphasis on basic diatonic progressions. Total of 18 hours lecture and 36 hours laboratory.

Transfer Credit: CSU; UC

MUSC 004C KEYBOARD SKILLS III

1 unit

Prerequisite: *Musc 004B.*

Corequisites: *Musc 001C, Musc 002C.*

Primarily for music majors. Standard repertoire representative of music from the Baroque through the contemporary periods. Development of functional keyboard skills correlated with Musc 001C. Total of 18 hours lecture and 36 hours laboratory.

Transfer Credit: CSU; UC

MUSC 004D KEYBOARD SKILLS IV

1 unit

Prerequisite: *Musc 004C.*

Corequisites: *Musc 001D, Musc 002D.*

Primarily for music majors. Standard repertoire and functional keyboard skills, correlated with Musc 001D in preparation for the keyboard proficiency examination. Total of 18 hours lecture and 36 hours laboratory.

Transfer Credit: CSU; UC

MUSC 007A MUSIC HISTORY AND LITERATURE

3 units

Prerequisite: *Musc 001B.*

An intensive chronological study of musical techniques including instrumentation, styles and forms, through listening, performance and score analysis. Early Christian era through the Baroque era. **For** music majors, but open to all qualified students. **Fall** semester. Total of 54 hours lecture.

Transfer Credit: CSU; UC

MUSC 007B MUSIC HISTORY AND LITERATURE

3 units

Prerequisite: *Musc 001B.*

An intensive chronological study of musical techniques, including instrumentation, styles and forms, through listening, performance and score analysis. Enlightenment, romantic and contemporary periods. **Recommended** completion of Musc 007A. **For** music majors, but open to all qualified students. **Spring** semester. Total of 54 hours lecture.

Transfer Credit: CSU; UC

MUSC 008 APPLIED MUSIC

1 unit

Corequisites: *Musc 010; enrollment in one of the following: Musc 043, 044, 056, 057A-G, 059, 060, 061, 062, 063, 064, 065, 066, 070A-E, 074, 075, 082.*

Enrollment Limitation: *Audition.*

In-class instrumental or vocal performance that reflects individual study with a private teacher (at student 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 90 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

*Course Identification Numbering System (C-ID)

MUSC 009A INDIVIDUAL INSTRUCTION I**1 unit**

Corequisites: *Musc 010 and one of the following: Musc 043, 056, 057A-G, 059, 060, 061, 062, 063, 064, 065, 066, 082.*

Enrollment Limitation: *Audition.*

This course is designed for the entering classical, jazz and commercial music major. It consists of twelve 45-minute private lessons with an instructor on the Applied Music staff, participation in a weekly music recital class, and an end-of-semester jury performance. Topics include intermediate technical etudes and exercises, tone production, scales, and short performance pieces. **Recommended** enrollment in smaller ensemble and/or jazz groups. Total of 18 hours lecture and 99 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. *C-ID: MUS 160*

MUSC 009B INDIVIDUAL INSTRUCTION II (CLASSICAL)**1 unit**

Prerequisite: *Musc 009A.*

Corequisites: *Musc 010 and one of the following, appropriate for the student's study path: Musc 043, 059, 060, 061, 062, 063, 064, 065, 066, 082.*

Designed for the intermediate level classical music major, this course consists of twelve 45-minute private lessons with an instructor on the Applied Music staff, participation in a weekly music recital class, and an end-of-semester jury performance. Building on the foundations already established, emphasis is on representative intermediate repertoire, continued technique development, and introduction to appropriate style and interpretation. **Recommended** enrollment in a chamber ensemble class. Total of 18 hours lecture and 99 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. *C-ID: MUS 160*

MUSC 009C INDIVIDUAL INSTRUCTION III (CLASSICAL)**1 unit**

Prerequisite: *Musc 009B.*

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 inter-

pretation of advanced repertoire, as well as addressing possible new technical demands. **Recommended** enrollment in a chamber ensemble class. **Maximum credit** 2 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Applied Music Family:** Musc 008, 009C, 009E. Total of 18 hours lecture and 99 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. *C-ID: MUS 160*

MUSC 009D INDIVIDUAL INSTRUCTION II (JAZZ/COMMERCIAL)**1 unit**

Prerequisite: *Musc 009A.*

Corequisites: *Musc 010 and one of the following, appropriate for the student's study path: Musc 056, 057A-G.*

Designed for the intermediate jazz and commercial music major, this course consists of twelve 45-minute private lessons with an instructor on the Applied Music staff, participation in a weekly music recital class, and an end-of-semester jury performance. Building on the foundations already established, emphasis is on representative intermediate repertoire and improvisation, continued technique development, and introduction to appropriate style and interpretation. **Recommended** enrollment in smaller ensemble and/or jazz groups. Total of 18 hours lecture and 99 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. *C-ID: MUS 160*

MUSC 009E INDIVIDUAL INSTRUCTION III (JAZZ/COMMERCIAL)**1 unit**

Prerequisite: *Musc 009D.*

Corequisites: *Musc 010 and one of the following, appropriate for the student's study path: Musc 056, 057A-G.*

This course is appropriate for the advanced jazz and commercial music major, and consists of twelve 45-minute private lessons with an instructor on the Applied Music staff, participation in a weekly music recital class, and an end-of-semester jury performance. Emphasis is placed on appropriate interpretation of advanced repertoire, as well as addressing possible new technical and improvisation demands. **Recommended** enrollment in smaller ensemble and/or jazz groups. **Maximum credit** 2 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Applied Music Family:** Musc 008, 009C, 009E. Total of 18 hours lecture and 99 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. *C-ID: MUS 160*

**Course Identification Numbering System (C-ID)*

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 012 INTRODUCTION TO MUSIC COMPOSITION

3 units

Prerequisite: *Musc 001B.*

Survey of contemporary techniques in composition, contemporary literature, and notation. Writing of short pieces for various instruments and voices. Development of a personal approach to composition and an awareness of new compositional ideas and aesthetics. Total of 54 hours lecture.

Transfer Credit: CSU; UC credit under review.

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 RECITAL AND AUDITION PREPARATION

1 unit

Prerequisite: *Musc 009C or 009E.*

Corequisite: *One of the following: Musc 043, 044, 056, 057A-G, 060, 062, 063, 064, 065, 066, 070A-E, 074, 075, 082.*

Individual or small-group instruction in the standard literature for the students' performing medium – instrument or voice. Historical context, form and harmonic aspects, technical demands, stylistic nuances, and 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 18 hours lecture and 99 hours practice laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU

MUSC 018 INDIVIDUAL PERFORMANCE SKILLS

1 unit

Prerequisite: *Retention based on successful audition.*

Corequisite: *Musc 010.*

In-class instrumental or vocal performances that reflects the individual practice on selected materials under the guidance of a faculty adviser. Development of interpretational, technical, and presentational skills. **Required** end of semester jury performance. **For** students performing at college level. Total of 18 hours lecture and 36 hours practice laboratory.

Transfer Credit: CSU; UC

MUSC 020 INDEPENDENT STUDY

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 art music-its understanding and enjoyment, music elements, performance media, style, and literature. Emphasis on critical listening skills. **Required** concert attendance. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: MUS 100*

MUSC 022 MUSIC IN THE CONTEMPORARY WORLD

3 units

Introduction to the music of current Western culture. Emphasis on contemporary classical, jazz, pop, music theater, film and TV media, electronic computer synthe-

*Course Identification Numbering System (C-ID)

sizer. Study of prominent musicians, composers and performers. **Required** concert attendance. Total of 54 hours lecture.

Transfer Credit: CSU; UC

MUSC 023 MUSIC CULTURES OF THE WORLD

3 units

Introduction to music as a worldwide phenomenon covering folk, popular, and art musics of major geographical areas. Emphasis on music as a component of culture and on the unique ways diverse cultures organize sound into music. Special attention on the musics of ethnic groups represented in Southern California. **Required** concert attendance. Total of 54 hours lecture.

Transfer Credit: CSU; UC

MUSC 024A THE JAZZ EXPERIENCE: EVOLUTION AND ESSENCE

3 units

Introduction to jazz: its development, major styles, and innovators. Non-technical analysis of jazz's musical and multicultural elements through lecture, demonstration, reading, film, and required listening. **Required** concert attendance. Total of 54 hours lecture.

Transfer Credit: CSU; UC

MUSC 024B HISTORY OF ROCK MUSIC

3 units

Survey of rock music from the late 1940s to the present – its socio-cultural and historical development. Emphasis on the roots and early development of rock; its stylistic trends and influential artists throughout the years. The politics of rock and the impact of technology. **Required** concert attendance. **No credit** if taken after Musc 127. Total of 54 hours lecture. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 025 AFRICAN-AMERICAN MUSIC

3 units

Survey of the evolution and development of African-American music. Emphasis on African roots and influence of socio-economic factors. Slave songs and Negro spirituals, ragtime, blues, R & B, jazz from New Orleans through avant-garde, contemporary Black popular music. **Required** concert attendance. Total of 54 hours lecture.

Transfer Credit: CSU; UC

MUSC 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 music of the East Asia, South Asia, Southeast Asia, Central Asia and West Asia (Middle East): historical and cultural influences, social and religious implications, instrumental and vocal styles. **Required** concert attendance. Total of 54 hours lecture.

Transfer Credit: CSU; UC

MUSC 028 HISTORY OF OPERA

3 units

Analysis of representative operas by the major composers of each period from the 17th through 20th centuries in Europe and the United States. Origin and development of related musical genres, forms, and styles. Emphasis on critical listening skills. **Required** concert attendance. Total of 54 hours lecture.

Transfer Credit: CSU; UC

MUSC 030 MUSIC FOR EARLY CHILDHOOD EDUCATION

3 units

Survey of music teaching techniques and materials suitable for children ages infancy through 8. Functional skills in reading and performing children's music literature: development of principles for organizing a child development music curriculum. Total of 54 hours lecture.

Transfer Credit: CSU

MUSC 032 INTRODUCTION TO MUSIC EDUCATION

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

2 units

Prerequisite: *Musc 004A or 041A.*

Recommended Preparation: *Musc 036A*

Study on the keyboard the harmonic and melodic materials of jazz including blues, bossa nova and standard tunes. Introductory skills to play with a jazz feel, create bass lines, accompany singers and instrumentalists, and effectively sight read lead sheets. Technical exercises to improve piano efficiency for jazz and other related

styles. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 034B ADVANCED JAZZ KEYBOARD SKILLS

2 units

Prerequisite: *Musc 034A or retention based on successful audition.*

Study on the keyboard of advanced techniques and materials of jazz such as: blues, ballads, standard tunes, and modal jazz. Emphasis on the advanced ability to play with a jazz feel, create bass lines, accompany 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. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

Transfer credit: CSU; UC

MUSC 035 MUSIC PREPARATION AND MUSIC COPYING

2 units

Prerequisite: *Musc 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 Musc 040 placement based on the Music assessment process.*

Major, minor, modal jazz scales. Chord construction: triads through 13ths with alterations, poly chords. Chord families and functions. Common jazz/pop forms. The II-V-I progression with variations and voice leading. Ear training. Total of 54 hours lecture.

Transfer Credit: CSU; UC

MUSC 036B JAZZ - COMMERCIAL THEORY

3 units

Prerequisite: *Musc 036A or placement based on the Music assessment process.*

Jazz-oriented scales and their applications, contemporary chord voicings, polychords, substitutions. Moving line patterns and harmonic counterlines. Basic chord progressions. Song forms. Four-part writing and arranging. Ear training. Total of 54 hours lecture.

Transfer Credit: CSU; UC

MUSC 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, 057AEI, 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, 057AEI, 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, 057AEI, 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**2 units**

Primarily for non-music majors. Orientation to the keyboard with emphasis upon finger, hand and body control. Stress on music reading. Study of a first year piano book. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 041B FIRST YEAR PIANO**2 units**

Prerequisite: *Musc 041A or retention based on successful audition.*

Primarily for non-music majors. Standard first book for piano including repertoire representative of various styles and periods. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 042A SECOND YEAR PIANO**2 units**

Prerequisite: *Musc 041B or retention based on successful audition.*

Primarily for non-music majors. Study and performances of varied Grade II materials and standard repertoire. Stress on required instrumental skills. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 042B SECOND YEAR PIANO**2 units**

Prerequisite: *Musc 042A or retention based on successful audition.*

Primarily for non-music majors. Continued study of Grade II materials and representative repertoire. Emphasis upon technical facility and musical interpretation. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 043 PIANO ENSEMBLE**1 unit**

Prerequisite: *Musc 042B 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, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 72 hours laboratory.

Transfer Credit: CSU; UC

MUSC 044 PIANO ACCOMPANYING**1 unit**

Prerequisite: *Retention based on successful audition.*

Introduction to the techniques of accompanying vocalists and instrumentalists. Study and performance of accompaniment repertoire: art songs and instrumental literature. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038BCD, 044, 057AEI, 070ABCDE, 082, 133E. Total of 18 hours lecture and 36 hours laboratory.

Transfer Credit: CSU; UC

MUSC 045A INSTRUMENTAL IMPROVISATION**1 unit**

Prerequisite: *Musc 144 or retention based on successful audition.*

Techniques of jazz improvisation including a background of theory and skills. Experience in combo performance. Total of 54 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 045B INSTRUMENTAL IMPROVISATION**1 unit**

Prerequisite: *Musc 045A.*

Advanced techniques of jazz improvisation for small ensembles. Total of 54 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 053 INSTRUMENTAL/VOCAL WORKSHOPS**1 unit**

Prerequisite: *Retention based on successful audition.*

Rehearsal and public performance of representative literature for varied types of large and small ensembles. **Required** instructional trips. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **Recommended** previous instrumental or vocal ensemble experience. Total of 54 hours laboratory.

Transfer Credit: CSU; UC

MUSC 054 LANCER VARSITY BAND**1 unit**

Rehearsal and performance of selected band literature appropriate for sporting and community special events. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed

in the **Marching Ensemble Family**: Musc 043, 053, 054, 055, 061. **For** students playing marching band instruments, drum set, and electric bass. Total of 54 hours laboratory.

Transfer Credit: CSU; UC

MUSC 055 TOURNAMENT OF ROSES BAND

2 units

Enrollment Limitation: *Audition.*

Rehearsal and performance of music and marching drill techniques appropriate to parade functions. Schedule of required rehearsals and performances published at first meeting. **Required** instructional trips. **Students** currently enrolled in a high school band program are eligible to audition. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Marching Ensemble Family**: Musc 043, 053, 054, 055, 061. Total of 54 hours to be arranged lecture and 54 hours to be arranged laboratory.

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

MUSC 056 VOCAL JAZZ ENSEMBLE

1 unit

Prerequisite: *Retention based on successful audition.*

Enrollment Limitation: *Audition.*

Rehearsal and performance of literature suitable to the vocal jazz ensemble. Vocal and choral techniques and improvisation. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** in the **Jazz Ensemble Family**: Musc 056, 057BCDFG, 133D. Total of 72 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC. *C-ID: MUS 180*

MUSC 057A JAZZ COMBO

1 unit

Prerequisite: *Retention based on successful audition.*

Theory, history, rehearsal and performance of all jazz styles from New Orleans to avante-garde using written arrangements and lead sheets. Multiple jazz combos will be selected to rehearse, prepare and perform jazz musical repertoire. Opportunities for extended improvised soloing as part of a small jazz group, typically trios to septets including horns and rhythm section. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family**: Musc 038BCD, 044, 057AEI, 070ABCDE, 082, 133E. Total of 54 hours laboratory and 18 hours TBA laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC. *C-ID: MUS 180*

MUSC 057B LANCER JAZZ BIG BAND

1 unit

Prerequisite: *Retention based on successful audition.*

Theory, history, rehearsal and performance of traditional and contemporary literature for standard 17-piece big band. Development of reading, stylistic and ensemble skills. Instrumentation includes five saxophones, four trumpets, four trombones, piano, guitar, bass, drums. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Jazz Ensemble Family**: Musc 056, 057BCDFG, 133D. **For** students playing at college level. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: MUS 180*

MUSC 057C STUDIO JAZZ ENSEMBLE

1 unit

Prerequisite: *Retention based on successful audition.*

Theory, history, rehearsal and performance of compositions and arrangements by the important jazz writers. A 17- to 20-piece big band for the more advanced players. Development of aural, technical and interpretive skills. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Jazz Ensemble Family**: Musc 056, 057BCDFG, 133D. **For** students playing at college level. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: MUS 180*

MUSC 057D SWING BAND

1 unit

Prerequisite: *Retention based on successful audition.*

Theory, history, rehearsal and performance of music from and in the style of the Swing Era. A standard 17-piece big band with vocalist. Development of jazz and dance band interpretations. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Jazz Ensemble Family**: Musc 056, 057BCDFG, 133D. **For** students playing at college level. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: MUS 180*

MUSC 057E JAZZ GUITAR ENSEMBLE

1 unit

Prerequisite: *Retention based on successful audition.*

Theory, history, rehearsal and performance of compositions and arrangements for jazz guitar ensemble. Development of reading, technical and interpretive skills. **Required** instructional trips. **Recommended** completion of Musc 111A-B. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family**: Musc 038BCD, 044, 057AEI, 070ABCDE, 082, 133E. **For** guitarists, bassists and drum-

*Course Identification Numbering System (C-ID)

mers playing at college level. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: MUS 180*

MUSC 057F LATIN JAZZ ENSEMBLE

1 unit

Prerequisite: *Retention based on successful audition.*

Theory, history, rehearsal and performance of music in the Latin jazz idiom. A conjunto (smaller band) typically consisting of 3-4 horns, rhythm section, timbales, congas, bongos, hand percussionists, and optional vocalist.

Required instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Jazz Ensemble Family:** Musc 056, 057BCDFG, 133D. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: MUS 180*

MUSC 057H VOCAL JAZZ COMBO

1 unit

Enrollment Limitation: *Retention based on successful audition.*

Theory, history, rehearsal and performance of all jazz styles from New Orleans to avante-garde using lead sheets. Opportunities for extended improvised soloing as part of a combo band and jazz vocalists, typically a rhythm section and 2 horns. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038BCD, 044, 057AEH, 070ABCDE, 082, 133E. Total of 72 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

Transfer Credit: CSU; UC credit under review.

MUSC 060 COLLEGE/COMMUNITY ORCHESTRA

1 unit

Prerequisite: *Retention based on successful audition.*

Study and performance of standard and contemporary literature of the symphony orchestra. **For** students playing at college level. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: MUS 180*

MUSC 061 LANCER MARCHING BAND

2 units

Prerequisite: *Retention based on successful audition.*

Recommended Preparation: *Previous band experience.*

Rehearsal and performance of representative band literature. Emphasis on development of music reading, instrumental skills and marching techniques. **Required**

instructional trips. **Recommended** previous band experience. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Marching Ensemble Family:** Musc 043, 053, 054, 055, 061. **Fall** semester. **Satisfies** one unit of Physical Education Activity credit each semester. Total of 81 hours lecture and 63 hours laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC credit limitations.

*See counselor. *C-ID: MUS 180*

MUSC 062 LANCER CONCERT BAND

2 units

Prerequisite: *Retention based on successful audition.*

Rehearsal and performance of representative band literature. Emphasis on development of music reading, instrumental skills. **Required** instructional trips. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. **Spring** semester. Total of 108 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC. *C-ID: MUS 180*

MUSC 063 CONCERT CHOIR

1 unit

Rehearsal and performance of literature suitable to the large ensemble (80-100). Extensive training in vocal and choral techniques. **Required** instructional trips. **For** students singing at college level. **Maximum credit** 4 units, 1 unit each semester. **For** students singing at college level. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 72 hours laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 064 CHAMBER SINGERS

1 unit

Prerequisite: *Retention based on successful audition.*

Rehearsal and performance of representative major works suitable to the small ensemble (30-40). Advanced choral and vocal techniques. **Required** instructional trips. **For** students singing at college level. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 90 hours laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. *C-ID: MUS 180*

**Course Identification Numbering System (C-ID)*

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, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 54 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: MUS 180*

MUSC 066 MADRIGALS

1 unit

Prerequisite: *Retention based on successful audition.*

Enrollment Limitation: *Audition.*

Rehearsal and performance of representative vocal literature, for 4 and 5 part small ensemble (20), of the major historical periods, i.e., Renaissance, Baroque, 20th Century. Advanced choral and vocal techniques. **For** students performing at college level. **Required** instructional trips. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Traditional Ensemble Family:** Musc 043, 053, 054, 055, 060, 061, 062, 063, 064, 065, 066, 069, 133ABC. Total of 72 hours laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 067 MUSIC THEATER PRODUCTION

1 unit

Prerequisite: *Audition.*

Rehearsal and performance of literature from the musical theater. **Required** instructional trips. **For** students performing at college level. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Family:** Danc 007AB, Musc 067, 075, 076, Thrt 075, 027. Total of 54 hours laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 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, 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, 057AEI, 070ABCDE, 082, 133E. Total of 54 hours laboratory.

Transfer Credit: CSU; UC

MUSC 070B BRASS ENSEMBLES

1 unit

Prerequisite: *Enrollment in or completion of one of the following: Musc 055, 057A-G, 059, 060, 061, 062, 065 or retention based on successful audition.*

Rehearsal and performance of standard and contemporary brass ensemble literature. Concert(s) each semester. **For** students playing at college level. **Recommended** Musc 008 or 009. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038BCD, 044, 057AEI, 070ABCDE, 082, 133E. Total of 54 hours laboratory.

Transfer Credit: CSU; UC

MUSC 070C PERCUSSION ENSEMBLE

1 unit

Prerequisite: *Musc 087A or 087B, or enrollment in or completion of one of the following: Musc 055, 057A-G, 060, 061, 062, 065 or retention based on successful audition.*

Rehearsal and performance of traditional and contemporary percussion ensemble literature. Concert(s) given each semester. **Recommended:** Musc 008 or 009. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038BCD, 044, 057AEI, 070ABCDE, 082, 133E. **For** students playing at college level. Total of 54 hours laboratory.

Transfer Credit: CSU; UC

MUSC 070D TROMBONE AND TUBA ENSEMBLES

1 unit

Prerequisite: *Enrollment in or completion of one of the following: Musc 055, 057A-G, 060, 061, 062, 065 or retention based on successful audition.*

*Course Identification Numbering System (C-ID)

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, 057AEI, 070ABCDE, 082, 133E. Total of 54 hours laboratory.

Transfer Credit: CSU; UC

MUSC 070E CHAMBER MUSIC

1 unit

Prerequisite: Enrollment in or completion of one of the following: Musc 043, 055, 057A-G, 059, 060, 061, 062, 065, 070A-D, 082, or retention based on successful audition.

Rehearsal and performance of standard and contemporary ensemble literature for strings with or without other instruments or voice. Concert(s) each semester. **For** students playing at college level. **Recommended:** Musc 008 or 009. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038BCD, 044, 057AEI, 070ABCDE, 082, 133E. Total of 54 hours laboratory.

Transfer Credit: CSU; UC

MUSC 071A VOICE TECHNIQUES

1 unit

Posture, breath control, tone resonance, vowel placement, registration. Class singing and solo singing from basic text and supplementary materials. **Recommended** enrollment in Musc 102. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 071B VOICE TECHNIQUES

1 unit

Prerequisite: Musc 071A or retention based on successful audition.

Continued development of basic techniques of breath control, tone resonance, vowel placement, registration, diction, legato singing, performance technique and interpretation. Solo singing from basic text and supplementary materials. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 072 SECOND YEAR VOICE TECHNIQUES

1 unit

Prerequisite: Musc 071B or retention based on successful audition.

Further development of voice techniques, posture, breath control, tone resonance, vowel placement, registration. Emphasis on performance in class of vocal 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 of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038BCD, 044, 057AE, 070ABCDE, 074, 082, 133E. **For** students performing at college level. Total of 36 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: MUS 180*

MUSC 075 MUSICAL THEATER WORKSHOP

2 units

Interdisciplinary course: Music, Theater Arts

Prerequisite: Retention based on successful audition.

Techniques, skills, theory and practice of musical theater performance and audition. The practice of songs, scenes and dance for performance on the live stage. **May not be taken concurrently** with or after THRT 075. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4**

*Course Identification Numbering System (C-ID)

enrollments allowed in the **Musical Theater Family:** Danc 007AB, Musc 067, 075, 076, Thrt 075, 027. Total of 18 hours lecture and 72 hours laboratory.
*Transfer Credit: CSU; UC. *C-ID: MUS 180*

MUSC 076 OPERA PRODUCTION

2 units

Enrollment Limitation: *Audition.*

Preparation, rehearsal and performance of a full opera production. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Family:** Danc 007AB, Musc 067, 075, 076, Thrt 075, 027. Total of 144 hours laboratory.

Transfer Credit: CSU; UC

MUSC 081A FIRST YEAR CLASSICAL GUITAR

1 unit

Use of right and left hands and simple strokes. Basic theory, elements of musicianship. Fingering and interpretation of elementary guitar music. Solo and class performance. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 081B FIRST YEAR CLASSICAL GUITAR

1 unit

Prerequisite: *Musc 081A or retention based on successful audition.*

Further development of right and left hands and fingering, shifting, arpeggios, legato, exchange technique. Major and minor scales, seventh and augmented chords. Fingering and interpretation of elementary and intermediate level guitar music. Solo and class performance. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 081C SECOND YEAR CLASSICAL GUITAR

1 unit

Prerequisite: *Musc 081B or retention based on successful audition.*

Continued development of the technical skills and musical understanding required to perform intermediate to advanced classical guitar literature. Legato and barring techniques, Segovia scale fingerings, tandem finger movements, sonorities, playing in seventh position and beyond. Form analysis, ornaments. Total of 36 hours lecture and 18 hours music laboratory.

Transfer Credit: CSU; UC

MUSC 082 GUITAR ENSEMBLE

1 unit

Prerequisite: *Retention based on successful audition.*

Rehearsal and performance of original and transcribed guitar ensemble literature. Emphasis on preparation of music for performance, developing ensemble skills and improving sight reading. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Chamber Ensemble Family:** Musc 038BCD, 044, 057AEI, 070ABCDE, 082, 133E. **For** students playing at college level. Total of 54 hours laboratory.

Transfer Credit: CSU; UC

MUSC 083A BEGINNING GUITAR

1 unit

Basic right and left hand playing techniques. Tuning, notation, basic music theory, reading and playing of simple melodies and accompaniments. **Recommended** enrollment in Musc 101 or 102. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 083B BEGINNING GUITAR

1 unit

Prerequisite: *Musc 083A or retention based on successful audition.*

Extended chords in first position, bar chords, movable scales, arpeggios, note reading in fifth position and simple solos. Total of 36 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

Transfer Credit: CSU; UC

MUSC 084 INTERMEDIATE GUITAR

1 unit

Prerequisite: *Musc 083B or retention based on successful audition.*

Guitar literature and techniques. Emphasis on individual progress in execution and interpretation. Total of 36 hours lecture and 18 hours music laboratory.

Transfer Credit: CSU; UC

MUSC 085A BEGINNING WOODWIND TECHNIQUES

1 unit

Fundamental techniques, care and maintenance of standard woodwind instruments. Reading elementary level music. Total of 36 hours lecture and 18 hours music laboratory.

Transfer Credit: CSU; UC

*Course Identification Numbering System (C-ID)

MUSC 085B BEGINNING WOODWIND TECHNIQUES**1 unit****Prerequisite:** *Musc 085A.*

Continuing development of performance techniques of standard woodwind instruments. Reading intermediate level music. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC***MUSC 086A BEGINNING BRASS TECHNIQUES****1 unit**

Fundamental techniques, care and maintenance of standard brass instruments. Reading elementary level music. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC***MUSC 086B BEGINNING BRASS TECHNIQUES****1 unit****Prerequisite:** *Musc 086A.*

Continued development of performance techniques standard brass instruments. Reading elementary intermediate level music. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC***MUSC 087A PERCUSSION INSTRUMENT TECHNIQUES****2 units****Recommended Preparation:** *Ability to read rhythmic notation.*

Rudiments of standard percussion instruments with emphasis upon snare drum. **Recommended** ability to read music. Total of 36 hours lecture and 18 hours laboratory.

*Transfer Credit: CSU; UC***MUSC 088A BEGINNING STRING TECHNIQUES****1 unit**

Fundamental techniques, including position, fingering, bowing of violin, viola, cello and string bass. Reading elementary level music. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC***MUSC 088B BEGINNING STRING TECHNIQUES****1 unit****Prerequisite:** *Musc 088A.*

Continued development of fundamental techniques, including position, fingering, bowing of violin, viola, cello and string bass. Total of 36 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU; UC***MUSC 093 THE MUSIC BUSINESS****2 units**

Careers in the music industry: composing, arranging and publishing, performing and recording, manufactur-

ing and sales. Focus on skill, education, and experience needed; promotional techniques; agents and managers; songwriters and publishers; record companies, producers, and artists. Copyright and other legalities. Total of 36 hours lecture.

*Transfer Credit: CSU***MUSC 094 INTRO TO MUSIC TECHNOLOGY FOR MUSICIANS****3 units****Prerequisite:** *One of the following: Musc 001, 040, 041A or placement based on the music assessment process.*

Introduction to music technology tools commonly used by musicians and music educators. Basic computer notation, MIDI, recording, digital audio workstations, microphone techniques and sound reinforcement. Total of 54 hours lecture and 18 hours music laboratory.

*Transfer Credit: CSU***MUSC 096A INTRODUCTION TO MUSIC RECORDING AND PRODUCTION****3 units****Prerequisite:** *One of the following: Musc 001, 040, 041A or placement based on the music assessment process.*

Introduction to computer music production. Use of MIDI (Musical Instrumental Digital Interface) as it is used to interface between synthesizers, sequencers, drum machines, electronic string and wind instruments and computers. History and development of MIDI, its components, function and application towards performance and composition. Basic music recording/digital audio theory. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU***MUSC 096B MUSIC RECORDING & PRODUCTION APPLICATIONS****3 units****Prerequisite:** *Musc 096A.*

Production of music projects using modern recording techniques. Utilization of microphones & preamps, hardware & virtual mixers, outboard plug-in effects, and other associated digital audio workstation components. Music production values are studied through analytical listening. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU***MUSC 096C MUSIC RECORDING & PRODUCTION WORKSHOP****3 units****Prerequisite:** *Musc 096A.*

Strategies for mixing pre-recorded, multi-track music. Critical listening, musical aesthetics of recorded music.

Room acoustics for critical listening. Extensive use of equalizers, dynamics and time-based effects. Advanced signal routing. Extensive hands-on projects. Total 54 hours lecture and 36 hours laboratory.

Transfer credit: CSU

MUSC 101 MUSIC FUNDAMENTALS

1/2 unit

A multi-media music course. Introduction to music notation, melodic and rhythmic. Note values, meter, time signatures, the grand staff, major scales and keys. Total of 27 hours music laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

MUSC 105 POPULAR SONGWRITING

3 units

Theory and practice in popular songwriting. Music fundamentals, lyric construction, and marketing techniques. For students interested in developing their songwriting capabilities for the commercial music industry. **Recommended** enrollment in Musc 102 and/or Musc 041A. Total of 54 hours lecture and 18 hours music laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

MUSC 112A ELECTRIC BASS TECHNIQUES

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, accompa-

niment 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.*

Introduction to the basic concepts of multicultural education as applied to music for young children. Focus on varied musical arts of worldwide cultures reflected in North American society. Development of age-appropriate teaching strategies, materials, and resources designed to enhance multicultural music experiences for young children in group settings. Meets partial fulfillment of the requirements for Child Development specialization in preschool music education. Total of 54 hours lecture.

MUSC 133A PERFORMANCE ENSEMBLE — ORCHESTRA**1/2 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, 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, 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, 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, 057AEI, 070ABCDE, 082, 133E. **Pass/no pass** grading. Total of 18 hours lecture.

MUSC 135 CURRICULUM APPLICATIONS OF MUSIC IN EARLY CHILDHOOD EDUCATION**3 units****Recommended preparation:** *Musc 030.*

Development and application of music curriculum in approved group programs for children from infancy through school age. Observing, planning, and guiding musical play and learning. Practical application of theoretical concepts. Meets partial fulfillment of the requirement for specialization in preschool music education. Total of 54 hours lecture.

MUSC 144 INTRODUCTION TO IMPROVISATION**1 unit****Recommended preparation:** *Musc 102.*

Performance oriented course. Application of basic music theory and reading concepts to an instrument. Development of fluency in all keys. Study of scales, arpeggios and melodic and rhythmic patterns with application to basic chord progressions. A preparation course for Musc 045A. Total of 54 hours lecture and 18 hours music laboratory.

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. **Recommend-**

ed 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

(School of Health Sciences)

NURS 040 MATERNAL NEWBORN NURSING

1 unit

Prerequisites: *Nurs 050, 050L, 050S, 137, and 138.*

Corequisite: *Nurs 040L.*

Nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse maternal, newborn clients and their families. Integrate professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of patient response to physiological and psychosocial health conditions of maternal and newborn clients. Total of 18 hours lecture.

Transfer Credit: CSU; UC credit under review.

NURS 040L MATERNAL NEWBORN NURSING LAB

2 units

Prerequisite: *Nurs 050, 050L, 050S, 137, and 138.*

Corequisite: *Nurs 040.*

Application of nursing theory and concepts to promote and maintain safe, developmentally appropriate,

outcome-focused health care for culturally diverse maternal, newborn patients and their families. Implement professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of client response to physiological and psychosocial conditions of maternal and newborn clients. **Pass/no pass grading.** Total of 108 hours laboratory.

NURS 041 PEDIATRIC NURSING

1 unit

Prerequisite: *Nurs 050, 050L, 050S, 137 and 138.*

Corequisite: *Nurs 041L.*

Nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse pediatric clients and their families. Integrate professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of pediatric client response to physiological and psychosocial health conditions of child and adolescent patients. Total of 18 hours lecture.

Transfer Credit: CSU; UC credit under review.

NURS 041L PEDIATRIC NURSING LAB

2 units

Prerequisite: *Nurs 050, 050L, 050S, 137 and 138.*

Corequisite: *Nurs 041.*

Application of nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse pediatric patients and their families. Implement professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of patient response to physiological and psychosocial conditions of child and adolescent patients. **Pass/no pass grading.** Total of 108 hours laboratory.

Transfer Credit: CSU; UC credit under review.

NURS 042 PSYCHIATRIC MENTAL HEALTH NURSING

1 unit

Prerequisite: *Nurs 05A, 051L, 040, 040L, 041, 041L, and 051S.*

Corequisite: *Nurs 042L.*

Nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse psychiatric - mental health patients across the lifespan. Integrate professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of patient response to mental health conditions. Total of 18 hours lecture.

Transfer Credit: CSU; UC credit under review.

NURS 042L PSYCHIATRIC MENTAL HEALTH NURSING LAB**1¹/₂ units****Prerequisite:** *Nurs 051A, 051L, 051S, 040, 040L 041 and 041L.***Corequisite:** *Nurs 042.*

Application of nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse psychiatric - mental health patients across the lifespan. Implement professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of client response to mental health conditions. **Pass/no pass grading.** Total of 81 hours lecture.

*Transfer Credit: CSU; UC credit under review.***NURS 050 FOUNDATIONAL NURSING CARE 4 units****Prerequisite:** *Acceptance in the RN program.***Corequisites:** *Nurs 050L, Nurs 050S, Nurs 137, Nurs 138.*

Introduction of the foundation of nursing theory and concepts to promote and maintain safe, effective health care with culturally diverse patients. Integrate the professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the foundational care of patient response to physiological and psychosocial health conditions including gerontic health. Total of 72 hours lecture.

*Transfer Credit: CSU***NURS 050L FOUNDATIONAL NURSING CARE – CLINICAL****4 units****Corequisite:** *Nurs 050.*

Application of the foundation of nursing theory and concepts to promote and maintain safe, effective health care with culturally diverse patients. Implement the professional roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the foundational care of patient response to physiological and psychosocial health conditions including gerontics health. **Pass/no pass grading.** Total of 216 hours laboratory.

*Transfer Credit: CSU***NURS 050S FOUNDATIONAL NURSING – SEMINAR 1 unit****Corequisites:** *Nurs 050, Nurs 050L.*

Foundational nursing theory and concepts to promote and maintain safe and effective health care. Critical thinking and the nursing process in the foundational care of patient responses to physiological and psychoso-

cial health conditions of adult and geriatric clients. Total of 18 hours lecture.

*Transfer Credit: CSU***NURS 051 BEGINNING NURSING 3 units****Prerequisites:** *All of the following: Nurs 050, 050L, Nurs 050S, 137, 138.***Corequisites:** *Nurs 051L and Nurs 051S.*

Beginning nursing theory and concepts to promote and maintain safe, effective health care with culturally diverse patients. Integrate professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the beginning care of patient response to physiological and psychosocial health care conditions, including maternal, newborn, child, adolescent, and adult health. Total of 54 hours lecture.

*Transfer Credit: CSU***NURS 051A BEGINNING MEDICAL SURGICAL NURSING****1 unit****Prerequisites:** *All of the following: Nurs 050, 050L, 050S, 137, and 138.***Corequisites:** *Nurs 051L and Nurs 051S.*

Beginning nursing theory and concepts to promote and maintain a safe, developmentally appropriate, outcome-focused health care for culturally diverse adult and geriatric medical surgical patients. Integrate professional nursing roles of clinician, teacher, leader, advocate while demonstrating critical thinking and nursing process in the care of patient response to physiological and psychosocial health conditions of adult and geriatric patients. Total of 18 hours lecture.

NURS 051L BEGINNING MEDICAL SURGICAL NURSING LAB**2 units****Prerequisites:** *All of the following: Nurs 050, 050L, 050S, 137, and 138.***Corequisites:** *Nurs 051 and Nurs 051S.*

Application of beginning nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse adult and geriatric medical surgical patients. Implement professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of adult and geriatric patients. **Pass/no pass grading.** Total of 108 hours laboratory.

*Transfer Credit: CSU***NURS 051S BEGINNING NURSING – SEMINAR 1 unit****Corequisites:** *Nurs 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, and 051S or (2) Nurs 210 and acceptance into the Career Ladder; or (3) 30-Unit Option.*

Corequisites: *Nurs 052L, 052S.*

Intermediate nursing theory and concepts to promote and maintain safe and effective health care with culturally diverse patients. Integrate professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the intermediate care of patient response to physiological, psychosocial, and psychiatric-mental health conditions. Total of 54 hours lecture.

Transfer Credit: CSU

NURS 052A INTERMEDIATE MEDICAL SURGICAL NURSING

2 units

Prerequisites: (1) *Nurs 051, N51L, N51S, 040, 040L, 041, and 041L or (2) Nurs 210 and acceptance into the career ladder LVN to RN program.*

Corequisites: *Nurs 052L and 052S.*

Intermediate medical surgical nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse adult and geriatric medical surgical patients. Integrate professional nursing roles of clinician, teacher, leader, and advocate while demonstrating critical thinking and nursing process in the care of patient response to physiological and psychosocial health conditions of adult and geriatric patients. Total of 36 hours lecture.

Transfer Credit: CSU

NURS 052L INTERMEDIATE MEDICAL SURGICAL NURSING LAB

3¹/₂ units

Prerequisites: *All of the following: Nurs 051A, 051L, 051S, 040, 040L, 041, and 041L.*

Corequisite: *Nurs 052A.*

Application of intermediate nursing theory and concepts to promote and maintain safe, developmentally appropriate, outcome-focused health care for culturally diverse adult and geriatric medical surgical clients. Implement professional nursing roles of clinician, teacher, leader and advocate while demonstrating critical thinking and nursing process in the care of client response to physiological and psychosocial conditions of adult and geri-

atric clients. **Pass/no pass grading.** Total of 189 hours laboratory.

Transfer Credit: CSU

NURS 052S INTERMEDIATE NURSING CARE – SEMINAR

1 unit

Corequisites: *Nurs 052, Nurs 052L.*

Intermediate nursing theory and concepts to promote and maintain safe and effective health care. Critical thinking and the nursing process in the intermediate care of patient responses to physiological, psychosocial and psychiatric-mental health conditions. Total of 18 hours lecture.

Transfer Credit: CSU

NURS 053 ADVANCED MEDICAL – SURGICAL NURSING

3 units

Prerequisites: *All of the following: Nurs 052, 052L, 052S.*

Corequisites: *Nurs 053L, 053S.*

Advanced nursing theory and concepts to promote and maintain safe and effective health care with culturally diverse patients. Integrate professional nursing roles of clinician, teacher, leader and advocate while demonstrating critical thinking and nursing process in the advanced care of patient response to physiological and psychosocial health conditions. Total of 54 hours lecture.

Transfer Credit: CSU

NURS 053L ADVANCED MEDICAL – SURGICAL NURSING – CLINICAL

5 units

Corequisite: *Nurs 053.*

Application of advanced nursing theory and concepts to promote and maintain safe and effective health care with culturally diverse patients. Integrate the professional nursing roles of clinician, teacher, leader and advocate while demonstrating critical thinking and nursing process in the advanced care of patient response to physiological and psychosocial health conditions. **Pass/no pass grading.** Total of 270 hours laboratory.

Transfer Credit: CSU

NURS 053S ADVANCED NURSING – SEMINAR

1 unit

Prerequisites: *Nurs 052A, 052L, 052S, 042, and 042L.*

Corequisites: *Nurs 053 and Nurs 053L.*

Advanced nursing theory and concepts to promote and maintain safe and effective health care. Critical thinking and the nursing process in the advanced care of client responses to physiologic and psychosocial health conditions of clients across the lifespan. Total of 18 hours lecture.

Transfer Credit: CSU

NURS 103 NURSING ASSISTANT**5 units****Prerequisite:** *Completion of high school 10th grade; minimum age of 16.*

Introduction to basic principles of nursing, including the role of the certified nurse assistant on a health care team; gross anatomy and medical terminology; ethics and communication; basic procedural skills with emphasis on gerontology. **Six weeks. Pass/no pass** grading. **For** students accepted to the Vocational Nursing program but open to all students. Total of 54 hours lecture and 108 hours laboratory.

NURS 108A NURSING SKILLS LABORATORY—VN**1 unit****Corequisites:** *Nurs 125, 125L and 122.***Enrollment Limitation:** *Enrollment in the Licensed Vocational Nursing Program.*

Foundational nursing procedural skills, therapeutic communication, and documentation skills. Development and laboratory practice of nursing procedural skills correlated with Nurs 125 and 125L. Utilization of the nursing process in demonstrating critical elements of procedures. **Pass/no pass** grading. Total of 54 hours laboratory.

NURS 108B NURSING SKILLS LABORATORY—VN**1 unit****Prerequisite:** *Nurs 125, 125L, 108A, and 122.***Corequisites:** *Nurs 126, 126L, and 124.***Enrollment Limitation:** *Enrollment in the Licensed Vocational Nursing Program.*

Continued development and progression in the practice of procedural skills associated with Nurs 126 and 126L. Application of the nursing process in the performance of complex technical skills. **Pass/no pass** grading. **Short term class.** Total of 54 hours laboratory.

NURS 122 MEDICATION ADMINISTRATION FOR VOCATIONAL NURSES—THEORY**3 units****Prerequisites:** *Math 400B or Math 402.***Corequisites:** *Nurs 125, 125L and 108A.***Enrollment Limitation:** *Enrollment in the Vocational Nursing Program.*

Principles of medication administration, classification of drugs, drug actions and side effects. Role and responsibilities of the vocational nurse in the interpretation of drug orders, dosage calculation, and administration of medications. Calculation of intravenous rates and management of intravenous fluids for the vocational nurse. Total of 54 hours lecture.

NURS 123A ADMINISTRATION OF MEDICATIONS**2 units****Prerequisite:** *Math 401C or 402.***Corequisites:** *Nurs 108A, 125, 125L.*

Introduction to principles of medication administration, classification of drugs, drug actions, and side effects. Role and responsibilities of the vocational nurse in the interpretation of drug orders, dosage calculation, and administration of medications. **Recommended** Pre-Algebra math skill; be able to compute basic math and do metric system conversions. Total of 36 hours lecture.

NURS 123B ADMINISTRATION OF MEDICATIONS**2 units****Prerequisite:** *Nurs 123A.***Corequisites:** *Nurs 126, 126L.*

Continued studies in the administration of medications, classification of drugs, drug actions and side effects. Role and responsibilities of the vocational nurse in administration of medications. Calculation of intravenous rates and management of intravenous fluids for the vocational nurse. Total of 36 hours lecture.

NURS 124 MENTAL HEALTH NURSING FOR VOCATIONAL NURSES**2 units****Prerequisites:** *Nurs 125, 125L, 108A, and 122.***Corequisites:** *Nurs 126, 126L, and 108B.***Enrollment Limitation:** *Enrollment in the Vocational Nursing Program.*

Mental health nursing theory and concepts to promote and maintain safe, developmentally appropriate health care for culturally diverse psychiatric - mental health clients across the lifespan. Integrate vocational nursing responsibilities of data collection, planning interventions, reporting and documentation. Utilization of nursing process in the vocational nurse's care of client response to psychiatric-mental health conditions. Total of 36 hours lecture.

NURS 125 FUNDAMENTALS OF VOCATIONAL NURSING—THEORY**5 units****Prerequisites:** *Nurs 103, Nutr 011 or 125; Psyc 102 or 024; and enrollment in or completion of Pyso 100.***Corequisites:** *Nurs 108A, 123A, 125L, 125S.***Enrollment Limitation:** *Enrollment in the Vocational Nursing Program.*

Introduction to the fundamentals of vocational nursing. Theory common to the care of adult medical/surgical clients. Introduction to the components of the nursing process. Concepts of communication in a multicultural environment. Total of 90 hours lecture.

NURS 125L FUNDAMENTALS OF VOCATIONAL NURSING—CLINICAL

5 units

Prerequisite: *Nurs 137.*

Corequisites: *Nurs 108A, 123A, 125.*

Introduction and application of basic vocational nursing skills. Application of nursing theory and the nursing process to the care of individuals in hospitals and community agencies. **Pass/no pass** grading. Total of 270 hours laboratory.

NURS 125S FUNDAMENTALS OF VOCATIONAL NURSING—SEMINAR

1 units

Corequisites: *Nurs 125, 125L, 108A, 123A.*

Introduction to the concepts of communication necessary to the care of adult and geriatric medical, surgical, and psychiatric clients at the beginning vocational level. Total of 18 hours lecture.

NURS 126 INTERMEDIATE VOCATIONAL NURSING—THEORY

5 units

Prerequisites: *Nurs 108A, 125, 125L, and 122.*

Corequisites: *Nurs 126L, 108B, and 124.*

Enrollment Limitation: *Enrollment in the Vocational Nursing Program.*

Progression in vocational nursing. Elaboration on concepts of safe care of medical/surgical clients. Progression in the vocational nurse utilization of nursing process for more complex client problems. Further concepts of cultural proficiency, therapeutic communication, and client advocacy. Total of 90 hours lecture.

NURS 126L INTERMEDIATE VOCATIONAL NURSING—CLINICAL

5 units

Corequisites: *Nurs 126.*

Application of nursing theory and skills to the care of individuals experiencing complex medical/surgical conditions. Progressive use of the nursing process. **Pass/no pass** grading. Total of 270 hours laboratory.

NURS 126S INTERMEDIATE VOCATIONAL NURSING – SEMINAR

1 unit

Prerequisites: *All of the following: Nurs 108A, 123A, 125, 125L, 125S.*

Corequisites: *Nurs 126, 126L, 108B, 123B.*

Continuation and progression in vocational nursing theory and concepts common to the care of complex adult medical/surgical clients at the intermediate vocational nursing level. Total of 18 hours lecture.

NURS 127 ADVANCED VOCATIONAL NURSING—THEORY

6 units

Prerequisites: *All of the following: Nurs 108B, 124, 126, 126L.*

Corequisite: *Nurs 127L.*

Continuation and progression in vocational nursing. Nursing care of maternal-newborn, pediatric, and medical-surgical clients. Concepts of emergency and disaster nursing, community nursing, leadership and supervision. Current trends in vocational nursing, legal, ethical issues, career opportunities and job application. Preparation for vocational nursing licensure examination. Total of 108 hours lecture.

NURS 127L ADVANCED VOCATIONAL NURSING—CLINICAL

4 units

Corequisite: *Nurs 127.*

Application of nursing theory to the care of maternal/child, pediatric, and adult medical/surgical clients. 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.*

Corequisites: *Nurs 050, 050L, and 050S.*

The role of the nurse in medication administration. Focus on drug information to enhance safe and effective use of over-the-counter and prescription medications. Current issues related to drug therapy explored. Total of 18 hours lecture.

NURS 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 labora-

tory setting. **Pass/no pass** grading. Total of 54 hours laboratory.

NURS 201 BASIC STRATEGIES FOR SUCCESS IN NURSING EDUCATION

1 units

Development of skills essential for success specific to nursing education including study habits, learning styles, time management, use of nursing texts, information organization, test taking strategies and utilization of resources. Total of 18 hours lecture.

NURS 202 BASIC CLINICAL SKILLS

3 units

Prerequisite: *Enrollment in Nursing program.*

Development of nursing skills and concepts in a supervised clinical setting of an acute hospital. Includes review of clinical skills and principles of nursing care taught in previous course(s) as well as application of the nursing process to assigned patients. **Pass/no pass** grading. Total of 18 hours lecture and 144 hours laboratory.

NURS 210 NURSING ROLE TRANSITION

2 units

Prerequisite: *Acceptance into Licensed Vocational Nurse Based Registered Nursing program.*

Nursing concepts, judgment, skills, and practices related to the role transition of the licensed vocational nurse to the registered nurse. Total of 27 hours lecture and 27 hours laboratory.

NURS 211 BASIC CARDIAC DYSRHYTHMIAS

1 unit

Provides nurses, paramedics, and other health care providers with an opportunity to become proficient in interpreting and applying basic cardiac dysrhythmias in clinical practice. **Pass/no pass** grading. Total of 18 hours lecture.

NURS 213 INTRAVENOUS THERAPY AND BLOOD WITHDRAWAL

1 unit

Prerequisites: *Nurs 051, 051L or Nurs 126 or 126L.*

This course covers basic concepts, principles, and techniques of I.V. therapy and blood withdrawal. Emphasis is on the acquisition of venipuncture and blood withdrawal skills. Course approved by the BRN and BVNPTE for continuing education hours. **Pass/no pass** grading. **Short term class.** Total of 9 hours lecture and 27 hours laboratory.

NUTRITION

(School of Health Sciences)

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

PARALEGAL STUDIES

(School of Business, Engineering and Technology)

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 of such evidence in court, deposition comprehension and interrogatory summarizing. Total of 54 hours lecture.

PLGL 142 LAW OFFICE PROCEDURES AND ETHICS**3 units****Prerequisite:** *Enrollment in or completion of Plgl 134.*

Basic objectives of law office management procedures. Coordination of operational skills in a law office. Ethics of the legal profession and the judiciary. Total of 54 hours lecture.

PLGL 143 WORKER'S COMPENSATION LAW**3 units**

Background of Worker's Compensation Law. Relevant statutory and case law, substantive and procedural issues including compensability, benefit structure and tort law relationships of Worker's Compensation. Total of 54 hours lecture.

PLGL 145A LEGAL RESEARCH**3 units****Prerequisite:** *Enrollment in or completion of Plgl 134.*

Introduction to the technical skills of legal research. Use of a case digest, interpretation of statutes, Shepardizing authorities, prioritizing authorities. Total of 54 hours lecture.

PLGL 145B COMPUTER AIDED RESEARCH**1 unit****Prerequisite:** *Enrollment in or completion of Plgl 134 and 145A.*

On-line computer research with West Publishing Company. Composing queries, researching case law, statutes, and legal periodicals with the computer. Total of 9 hours lecture and 27 hours laboratory.

PLGL 146 COMPUTER USE FOR THE LAW OFFICE**2 units****Prerequisite:** *Plgl 134.*

An introduction to computer use in the law office. Applications will include software for judicial council form applications, jury instruction preparation, billing and accounting, legal calendaring, word processing applications for legal document preparation. **Recommended** basic word processing skills. Total of 36 hours lecture and 18 hours laboratory.

PLGL 148 IMMIGRATION LAW**3 units****Prerequisite:** *Enrollment in or completion of Plgl 134.*

Historical background; administration of immigration law; citizenship and nationality; immigration preference system; non-immigrants; visas; refugees and asylum. Total of 54 hours lecture.

PLGL 150 PARALEGAL STUDIES GRADUATE SEMINAR**1 unit****Prerequisite:** *Enrollment in or completion of final semester of Paralegal Studies courses.*

Designed to help students bridge the gap between the educational institution and working field. Resume writing, interviewing for employment, application writing. Total of 18 hours lecture.

PERSONAL HEALTH CARE ASSISTANT**(School of Health Sciences)****PHCA 100 PERSONAL HEALTH CARE AIDE****2 units****Enrollment Limitation:** *Completion of high school 10th grade; minimum age of 16.*

Prepares students to provide or support activities of daily living, personal care, and homemaker services to elderly and disabled individuals needing assistance to remain safely and independently in their own home or in an assisted living facility. Topics include communication skills, maintenance of a healthy environment, procedures for emergencies, physical, emotional, and developmental characteristics of the patients served, personal hygiene, safe transfer techniques, and basic nutrition. Total of 108 hours laboratory.

PHILOSOPHY

(School of Humanities and Social Sciences)

PHIL 001 INTRODUCTION TO PHILOSOPHY 3 units

Introduction to the most troublesome questions: meaning, existence, truth, reasoning, perception, intuition, morality, god, self, mind. Appropriate readings. **No credit** if taken after Phil 001H. Total of 54 hours lecture.

Transfer Credit: CSU; UC

PHIL 001H HONORS INTRODUCTION TO PHILOSOPHY

3 units

Enrollment Limitation: *Acceptance into the Honors program.*

Introduction to the most troublesome questions: meaning, existence, truth, reasoning, perception, intuition, morality, god, self, mind. Appropriate readings. This enriched course is designed for the Honors Program allowing more student directed discussions and more extensive writing assignments. **No credit** if taken after Phil 001. Total of 54 hours lecture.

Transfer Credit: CSU; UC credit under review.

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 HUMANNESSE 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

(School of Visual, Media and Performing Arts)

PHOT 010 HISTORY OF PHOTOGRAPHY**3 units**

Historical trends of the medium from its inception to the present, including historical context, technical innovations and aesthetic concerns. Total of 54 hours lecture.

Transfer Credit: CSU; UC

**PHOT 021 INTRODUCTION TO BLACK AND WHITE
PHOTOGRAPHY****3 units**

Introduction to black and white photography as a form of visual communication: cameras, film, film processing, darkroom printing, composition, photographic genre, concept development, professionalism and critique. Genres include documentary, fashion, landscape, portraiture staged, still life, and street photography with an emphasis on analog photography. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

PHOT 022A LARGE FORMAT PHOTOGRAPHY**3 units**

Prerequisites: *Phot 021 and Phot 030.*

Recommended Preparation: *Photo 031.*

Introduction to View Camera as a form of visual communication: 4 x 5 black and white and color film, 4 x 5 film processing, advanced darkroom and presentation technique, fiber printing, Introduction to studio lighting for product, scanning for 4 x 5 film, digital modification and preparation for output of large format prints, concept development and critique. Photographic genres included in course: advertisement, architecture, landscape and fine art. Total of 36 hours lecture and 72 hours of laboratory.

Transfer Credit: CSU

**PHOT 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 72 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 ALTERNATIVE PROCESSES IN
PHOTOGRAPHY****3 units**

Prerequisites: *Phot 021 and Phot 030.*

Introduction of alternative photographic processes and their technical information and historical relevance. Terminology, chemistry and technique will be covered as students learn and utilize this information creating

projects emphasizing technical, aesthetic and conceptual problem solving and material exploration. Pinhole photography, contact printing, chemistry, exposure, film formats, scanner negatives, digital techniques, negative enlargements onto film and paper, cyanotype, van dyke brown, palladium, liquid photographic emulsion, magazine lifts. Total of 36 hours lecture and 72 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 placement based on the Photography assessment process.*

Recommended Preparation: *Phot 023A and either 024A or 024B.*

Introduction to artistic image editing using industry standard digital image editing software for photographers, illustrators and graphic designers. Techniques to scan, edit, retouch, paint, mask, manipulate, and output digital imagery. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

PHOT 031 BEGINNING DIGITAL PHOTOGRAPHY

3 units

Recommended Preparation: *Phot 021 and Phot 030.*

Introduction to digital photography as a form of visual communication: DSLR cameras, digital image editing and management, digital output for print and screen, composition, professionalism, photographic genre, concept development and critique. Genres include documentary, fashion, landscape, portraiture staged, still life, and street photography with an emphasis on digital photography. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

PHOT 033 PORTRAIT PHOTOGRAPHY

3 units

Prerequisite: *Phot 030 and either Phot 021 or 031.*

Exploration of the fundamentals of portrait photography in the context of a variety of locations. Emphasis on planning, interpreting, and presenting a portrait photographically. Medium format film cameras, advanced printing techniques as well as in studio lighting setups using hot lights, strobes, electronic metering will be covered. Total of 36 hours lecture and 72 hours laboratory.

Transfer credit: CSU; UC

PHOT 040 FASHION PHOTOGRAPHY

3 units

Prerequisite: *Phot 030 and either Phot 021 or Phot 031.*

Commercially oriented course with assignments covering fashion and fashion specific product photography in the studio and on location to produce a photograph that sells an idea, product, or service. Fundamentals of studio photography including strobes, electronic metering, digital SLR and lighting for fashion. Business practices in commercial and editorial photography will be discussed. Students are expected to become visually and technically competent with artificial light sources in the studio. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU

PHOT 126 DIGITAL FILM NARRATIVE

3 units

Prerequisites: *Phot 026A.*

Practical and aesthetic construction of motion pictures using the principles and techniques of computer based non-linear editing for film, video, and multimedia. **Total** of 36 hours lecture and 72 hours laboratory.

PHOT 127 ADVANCED CINEMATOGRAPHY

3 units

Prerequisites: *Phot 026A and Phot 027.*

Recommended preparation: *Phot 126.*

Advanced training and study of techniques and aesthetics in use of motion picture cameras and lighting equipment for those considering a professional career in cinematography. Advanced study of scene creation as well as overall visual design of an entire film. In-depth examination of the different crew positions of the camera crew combined with practical experience. Creation of work for professional portfolio. Total of 36 hours lecture and 72 hours laboratory.

PHOT 130 ADVANCED DIGITAL IMAGE EDITING

3 units

Prerequisite: *Phot 030.*

Advanced concepts and techniques in digital image ed-

iting 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. 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. 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.*

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.*

Creation of a portfolio leading to job training or fine arts school. Black and white, color, digital and studio and location photography with concept and technique both emphasized. Beginning research into editorial, commercial or fine arts job market. Total of 36 hours lecture and 72 hours laboratory.

PHOT 136 VIDEO FOR PHOTOGRAPHERS

3 units

Prerequisites: *Phot 021 or Jour 021.*

Recommended Preparation: *Phot 031 or Phot 023A.*

Introduction for photographers to the technical skills and conceptual fundamentals to produce video content. Exploration of current video project types created by professional still photographers. Examination of the similarities and differences between still photography and motion pictures. Introduction to basic video production procedures. Emphasis on fundamental technical

knowledge, conceptualization, camera operation, sound recording, lighting, editing and delivery techniques for video. Projects may include event documentation, creating a companion video for a series of still photographs, and/or creating a short narrative video. Total of 36 hours lecture and 72 hours laboratory.

PHOT 140 PROFESSIONAL PRACTICES FOR PHOTOGRAPHERS

3 units

Prerequisites: *One of the following: Phot 030, Phot 031, Phot 022A, Phot 024A, Phot 033 or Phot 040.*

Introduction to principles and practices within the photography field for hire or exhibition to empower students to identify and achieve professional photographic objectives. Topics include how to obtain preparatory work experience, getting gallery representation, establishing a photographic business, basic financial practices, and legal issues. **Recommended** basic word processing and spreadsheet skills. Total of 54 hours lecture.

PHOT 171A EXPLORING TOPICS IN PHOTOGRAPHY

3 units

Exploratory course: *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 54 hours lecture.

PHOT 171B EXPLORING TOPICS IN PHOTOGRAPHY

2 units

Exploratory course: *Specific topic identified in Schedule of Classes.*

Lecture, discussion, and lab focusing on topics of current and general interest. Total of 36 hours lecture.

PHOT 171C EXPLORING TOPICS IN PHOTOGRAPHY

1 unit

Exploratory course: *Specific topic identified in Schedule of Classes.*

Course focuses on topics of current and general interest. Total of 18 hours lecture and 18 hours laboratory.

PHYSICAL SCIENCE

(School of Science and Mathematics)

PHSC 002 SCIENTIFIC METHOD AS CRITICAL THINKING

3 units

Prerequisite: *Engl 001A.*

Written expression and analysis of ideas, arguments and issues in the Physical Sciences. Instruction in critical

thinking, inductive and deductive reasoning, and the scientific method. Particular emphasis on compositional expression necessary in developing a complex scientific argument; an interdisciplinary course. Total of 54 hours lecture.

Transfer Credit: CSU; UC

PHSC 003 PHYSICAL SCIENCES

3 units

Prerequisite: *Eligibility for Math 131 or higher.*

Basic principles of physics and chemistry and their applications to modern daily life with a primarily conceptual approach. Emphasis on critical thinking skills and general methods of scientific inquiry. **Recommended** for students in the California State Teacher's Preparation Program and other appropriate non-sciences majors but open to all qualified students. Total of 54 hours lecture. *Transfer Credit: CSU; UC credit limitations. See counselor. *C-ID: CHEM 140 or PHYS 140*

PHSC 003L LABORATORY FOR PHYSICAL SCIENCE

1 unit

Prerequisite: *Enrollment in or completion of Phsc 003.*

Laboratory investigation of the basic principles of physics and chemistry and their applications to modern daily life with a primarily conceptual approach, with emphasis on critical thinking skills and general methods of scientific inquiry. **Recommended** for students in the California State Teacher Preparation Program and other appropriate non-sciences majors. Total of 54 hours laboratory. *Transfer Credit: CSU; UC credit limitations. See counselor. *C-ID: CHEM 140 or PHYS 140*

PHSC 071A EXPLORING TOPICS IN PHYSICAL SCIENCE

3 units

Exploratory course: *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 54 hours lecture.

Transfer Credit: CSU

PHSC 071B EXPLORING TOPICS IN PHYSICAL SCIENCE

1 unit

Exploratory course: *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture.

Transfer Credit: CSU

**Course Identification Numbering System (C-ID)*

PHSC 071C EXPLORING TOPICS IN PHYSICAL SCIENCE

1 unit

Exploratory course: *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture and 18 hours laboratory.
Transfer Credit: CSU

PHSC 171A EXPLORING TOPICS IN PHYSICAL SCIENCE

3 units

Exploratory course: *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 54 hours lecture.

PHSC 171B EXPLORING TOPICS IN PHYSICAL SCIENCE

1 unit

Exploratory course: *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture.

PHSC 171C EXPLORING TOPICS IN PHYSICAL SCIENCE

1 unit

Exploratory course: *Specific topic identified in Schedule of Classes.*

Lecture focusing on topics of current and general interest. Total of 18 hours lecture and 18 hours laboratory.

PHYSICS

(School of Science and Mathematics)

PHYS 001A GENERAL PHYSICS

5 units

Prerequisite: *Math 005A.*

Calculus-based study of classical mechanics, including unit systems, particle kinematics, Newton's laws of motion, work and energy, linear and angular momentum, and rigid-body rotation and equilibrium. Total of 72 hours lecture and 72 hours laboratory.

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

**C-ID: PHYS 205; PHYS SEQ 200S (WITH PHYS 001B, 001C, 001D)*

PHYS 001B GENERAL PHYSICS

5 units

Prerequisites: *Phys 001A and Math 005A.*

Calculus-based study of gravitation, fluid mechanics, oscillations and waves, and thermodynamics. Total of 72 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC credit limitations. See counselor. *C-ID: PHYS SEQ 200S (WITH PHYS 001A, 001C, 001D)*

PHYS 001C GENERAL PHYSICS

5 units

Prerequisites: *Phys 001B and Math 005B.*

Calculus-based study of electricity and magnetism, and geometrical and physical optics. Total of 72 hours lecture and 72 hours laboratory.

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

**C-ID: PHYS 210; PHYS SEQ 200S (WITH PHYS 001A, 001C, 001D)*

PHYS 001D GENERAL PHYSICS

5 units

Prerequisites: *Phys 001C and Math 005C.*

Calculus-based study of introductory modern physics, including the theory of relativity, basic principles of quantum mechanics, elementary atomic, molecular, solid state, nuclear, and particle physics. Total of 72 hours lecture and 72 hours laboratory.

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

**C-ID: PHYS SEQ 200S (WITH PHYS 001A, 001B, 001C)*

PHYS 002A GENERAL PHYSICS

4 units

Prerequisite: *One of the following: Math 131 or 133B or 134B or 150.*

Recommended preparation: *Math 007A.*

Algebra- and trigonometry-based study of classical mechanics and thermodynamics. Total of 54 hours lecture and 54 hours laboratory.

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

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 131 or 150.*

Application of physics to modern life with minimum of mathematical emphasis. **No credit** if taken after any

**Course Identification Numbering System (C-ID)*

other college physics. Total of 54 hours lecture.
Transfer Credit: CSU; UC credit limitations. See counselor.

PHYS 010L DESCRIPTIVE PHYSICS IN THE LABORATORY

1 unit

Prerequisite: Enrollment in or completion of Phys 010. Laboratory investigations of physical principles with a minimum of mathematical emphasis. Total of 54 hours laboratory.
Transfer Credit: CSU; UC credit limitations. See counselor.

PHYS 020 INDEPENDENT STUDY

2 units

Prerequisite: Enrollment in or completion of any college physics course.

Faculty-guided student research. Each topic includes library research, design and execution of the experiments and the preparation of a summary research report. Total of 108 hours laboratory.
Transfer Credit: CSU; UC credit limitations. See counselor.

PHYS 031A GENERAL PHYSICS

5 units

Prerequisite: Math 005A.

Classical mechanics and thermal physics. For life sciences majors but open to all qualified students. Total of 72 hours lecture and 72 hours laboratory.
Transfer Credit: CSU; UC credit limitations. See counselor.

PHYS 031B GENERAL PHYSICS

5 units

Prerequisites: Phys 031A and Math 005B.

Electricity and magnetism, optics, and modern physics. **Recommended** enrollment in or completion of Math 005C. For life sciences majors but open to all qualified students. Total of 72 hours lecture and 72 hours laboratory.
Transfer Credit: CSU; UC credit limitation. See counselor.

PHYSIOLOGY

(School of Science and Mathematics)

PYSO 001 HUMAN PHYSIOLOGY

4 units

Prerequisites: Anat 025 and Chem 002A.

Introduction to human cellular and organ physiology, human genetics and embryology, current topics in health. **Recommended** sophomore standing. Total of 54 hours lecture and 54 hours laboratory.
Transfer Credit: CSU; UC 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

(School of Humanities and Social Sciences)

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

(School of Humanities and Social Sciences)

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**(School of Humanities and Social Sciences)****PSYC 001 INTRODUCTORY PSYCHOLOGY****3 units**

Principles of human behavior; physiological foundations, influence of heredity and environment; sense-perception, attention, capacities and abilities; learning; emotion and motivation; special emphasis on personality development and adjustment. **No credit** if taken after Psyc 001H. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: PSY 110*

PSYC 001H HONORS INTRODUCTORY PSYCHOLOGY**3 units**

Enrollment Limitation: *Acceptance into the Honors program.*

Principles of human behavior; physiological foundations, influence of heredity and environment; sense-perception, attention, capacities and abilities; learning; emotion and motivation; special emphasis on personality development and adjustment. This enriched course is designed for the Honors Program, allowing more student-directed discussions and more extensive writing assignments. **No credit** if taken after Psyc 001. Total of 54 hours lecture.

Transfer Credit: CSU; UC credit under review.

PSYC 002 ELEMENTARY PHYSIOLOGICAL PSYCHOLOGY**3 units**

Prerequisite: *Psyc 001.*

Interrelationship of physiological mechanisms and behavior. Emphasis on the role of the brain and nervous system in perception, emotion, motivation, states of

consciousness, language, memory and learning. Relevance of the biological perspective to an understanding of behavior and experience. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: PSY 150*

PSYC 005 RESEARCH METHODS IN PSYCHOLOGY**4 units**

Prerequisite: *Psyc 001 and Engl 001A and either Stat 018 or Stat 050.*

Introduction to the planning and execution of research in psychology, and to the analysis, interpretation and reporting of data. Total of 54 hours lecture and 36 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: PSY 205B*

PSYC 020 INDEPENDENT STUDY**1 unit**

Prerequisites: *One semester of psychology and permission of department chairperson.*

Laboratory research projects; library research; design and construction of research equipment; experiments; written reports. Total of 54 hours laboratory.

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

PSYC 021 DEVELOPMENTAL PSYCHOLOGY: THE CHILD**3 units**

Growth processes and dynamics of psychological development from conception through adolescence; physical, cognitive, emotional, personality, and social development of the child and adolescent. **No credit** if taken after Psyc 021H. Total of 54 hours lecture.

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

PSYC 021H HONORS DEVELOPMENTAL PSYCHOLOGY: THE CHILD**3 units**

Enrollment Limitation: *Acceptance into the Honors program.*

Growth processes and dynamics of psychological development from conception through adolescence; physical, cognitive, emotional, personality, and social development of the child and adolescent. This enriched course is designed for the Honors Program allowing more student directed discussions and more extensive writing assignments. **No credit** if taken after Psyc 021. Total of 54 hours lecture.

*Transfer Credit: CSU; UC credit under review. *C-ID: CDEV 100*

PSYC 022 DEVELOPMENTAL PSYCHOLOGY: THE ADULT**3 units**

**Course Identification Numbering System (C-ID)*

Dynamics of psychological development from young adulthood through maturity and old age; sensory, motor, neurological, and cognitive changes; development of personality and social behavior through the adult life cycle; process of aging, dying, and bereavement. Total of 54 hours lecture.

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

PSYC 023 SOCIAL PSYCHOLOGY

3 units

The individual within a social context; the scientific study of how people think about, influence and relate to one another. Topics include: attitude development and change; conformity, persuasion, leadership; and interpersonal relations, prejudice, aggression, conflict resolution, liking and loving others. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: PSYC 170*

PSYC 024 LIFESPAN DEVELOPMENTAL PSYCHOLOGY

3 units

Process and dynamics of human development from conception through adult maturity, old age, and death; biological, cognitive, personality, sociocultural, and existential factors influencing the course of psychological development across the lifespan. Total of 54 hours lecture.

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

**C-ID: PSY 180*

PSYC 025 HUMAN SEXUALITY

3 units

Historical, psychological, sociological and biological aspects of love, intimacy and human sexuality. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: PSY 130*

PSYC 029 PSYCHOLOGY OF THE AFRO-AMERICAN

3 units

Afro-American behavior patterns in relationship to dominant concepts in psychology. Analysis of psychological attitudes and problems of Afro-Americans resulting from racism, oppression and alienation. Total of 54 hours lecture.

Transfer Credit: CSU; UC

PSYC 031 STUDIES IN CHICANO BEHAVIOR

3 units

An examination of Mexican-American behavior patterns. Emphasis on attitudes, feelings and socio-psychological conflicts of the Mexican-American in relation to social situations. Total of 54 hours lecture.

Transfer Credit: CSU; UC

**Course Identification Numbering System (C-ID)*

PSYC 033 PSYCHOLOGY OF PERSONAL AND SOCIAL ADJUSTMENT

3 units

Dynamics of personality; problems of adjustment to life stresses, theories of therapy. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: PSY 115*

PSYC 041 PSYCHOLOGY OF THE ASIAN AMERICAN

3 units

Asian American behavior patterns in relationship to basic principles of psychology; search for identity in a multicultural society; roles of male and female in Asian American society. Total of 54 hours lecture.

Transfer Credit: CSU; UC

PSYC 110 SKILLS FOR COLLEGE SUCCESS IN PSYCHOLOGY

1 unit

Development of essential study techniques for success in psychology courses; orientation to applications of computer-based technologies in psychology; time management; textbook mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

PSYC 120 PARENTING

3 units

Theories of parenting. Stages of human development. Effect of family relationships on children. Specific problems related to growth and learning in children. Total of 54 hours lecture.

RADIOLOGIC TECHNOLOGY

(School of Health Sciences)

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: *Rdte 101.*

Radiologic technology as a profession. Responsibilities of the radiologic technologist regarding ethics and the patient's emotional needs. Patient consents. Developing introductory positioning skills using anatomical landmarks, role-play in chest radiography. Total of 18 hours lecture and 18 hours laboratory.

RDTC 101 MEDICAL PROCEDURES FOR THE TECHNOLOGIST

3 units

Prerequisites: *Valid CPR card and Pyso 002A and B.*

Corequisite: *Rdte 100.*

Physical needs of the X-ray patient with emphasis on aseptic technique, required preparations and ECG procedure. Responsibilities of the technologist during first aid and crash cart procedure. CPR review. **Eight weeks.** Total of 24 hours lecture and 24 hours laboratory.

RDTC 102 RADIATION PROTECTION

3 units

Prerequisites: *Rdct 100 and 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

3¹/₂ units

Prerequisites: *Rdct 100 and 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

3¹/₂ units

Prerequisites: *All of the following: 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: *All of the following: Rdct 102, 103A, 110, 112A, 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: *Rdct 119.*

Corequisites: *Rdct 103C, 105 and 117C.*

Principles, components and functions of computerized imaging systems with emphasis on the application of computers in the radiology department. Brief introduction to computed tomography, magnetic resonance imaging. Total of 36 hours lecture.

RDTC 112A RADIOLOGIC PHYSICS

3 units

Prerequisites: *Rdct 100 and 101.*

Corequisites: *Rdct 102, 103A, 110, 117A.*

Fundamentals of electrical and radiation physics. Emphasis on principles underlying optics, electromagnetic and other types of ionizing radiation. Total of 36 hours lecture and 54 hours laboratory.

RDTC 112B RADIOLOGIC PHYSICS

3 units

Prerequisites: *All of the following: Rdct 102, 103A, 110, 112A, 117A.*

Corequisites: *Rdct 103B, 104, 117B.*

Function and use of basic radiologic physics in diagnostic radiology. Applied physical rules and laws in general physics, production of the X-ray beam, tubes and generators, circuitry and equipment. Quality assurance of special equipment. Total of 36 hours lecture and 54 hours laboratory.

RDC 113A CLINICAL LEARNING EXPERIENCE

2 units

Prerequisites: *All of the following: Rdc 102, 103A, 112A, 117A.*

Intermediate Clinical Learning Experience in a Radiology Department of an affiliate hospital or medical center under the supervision of a licensed Radiologic Technologist. Participation will include observation, assistance and performance in basic radiographic procedures. Clinical practice shall be designed to provide standard patient care and assessment, integration and application of radiographic procedures learned during the first semester, which include the upper and lower limbs, and the gastrointestinal tract. **Short term course.** Total of 96 hours laboratory.

RDC 113B CLINICAL LEARNING EXPERIENCE

6 units

Prerequisites: *All of the following: Rdc 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.

RDC 116 PERSPECTIVES IN RADIOLOGIC TECHNOLOGY

2 units

Prerequisites: *All of the following: Rdc 103C, 105, 111, 117C.*

Corequisites: *Rdc 117D; 118; and either Rdc 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.

RDC 117A CLINICAL EXPERIENCE

2 units

Prerequisites: *All of the following: Rdc 100, 101, valid CPR card.*

Corequisites: *Rdc 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.

RDC 117B CLINICAL EXPERIENCE

2 units

Prerequisites: *All of the following: Rdc 102, 103A, 110, 112A, 117A.*

Corequisites: *Rdc 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.

RDC 117C CLINICAL EXPERIENCE

4 units

Prerequisites: *All of the following: Rdc 117A, 117B, 119, valid CPR card.*

Corequisites: *Rdc 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.

RDC 117D CLINICAL EXPERIENCE

4 units

Prerequisites: *All of the following: Rdc 103C, 105, 111, 117C.*

Corequisites: *Rdc 116, 118, and either Rdc 121 or 123.*

Clinical experience in the radiology department of affiliated hospitals under the supervision of a certified radiologic technologist. Total of 512 hours laboratory.

RDC 118 FLUOROSCOPY

3 units

Prerequisites: *All of the following: Rdc 103C, 105, 111, 117C.*

Corequisites: *Rdc 116; 117D; and either Rdc 121 or 123.*

Technical function and design of image intensification, recording monitoring systems, human anatomy and physiology of the eye. Emphasis on radiation protection and quality control testing. Total of 40 hours lecture and 15 hours laboratory.

RDC 119 CLINICAL EXPERIENCE

6½ units

Prerequisites: *All of the following: Rdc 103B, 104, 113A, 117B.*

Clinical experience in affiliated hospitals as an extension of and related to classroom instruction, and application of disease and injury changes. Emphasis on features of conditions in X-ray examinations. **Ten weeks.** Total of 20 hours lecture and 380 hours laboratory.

RDC 120 INDEPENDENT STUDY**1 unit**

Prerequisite: *Rdc 101.*

Research or clinical project including experience in clinical practice settings, practical laboratory assignment, lecture attendance, literature review and community projects. Total of 54 hours laboratory.

RDC 121 MAMMOGRAPHIC PROCEDURES**3 units**

Prerequisites: *All of the following: Rdc 103C; 105; 111; 117C or a valid CRT ARRT Certification certificate.*

Corequisites: *Rdc 116, 118, 117D. For non-PCC students documentation of current California Radiologic Technology Certificate in Diagnostic Radiologic Technology and/or approved by Program Director.*

Technical and procedural aspects of mammography including radiation protection, quality assurance, breast anatomy, pathology, film critique, positioning and mass localization procedures. Total of 54 hours lecture.

RDC 123 COMPUTERIZED TOMOGRAPHY**3 units**

Prerequisites: *All of the following: Rdc 103C; 105; 111; 117C or a valid California Radiologic Technologist Certificate in Diagnostic Radiology, and/or approval from the Program Director..*

Corequisites: *Rdc 116, 118, 117D. For non-PCC students documentation of current California Radiologic Technology Certificate in Diagnostic Radiologic Technology and/or approved by Program Director.*

Principles of computed tomography, including data acquisition, image reconstruction, image display system, image recording system, and image storage system. Quality assurance aspects of CT, and basic concepts of Spiral and Helical scanning. Total of 54 hours lecture.

RELIGIOUS STUDIES

(School of Humanities and Social Sciences)

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

(School of Humanities and Social Sciences)

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

(School of Humanities and Social Sciences)

SOSC 110 SKILLS FOR COLLEGE SUCCESS IN SOCIAL SCIENCES

1 unit

Development of essential study techniques for success in social science courses; orientation to computer-based technologies, time management, textbook mastery, lecture outlining, test taking, and critical analysis. Total of 18 hours lecture.

SOCIOLOGY

(School of Humanities and Social Sciences)

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

*Course Identification Numbering System (C-ID)

dealing with aging for the individual. The family and society. Elders and the law. The sociology of grief in American culture and other cultures. Total of 54 hours lecture.
Transfer Credit: CSU; UC

SOC 024 MARRIAGE AND THE FAMILY

3 units

The family as a social institution; social, economic, legal, psychological aspects of marriage and family life; patterns of courtship, marriage and family organization. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: SOCI 130*

SOC 029 SOCIOLOGY OF THE AFRICAN-AMERICAN

3 units

Sociological factors affecting African-American's relationships to major institutions, social movements, attitudes and values of American culture. Total of 54 hours lecture.

Transfer Credit: CSU; UC

SOC 031 CHICANO SOCIOLOGY

3 units

Cultural background of Mexican-American; major differences between Anglo and Mexican-American values and attitudes; past and present intercultural problems; economic, educational, political, language, family; Mexican-American contributions to the United States. Total of 54 hours lecture.

Transfer Credit: CSU; UC

SOC 041 SOCIOLOGY OF THE ASIAN AMERICAN

3 units

Analysis of sociological factors influencing Asian American experience in American society. Evaluation of effects of living in a dual culture with concomitant stresses upon Asian American psyche. Total of 54 hours lecture.

Transfer Credit: CSU; UC

SPANISH

(School of Humanities and Social Sciences)

SPAN 001 ELEMENTARY SPANISH

5 units

Beginning language acquisition with practice in listening, speaking, reading and writing. Introduction to customs and culture of Spain and Latin America. Corresponds to first year of high school Spanish. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: SPAN 100*

SPAN 002 ELEMENTARY SPANISH

5 units

Prerequisite: *Span 001 or 150B, or the first year of high school Spanish, or placement based on the foreign language assessment process.*

Continuation of elementary grammar essentials; speaking, reading, listening and writing with stress on authentic language; further study of Spanish and Latin-American civilization. **No credit** if taken after Span 002A. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: SPAN 110*

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.*

Reading, writing, speaking and listening with development of communication and analytical skills based on 20th and 21st century Spanish and Latin-American readings; review of Spanish grammar; increased vocabulary. Customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: SPAN 200*

SPAN 004 INTERMEDIATE SPANISH

5 units

Prerequisite: *Span 003 or three years of high school Spanish or placement based on the foreign language assessment process.*

Further reading, writing, speaking and listening with development of communication and analytical skills based on 20th and 21st century Spanish and Latin-American readings; review of Spanish grammar; increased vocabulary. Customs and culture. Total of 90 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: SPAN 210*

SPAN 005 INTRODUCTION TO SPANISH LITERATURE

3 units

Prerequisite: *Span 004 or placement based on the foreign language assessment process.*

Reading and discussion of selections from Spanish literature. Total of 54 hours lecture.

Transfer Credit: CSU; UC

*Course Identification Numbering System (C-ID)

SPAN 006A INTRODUCTION TO SPANISH-AMERICAN LITERATURE

3 units

Prerequisite: *Span 004 or placement based on the foreign language assessment process.*

Reading and discussion of selections from Spanish-American literature from the Conquest to the end of 19th Century. Total of 54 hours lecture.

Transfer Credit: CSU; UC

SPAN 006B INTRODUCTION TO SPANISH-AMERICAN LITERATURE

3 units

Prerequisite: *Span 004 or placement based on the foreign language assessment.*

Reading and discussion of XX Century selections from Spanish-American literature. Total of 54 hours lecture.

Transfer Credit: CSU; UC

SPAN 008A-B INTRODUCTION TO SPANISH CONVERSATION

4 units

Prerequisite: *Span 002 or two years of high school Spanish or placement based on the foreign language assessment process.*

Practice in oral self-expression and understanding spoken Spanish. **No credit** if taken after Span 003 or Span 009A-C. **For** non-native speakers of Spanish. **Each course** 2 units, and a total of 36 hours lecture.

Transfer Credit: CSU

SPAN 009A-C SPANISH CONVERSATION

6 units

Prerequisite: *Span 003 or three years of high school Spanish or placement based on the foreign language assessment process.*

Intensive practice in oral expression and comprehension of spoken Spanish. **Each course** 2 units, and a total of 36 hours lecture.

Transfer Credit: CSU; UC

SPAN 012 SPANISH LITERATURE IN TRANSLATION

3 units

Prerequisite: *Eligibility for Engl 001A.*

Reading and discussion of major works of Spanish or Latin American literature in translation from different historical periods. Selections will be made from different genres: novel, drama, poetry and the essay. Students will learn to identify the unique traits of each work and become acquainted with the historical, cultural and artistic influences on them. (Course conducted in English.) Total of 54 hours lecture.

Transfer credit: CSU; UC

SPAN 025 SPANISH COMPOSITION

3 units

Prerequisite: *Span 004 or placement based on the foreign language assessment process.*

Practice in writing Spanish with appropriate vocabulary, syntactical structures and stylistic patterns. Emphasis on written expression that is grammatically correct, lexically sophisticated and rhetorically competent. Production of coherent expository prose. Total of 54 hours lecture.

Transfer Credit: CSU; UC

SPAN 031 LANGUAGE OF THE BARRIO

3 units

Prerequisite: *Span 001 or Spanish conversational ability.*

Study of the language that is used in the Mexican-American barrios. Emphasis given to how language reflects the uniqueness of the community. Total of 54 hours lecture.

Transfer Credit: CSU

SPAN 042A CIVILIZATION OF SPAIN AND PORTUGAL

3 units

Lectures and discussions on the geography, history and institutions of Spain and Portugal; life and customs, literature, music and art. (Course conducted in English.) **No credit** if taken after Span 042 or 042B. Total of 54 hours lecture.

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

SPAN 042B CIVILIZATION OF SPAIN AND PORTUGAL

3 units

Prerequisite: *Span 003 or placement based on the foreign language assessment process.*

Lectures and discussions on the geography, history and institutions of Spain and Portugal; life and customs, literature, music and art. (Course conducted in Spanish.) **No credit** if taken after Span 042 or 042A. Total of 54 hours lecture.

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

SPAN 044A CIVILIZATION OF LATIN AMERICA

3 units

Geography, history, life, customs, literature, music and art of Spanish and Portuguese speaking peoples of Latin America. (Course conducted in English.) **No credit** if taken after Span 044 or 044B. Total of 54 hours lecture.

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

SPAN 044B CIVILIZATION OF LATIN AMERICA

3 units

Prerequisite: *Span 003 or placement based on the foreign language assessment process.*

Geography, history, life, customs, literature, music and

art of Spanish and Portuguese speaking peoples of Latin America. (Course conducted in Spanish.) **No credit** if taken after Span 044 or 044A. Total of 54 hours lecture. *Transfer Credit: CSU; UC credit limitations. See counselor.*

SPAN 050 SPANISH AND LATIN AMERICAN CINEMA
3 units

Prerequisite: *Eligibility for Engl 001A or placement based on the foreign language assessment process.* Introductory study of Spanish and Latin-American films. The historical evolution of cinema as an art form, with emphasis on major themes, directors and movements, including recent developments in US Latino films. (Course conducted in English). Total of 54 hours lecture. *Transfer Credit: CSU; UC*

SPAN 150A SPANISH FOR BUSINESS AND TRAVEL
2 units

Practical conversational Spanish for business and travel. Contemporary culture in Spanish-speaking areas. Total of 36 hours lecture.

SPAN 150B SPANISH FOR BUSINESS AND TRAVEL
2 units

Prerequisite: *Span 150A, or placement based on the foreign language assessment process.* Further instruction in conversational Spanish for business and travel. Contemporary culture in Spanish-speaking areas. Total of 36 hours lecture.

SPECIAL EDUCATION TECHNOLOGY

(School of Humanities and Social Sciences)

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

(School of Visual, Media and Performing Arts)

SPCH 001 FUNDAMENTALS OF SPEECH

3 units

Principles and practices of public speaking, speech composition, organization, audience analysis and listening skills. **Recommended** proficiency in spoken English. Total of 54 hours lecture.

Transfer Credit: CSU; UC

SPCH 001H HONORS FUNDAMENTALS OF SPEECH

3 units

Enrollment Limitation: *Acceptance to the Honors Program.*

Principles and practices of public speaking, speech composition, organization, audience analysis and listening skills. **Recommended** proficiency in spoken English. Total of 54 hours lecture. **No credit** if taken after Speech 001.

Transfer Credit: CSU; UC credit under review.

**C-ID: COMM 110*

SPCH 002 PERSUASION

3 units

Recommended Preparation: *Spch 001 or Engl 100.*

Speech composition and organization for special speaking situations. Emphasis on persuasion and application of persuasive theory. Audience analysis and attention to development of listening skills. Total of 54 hours lecture.

Transfer Credit: CSU; UC

SPCH 003 VOICE AND DICTION

3 units

Physiological and anatomical basis of voice production and articulation. Instruction in articulation, pronunciation and vocal quality. **Recommended** proficiency in reading aloud. **For** broadcasting, drama and communication majors, but open to all qualified students. Total of 54 hours lecture.

Transfer Credit: CSU; UC

*Course Identification Numbering System (C-ID)

SPCH 004 ORAL INTERPRETATION**3 units**

Oral presentation of thought and feeling by an individual performer in various types of prose and poetry. Criticism and appreciation, analysis and evaluation. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: COMM 170*

SPCH 005 FORENSICS - SPEECH AND DEBATE TEAM**3 units**

Intercollegiate competitive speaking including platform events (informative, persuasive, communication analysis); interpretation (prose, duo, poetry, poi); limited preparation (impromptu and extemporaneous); and debate (parliamentary debate). **Maximum credit** 12 units, 3 units each semester. Total of 36 hours lecture and 72 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

Transfer Credit: CSU; UC credit under review.

**C-ID: COMM 160B*

SPCH 005A COMPETITIVE SPEECH**1 unit**

Intercollegiate competitive speaking including oratory, informative, individual events, extemporaneous, impromptu, radio and television, oral interpretation and duo-acting events. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU. *C-ID: COMM 160B*

SPCH 005B FORENSICS**1 unit**

Intercollegiate debate and/or Readers' Theater. **Maximum credit** 4 units, 1 unit each semester. Total of 54 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU. *C-ID: COMM 160B*

SPCH 006 ARGUMENTATION AND DEBATE**3 units**

Principles and forms of argumentation and debate. Logical analysis and reflective thinking. Adaptation of 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 SMALL GROUP COMMUNICATION**3 units**

Principles of communication in a variety of group contexts. Theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision making, and leadership. Total of 54 hours lecture.

*Transfer Credit: CSU. *C-ID: COMM 140*

SPCH 010 INTERPERSONAL COMMUNICATION**3 units**

Principles and practices in communication and communication theories. Intrapersonal, interpersonal and small group communication. Non-verbal communication, perception-information processing, attitude change and semantics. **Recommended** proficiency in spoken English. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: COMM 130*

SPCH 012 ARGUMENTATION AND CRITICAL THINKING**3 units**

Prerequisite: *Engl 001A.*

Oral and extensive written analysis of propositions, tests of evidence, argumentation fields, critical analysis and interpretation and evaluation of contemporary public controversy. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: COMM 120*

SPCH 013 INTRODUCTION TO SPEECH COMMUNICATION**3 units**

A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. **Recommended** proficiency in spoken English. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: COMM 180*

SPCH 120 SPEECH-LANGUAGE LAB**1 unit**

Correction of speech/language problems. **Pass/no pass** grading. Total of 54 hours laboratory.

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

(School of Visual, Media and Performing Arts)

**Course Identification Numbering System (C-ID)*

SLPA 018 SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

3 units

Prerequisite: *Eligibility for Engl 001A.*

Introduction to the field of communication disorders. Guidelines for determining the development of normal and pathological speech. Observation in various clinical sites. **Recommended** enrollment in Spch 003. **For** students pursuing a Certificate of Achievement in Speech-Language Pathology Assistant. Total of 54 hours lecture and 18 hours laboratory.

Transfer Credit: CSU

SLPA 119 SPEECH-LANGUAGE PATHOLOGY: PROFESSIONAL ISSUES

3 units

Prerequisite: *SLPA 018.*

Principles and procedures for management of individuals with communicative disorders with consideration for cultural and linguistic variations. Legal and ethical considerations as well as requirements for employment in various work settings, including interdisciplinary and supervisory relationships, and scope of responsibilities of a Speech-Language Assistant. Total of 54 hours lecture.

SLPA 123A COMMUNICATION DISORDERS: ASSESSMENT AND REMEDIATION

3 units

Prerequisite: *SLPA 119.*

Examination of specific disorders of communication, including their characteristics, causes and the anatomical structures and physiological muscle functions related to normal speech and language development. Assessment and screening techniques; scope of practice and role of the Speech-Language Pathology Assistant. Data collection, clinical documentation and record-keeping. **Required** for all Speech-Language Pathology Assistant majors. **No credit** if taken after Speech 123. Total of 54 hours lecture and 18 hours laboratory.

SLPA 123B COMMUNICATION DISORDERS: REMEDIATION

3 units

Prerequisite: *SLPA 123A.*

Remediation techniques, rationale for commonly used therapeutic approaches, including assistive and computer technology. Scope of practice and role of Speech-Language Pathology Assistant in intervention procedures including clinical documentation and appropriate use of therapeutic materials. **Required** for all Speech-Language Pathology Assistant majors. Total of 54 hours lecture and 18 hours laboratory.

SLPA 126 SPEECH LANGUAGE PATHOLOGY ASSISTANT FIELD WORK

2 units

Prerequisite: *Enrollment in or completion of SLPA 123B.*

Enrollment Limitation: *Student must have current, clear TB test and/or chest x-ray certifying health to off-campus populations which will be served and a clear DOJ Livescan for both the college and the off-campus site. Student must meet with the on-campus Instructor prior to semester of enrollment for (1) a fieldwork orientation (2) to establish a signed contract of understanding of all requirements for the off-campus experience.*

Supervised fieldwork experience assisting with the clinical management of persons with communicative disorders. Opportunities to interact with clients/patients while implementing a prescribed remedial plan, assisting with screening or evaluation under the direction of a speech-language pathologist, record keeping and managing of clinical data, setting up clinical equipment and materials, and performing various clerical duties as needed. **Pass/no pass** grading. Total of 180 hours field practice.

STATISTICS

STAT 015 STATISTICS FOR BUSINESS AND ECONOMICS

4 units

(School of Business, Engineering and Technology)

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

(School of Humanities and Social Sciences)

Prerequisite: *Math 131 or 133B or 134B or 141 or 150 or placement based on the statistics assessment process.*

Basic statistics for majors in anthropology, economics,

psychology and sociology; tables, charts, summary measures, regression and correlation, statistical inference, sampling, variance, nonparametric and parametric tests, simple multivariate analysis; ANOVA; use of calculators and EXCEL. **No credit** if taken after Stat 015 or 050. Total of 90 hours lecture.

*Transfer Credit: CSU; UC credit limitations. See counselor.
C-ID: SOCI 125

STAT 050 ELEMENTARY STATISTICS

4 units

(School of Science and Mathematics)

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)

(School of Business, Engineering and Technology)

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 School of Career and Technical Education certificate or enrollment in last course of program sequence and permission of Division Dean.*

Individual internship, community service, field practice opportunities in technology; on-the-job experiences in selected fields. Total of 54 hours of laboratory.

TECH 196 TECHNOLOGY LABORATORY

1 unit

Opportunity for qualified students to do individual or group work in their chosen branch of technology. Total of 9 hours lecture and 27 hours laboratory.

TECH 197 TECHNOLOGY LABORATORY

2 units

Opportunity for qualified students to do individual or group work in their chosen branch of technology. Total of 18 hours lecture and 54 hours laboratory.

TECH 198 TECHNOLOGY LABORATORY

5 units

Opportunity for qualified students to do individual or group work in their chosen branch of technology. Total of 45 hours lecture and 135 hours laboratory.

TECH 199 TECHNOLOGY LABORATORY

10 units

Opportunity for qualified students to do individual or group work in their chosen branch of technology. Total of 90 hours lecture and 270 hours laboratory.

TELEVISION AND RADIO

(School of Visual, Media and Performing Arts)

TVR 001 INTRODUCTION TO ELECTRONIC MEDIA

3 units

Recommended Preparation: *Engl 001A.*

Overview of the telecommunications industry. History, law, business operations, economics, new technology, career opportunities and the future of the telecommunications industry. Total of 54 hours lecture.

Transfer Credit: CSU

TVR 002A BEGINNING AUDIO PRODUCTION

3 units

Introduction to the theory and practice of audio production for radio, television, film and digital recording applications. Fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Hands-on experience recording, editing, mixing and mastering audio. Basic knowledge of applied audio concepts, production workflow, equipment functions, and audio editing software. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

TVR 002B RADIO BROADCAST MASTER CONTROL OPERATIONS

3 units

Prerequisite: *TVR 002A.*

Introduction to operation of radio broadcast master control facilities and studio control facilities, remote control systems, FCC rules and regulations, mathematical calculations relating to proper transmitter operation, program logs, remote control systems, remote pickup units, EAS system requirement, network and satellite

**Course Identification Numbering System (C-ID)*

operations, remote broadcasts and system level troubleshooting. **Recommended** Eltn 130 and high school algebra, Tech 107A or Eltn 109A. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

TVR 004 BEGINNING SINGLE CAMERA PRODUCTION
3 units

Introduction to the theory, terminology, and techniques of single camera video production including producing and directing, content development, aesthetics, camera operation, portable lighting, video recorder operation, sound recording and basic editing techniques. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU; UC credit under review.

TVR 007 BEGINNING TV STUDIO PRODUCTION
3 units

Introduction to theory, terminology and operation of a multi-camera television studio and control room. Topics include studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control and video recording and real-time video production. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

TVR 012 BEGINNING ANNOUNCING AND PERFORMING IN ELECTRONIC MEDIA
3 units

Recommended Preparation: *Spch 003.*

Performance for electronic media with emphasis on voice skills, communication of personality and ideas. Techniques for various microphones and environment. Total of 54 hours lecture.

Transfer Credit: CSU

TVR 014A PRODUCTION TECHNIQUES FOR ELECTRONIC MEDIA
3 units

Recommended preparation: *TVR 012 and TVR 015.*

Introductory course in theory and application of audio production techniques for radio. Students will gain a basic understanding of audio equipment in both live and pre-recorded broadcasting. This includes recording equipment, mixers, digital audio production, radio program formats, broadcast writing and announcing skills. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

TVR 014B ADVANCED RADIO PRODUCTION
3 units

Prerequisite: *TVR 014A.*

Advanced projects in production: news, public affairs, documentary and music programs. Total of 54 hours lecture and 18 hours laboratory.

Transfer Credit: CSU

TVR 015 INTRODUCTION TO RADIO AND TELEVISION WRITING
3 units

Recommended Preparation: *Engl 001A.*

Basic introductory course in writing for the film and electronic media. Emphasis on preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. Total of 54 hours lecture.

Transfer Credit: CSU

TVR 016A TELEVISION PRODUCTION
4 units

Recommended Preparation: *TVR 007.*

Concepts and practices in scripting, producing and directing a variety of television program formats for multi-camera studio production. **Recommended** concurrent enrollment in TVR 014A. Total of 72 hours lecture and 36 hours laboratory.

Transfer Credit: CSU

TVR 016B TELEVISION PRODUCTION
4 units

Prerequisites: *TVR 007 and TVR 016A.*

Advanced television studio production. Includes such projects as interviews, music videos, and dramatic scenes. Total of 54 hours lecture and 90 hours laboratory.

Transfer Credit: CSU

TVR 017A TELEVISION AND FILM SCRIPT WRITING
3 units

Script analysis and construction. Marketing of dramatic material for television and film productions. Methods, devices and forms of script writing. Total of 54 hours lecture.

Transfer Credit: CSU

TVR 017B TELEVISION AND FILM SCRIPT WRITING
3 units

Prerequisite: *TVR 017A.*

Advanced script analysis, development and construction. Emphasis on solving problems in the writing process. Study and employment of various problem-solving approaches to rewriting and refinement of scripts. Total of 54 hours lecture.

Transfer Credit: CSU

TVR 018 RADIO AND TELEVISION NEWSWRITING**3 units**

Writing and editing radio and television news. Opportunities to participate in writing news copy for Lancer Radio and cable television. **Recommended** Comm 001 or Jour 004A. Total of 54 hours lecture.

Transfer Credit: CSU

TVR 019 INTRODUCTION TO MEDIA AESTHETICS AND CINEMATIC ARTS**3 units**

Recommended Preparation: *Eligibility for Engl 001A.*

An introduction to the close analysis of film, television and electronic media texts. The course will examine broad questions of form and content, aesthetics and meaning, and history and culture. Using a wide variety of TV, films, filmmakers, and film movements the course explores the diverse possibilities presented by the cinematic art form. Topics include modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology and critical analysis. Total of 54 hours lecture.

Transfer Credit: CSU

TVR 021 ELECTRONIC MEDIA MANAGEMENT**3 units**

Theory and practice of electronic media management. Advertising and other funding sources. **Recommended** enrollment in or completion of TVR 001. Total of 54 hours lecture.

Transfer Credit: CSU

TVR 024 ELECTRONIC NEWS GATHERING AND EDITING**3 units**

Prerequisite: *TVR 007 or 107.*

Fundamentals and aesthetics of electronic news gathering (ENG), single camera shooting style and basic editing techniques. **Recommended** TVR 018 and Phot 021. Total of 36 hours lecture and 54 hours laboratory.

Transfer Credit: CSU

TVR 104 LIVE SOUND REINFORCEMENT**3 units**

Recommended Preparation: *TVR 002A.*

The elements of live sound reinforcement for front of house and monitor reinforcement including design and engineering, speaker and microphone types, placement of components, equalization methods, acoustics, wiring, AC power distribution, and mixing techniques. Emphasis on system engineering, component placement and mixing. Total of 54 hours lecture and 54 hours laboratory.

TVR 107 VIDEO STUDIO CONTROLS**5 units**

Prerequisite: *TVR 007.*

Recommended preparation: *TVR 002A.*

Theory and application of television studio equipment in production: lighting, cameras, switchers, electronic graphics, digital recording, audio mixer, and video monitoring equipment. Total of 72 hours lecture and 72 hours laboratory.

TVR 108 TELEVISION OPERATIONS**4 units**

Prerequisite: *TVR 007.*

Definition, processing, distribution, and evaluation of television signals. Television system evaluation using standardized test signals and TV monitoring equipment. Total of 72 hours lecture and 18 hours laboratory.

TVR 117 TELECOMMUNICATIONS WORKSHOP**1 unit**

Prerequisite: *One of the following: TVR 002B, 014A, 016A, 107.*

Enrollment Limitation: *Instructor approval.*

Faculty-selected projects permitting advanced students to work in any field of telecommunications. Total of 54 hours laboratory.

TVR 119 TELECOMMUNICATIONS WORKSHOP**3 units**

Prerequisite: *One of the following: TVR 002B, 014A.*

Faculty selected projects permitting advanced students to work in radio production and/or radio operations. Total of 162 hours laboratory.

TVR 120 RADIO WORKSHOP**2 units**

Prerequisite: *One of the following: TVR 002B, 014A.*

Faculty selected projects permitting advanced students to work in radio production and/or operations. Total of 108 hours laboratory.

TVR 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 and TVR 107.*

Television production and operations techniques associated with field production. Total of 36 hours lecture and 54 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

TVR 125A TELEVISION DRAMA PRODUCTION**3 units****Prerequisite:** TVR 007 or 107.

Techniques associated with three-camera production of dramatic scripts. Directing, blocking, scene breakdown, lighting and post-production. Production of television drama or comedy. Total of 18 hours lecture and 108 hours laboratory.

TVR 125B TELEVISION DRAMA PRODUCTION**3 units****Prerequisite:** TVR 007 or 107.

Techniques associated with film-style production of dramatic scripts. Directing, blocking, scene breakdown, lighting and post-production. Production of television drama. Total of 18 hours lecture and 108 hours laboratory.

TVR 128A TV OPERATIONS INTERNSHIP**1 unit****Prerequisites:** TVR 107 and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128B, C, D, E, F or TVR 129A, B, C, D, E, F. Total of 90 hours field practice.

TVR 128B RADIO OPERATIONS INTERNSHIP**1 unit****Prerequisites:** TVR 002B and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, C, D, E, F or TVR 129A, B, C, D, E, F. Total of 90 hours field practice.

TVR 128C BROADCAST NEWS/ADMINISTRATION INTERNSHIP**1 unit****Prerequisites:** TVR 024 and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, D, E, F or TVR 129A, B, C, D, E, F. Total of 90 hours field practice.

TVR 128D MUSIC RECORDING/AUDIO INTERNSHIP**1 unit****Prerequisites:** TVR 103A and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, E, F or TVR 129A, B, C, D, E, F. Total of 90 hours field practice.

TVR 128E TELEVISION PRODUCTION INTERNSHIP**1 unit****Prerequisites:** TVR 016A and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, F or TVR 129A, B, C, D, E, F. Total of 90 hours field practice.

TVR 128F RADIO PRODUCTION INTERNSHIP**1 unit****Prerequisites:** TVR 014A and maintain enrollment in 7 units or more including internship.

Supervised, practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E or TVR 129A, B, C, D, E, F. Total of 90 hours field practice.

TVR 129A TV OPERATIONS INTERNSHIP**2 units****Prerequisites:** TVR 107 and maintain enrollment in 7 units or more including internship.

Supervised practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E, F or TVR 129B, C, D, E, F. Total of 180 hours field practice.

TVR 129B RADIO OPERATIONS INTERNSHIP**2 units****Prerequisites:** TVR 002B and maintain enrollment in 7 units or more including internship.

Supervised practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E, F or TVR 129A, C, D, E, F. Total of 180 hours field practice.

TVR 129C BROADCAST NEWS/ADMINISTRATION INTERNSHIP**2 units****Prerequisites:** TVR 024 and maintain enrollment in 7 units or more including internship.

Supervised practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E, F or TVR 129A, B, D, E, F. Total of 180 hours field practice.

TVR 129D MUSIC RECORDING/AUDIO INTERNSHIP**2 units****Prerequisites:** TVR 103A and maintain enrollment in 7 units or more including internship.

Supervised practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E, F or TVR 129A, B, C, E, F. Total of 180 hours field practice.

TVR 129E TELEVISION PRODUCTION INTERNSHIP**2 units****Prerequisites:** *TVR 016A and maintain enrollment in 7 units or more including internship.*Supervised practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E, F or TVR 129A, B, C, D, F. Total of 180 hours field practice.**TVR 129F RADIO PRODUCTION INTERNSHIP****2 units****Prerequisites:** *TVR 014A and maintain enrollment in 7 units or more including internship.*Supervised practical experience in an industry related professional environment. **Pass/no pass** grading. **May not be taken concurrently** with TVR 128A, B, C, D, E, F or TVR 129A, B, C, D, E. Total of 180 hours field practice.**TVR 141A BEGINNING DIGITAL NON-LINEAR VIDEO EDITING****3 units****Prerequisite:** *TVR 007.*

Introductory theory and application of beginning editing techniques using the Avid Editing System. Study of the editing process. Digitizing, and editing scenes. Total of 36 hours lecture and 54 hours laboratory.

TVR 141B INTERMEDIATE DIGITAL NON-LINEAR VIDEO EDITING**3 units****Prerequisite:** *TVR 141A or placement based the TVR assessment process.*

Intermediate theory and application of editing techniques using the Avid Editing System. Critical analysis of the editing process. Editing complex scenes. Creating visual effects. Introduction to editing system troubleshooting. Total of 36 hours lecture and 54 hours laboratory.

TVR 142 ADVANCED NON-LINEAR EFFECTS EDITING**3 units****Prerequisite:** *TVR 141A.*

Advanced visual effects editing using the Avid Editing System. Create, enhance, modify and treat stills, motion graphics and titling sequences (Adobe Photoshop, BorisFX). Troubleshoot system and peripheral devices and software. Total of 36 hours lecture and 54 hours laboratory.

TVR 143 DIGITAL AUDIO WORKSTATION SKILLS**3 units****Prerequisite:** *TVR 002A or 141A.*

Theory and application of digital audio workstations used in media production and postproduction. Developing proficiency using Digidesign's Pro Tools in a project based learning environment. Total of 36 hours lecture and 54 hours laboratory.

TVR 144 DIGITAL NON-LINEAR ASSISTANT EDITING**3 units**

Introductory theory and application of assistant editing techniques using the Avid Editing System. Study and practical application of the assistant editing process. System setup, project setup, various inputting techniques, transcoding, project organization skills, various online mixing, exporting and outputting skills and techniques. Total of 36 hours lecture and 54 hours lecture.

THEATER ARTS**(School of Visual, Media and Performing Arts)****THRT 001 INTRODUCTION TO THEATER****3 units**Introduction to theatre as an art form through exploration of theatre in production, with an emphasis on the collaborative role of theatre artists and the active role of the audience. Understanding of, and access to, live theatrical events and enhanced appreciation of the value of theatre to society; development of critical skills through consideration of representative examples of theatrical productions from numerous genres and time periods. Attendance at selected college-sponsored and professional theatre events required. **Required** instructional trips. Total of 54 hours lecture.*Transfer Credit: CSU; UC. *C-ID: THTR 111***THRT 002A ACTING I****3 units**

This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and interpretation of text. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: THTR 151***THRT 002B ACTING II****3 units****Prerequisite:** *Thrt 002A.*

This course follows Acting I and continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the

*Course Identification Numbering System (C-ID)

acting process through character analysis, monologues, and scenes. Total of 36 hours lecture and 72 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: THTR 152*

THRT 002C ADVANCED ACTING FUNDAMENTALS

3 units

Prerequisite: *Thrt 002B.*

Application of performance techniques and support activities for stage and camera productions. Advanced character development and the study of period styles and genres. **Recommended** enrollment in Thrt 029 and 030. Total of 36 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

THRT 004A MIME FUNDAMENTALS

2 units

Fundamental work in developing the body as an expressive tool for non-verbal communication, ensemble work and exploration and use of space through basic pantomime technique. **No credit** if taken after Thrt 004. Total of 27 hours lecture and 27 hours laboratory.

Transfer Credit: CSU; UC

THRT 004B MIME FOR THE ACTOR

2 units

Prerequisite: *Thrt 004A.*

Advanced work in mime technique for the development of period or style movement for actors and performance level mime work. Total of 27 hours lecture and 27 hours laboratory.

Transfer Credit: CSU; UC

THRT 005 HISTORY OF THEATER ARTS

3 units

The study of the history of theatre from the Origins of Theatre through the Present Day. The history and development of theatre and drama are studied in relationship to cultural, political and social conditions of the time. Plays are read for analysis of structure, plot, character and historical relevance. **Recommended** Engl 060. Total of 54 hours lecture.

Transfer Credit: CSU; UC

THRT 005A THEATRE HISTORY I

3 units

History of theatre from the Origins of Theatre to 1660. History and development of theatre and drama in relationship to cultural, political and social conditions of the time. Plays are read for analysis of structure, plot, character and historical relevance. **No credit** if taken after THRT 005. Total of 54 hours lecture.

Transfer Credit: CSU; UC credit under review.

THRT 005B THEATRE HISTORY II

3 units

Recommended Preparation: *Thrt 005A.*

History of theatre from the Restoration Theatre to Contemporary times. History and development of theatre and drama in relationship to cultural, political and social conditions of the time. Plays are read for analysis of structure, plot, character and historical relevance. **No credit** if taken after THRT 005. Total of 54 hours lecture.

Transfer Credit: CSU; UC under review.

THRT 006 PLAY WRITING

3 units

Basic view of dramatic structure in play writing designed to develop writing skills through study of professional models, writing scenes and plays, and workshop reading of material in progress. **Recommended** Thrt 002A. Total of 54 hours lecture.

Transfer Credit: CSU

THRT 007A EARLY FILM HISTORY

3 units

Development of motion pictures from their inception to the 1940's. Total of 54 hours lecture.

Transfer Credit: CSU; UC

THRT 007B CONTEMPORARY FILM HISTORY

3 units

Recommended preparation: *Thrt 007A.*

Survey of national and international film movements and developments from the 1950's to the present with special attention given to the influence of Hollywood studios and directors in the world of cinema, art and ideas. Total of 54 hours lecture.

Transfer Credit: CSU; UC

THRT 008 VOICE AND MOVEMENT FOR THE PERFORMER

3 units

The development of vocal and physical expression of the performer in theater, film and television. Total of 54 hours lecture.

Transfer Credit: CSU; UC

THRT 009 SCRIPT ANALYSIS

3 units

Prerequisite: *Thrt 002A.*

Techniques for analyzing a play or film script. This class will explore a variety of methods for investigating the interrelationship of the many parts of a script (theme, structure, characters, plot, setting, etc.). The perspectives gained will guide the students in their discovery of production alternatives for all artists; actors, directors, designers, etc. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: THTR 114*

*Course Identification Numbering System (C-ID)

THRT 010A MAKEUP FOR STAGE AND SCREEN**3 units**

Instruction and practice in a lecture/laboratory setting in all phases of makeup specifically designed for theatrical and cinematic use. Theory and practical application of makeup for stage, television and cinema. **Required** stage crew activity. Total of 36 lecture and 72 hours laboratory. This course may be scheduled using the "To Be Assigned" (TBA) scheduling format.

*Transfer Credit: CSU; UC. *C-ID: THTR 175*

THRT 010B ADVANCED MAKEUP FOR STAGE AND SCREEN**1 unit**

Prerequisite: *Thrt 010A.*

Students will receive instruction and practice in a lecture/laboratory setting in all phases of makeup specifically designed for theatrical and cinematic use. Theory and application of advanced techniques of makeup including hair makeup, principles of design for non-realistic makeup, mask construction and introduction to prosthesis. **Required** stage crew activity. **Recommended** enrollment in Thrt 030. Total of 18 hours lecture and 36 hours laboratory.

Transfer Credit: CSU; UC

THRT 012A TECHNICAL THEATER**4 units**

An introduction to technical theatre and the creation of scenic elements involved in department productions. Includes basic concepts of design, set movement, prop construction and procurement, backstage organization and career possibilities. Also includes stage management, lighting and/or sound techniques. Beginning practical application. **Required** stage crew activity. **Recommended** enrollment in Thrt 030. Total of 54 hours lecture and 54 hours laboratory.

*Transfer Credit: CSU; UC. *C-ID: THTR 171*

THRT 012B ADVANCED TECHNICAL THEATER**4 units**

Prerequisite: *Thrt 012A and enrollment in Thrt 030.*

Advanced practical application of technical theatre and in the creation of scenic elements involved in department productions. Includes continuing concepts of design, set movement, prop construction and procurement, backstage organization and career possibilities. Students are required to assume technical and production responsibility for all department productions approved by instructor. Also includes stage management, lighting and/or sound techniques. Beginning practical applica-

tion. **Required** stage crew activity. Total of 54 hours lecture and 54 hours laboratory.

Transfer Credit: CSU; UC

THRT 013 INTRODUCTION TO SCENIC DESIGN**3 units**

Recommended Preparation: *Thrt 030 and Thrt 012A.*

Aspects of Theatrical Design; problems of translating a dramatic idea into stage production. Students will be offered a survey of Theatrical design and construction techniques through demonstration and lecture. **Required** stage crew activity. Total of 54 hours lecture.

Transfer Credit: CSU; UC

THRT 015 COSTUME CRAFTS**3 units**

Students will study costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated. **Recommended** enrollment in Thrt 030. Total of 54 hours lecture and 54 hours laboratory. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format.

*Transfer Credit: CSU; UC. *C-ID: THTR 174*

THRT 016 COMEDIC PERFORMANCE**1 unit**

Prerequisite: *Thrt 002A.*

Exploration of techniques unique to comedy acting that include character development, emotional range, over-emphasis, under-emphasis, distortion, surprise and free association. Total of 18 hours lecture and 36 hours laboratory.

Transfer Credit: CSU; UC

THRT 26 IMPROVISATION TECHNIQUES**2 units**

Prerequisite: *Thrt 002A.*

Principles of improvisation techniques, development of scenes, characterization and ensemble work. Total of 27 hours lecture and 27 hours laboratory.

Transfer Credit: CSU; UC

THRT 027 MUSICAL THEATRE PRODUCTION**1 unit**

Enrollment Limitation: *Audition.*

Experience in all aspects of musical theatre: rehearsal and performance for cast, technical crew and instrumentalists in production of a large-scale musical. **Maximum credit:** 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. Total of 162 hours of laboratory. **Formerly** Thrt 125.

Transfer Credit: CSU; UC

**Course Identification Numbering System (C-ID)*

THRT 028 STUDIO PRODUCTION – REHEARSAL AND PERFORMANCE

1 unit

Enrollment Limitation: *Audition.*

Performance participation in small-scale dramatic productions. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Theater Production Family:** Thrt 028, 029, 030. Total of 72 hours laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.

Transfer Credit: CSU; UC

THRT 029 REHEARSAL AND PERFORMANCE

3 units

Enrollment Limitation: *Audition.*

Performance in film, television and theater performance. **Maximum credit** 12 units, 3 units each semester. **Maximum of 4 enrollments** allowed in the **Theater Production Family:** Thrt 028, 029, 030. Total of 144 hours of laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.

Transfer Credit: CSU; UC

THRT 030 STAGE TECHNIQUES

1 unit

Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews for Theatre Department productions. **Maximum credit** 4 units, 1 unit each semester. **Maximum of 4 enrollments** allowed in the **Theater Production Family:** Thrt 028, 029, 030. Total of 54 hours laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.

*Transfer Credit: CSU; UC. *C-ID: THTR 192*

THRT 041 FUNDAMENTALS OF STAGE LIGHTING

3 units

This course involves the study and execution of stage lighting with emphasis on equipment, control, color and their relationship to design. Required participation in rehearsals and performances. Total of 54 hours lecture.

*Transfer Credit: CSU; UC. *C-ID: THTR 173*

THRT 075 MUSICAL THEATER WORKSHOP

2 units

Prerequisite: *Retention based on successful audition.*

Interdisciplinary course: Music, Theater Arts
Techniques, skills, theory and practice of musical theater performance and audition. The practice of songs, scenes and dance for performance on the live stage. **May not be**

taken concurrently with or after Musc 075. **Maximum credit** 8 units, 2 units each semester. **Maximum of 4 enrollments** allowed in the **Musical Theater Family:** Danc 007AB, Musc 067, 075, 076, Thrt 075, 027. Total of 18 hours lecture and 72 hours laboratory.

Transfer Credit: CSU; UC

THRT 105 BEGINNING SHAKESPEARE WORKSHOP

2 units

Scansion, interpretation, poetry, prose and performance techniques related to Shakespearean drama. Total of 27 hours lecture and 27 hours laboratory.

THRT 130 PRACTICAL ACTING STUDIES

2 units

Prerequisite: *Thrt 002A.*

The investigation and practical application of contemporary theories of acting as they relate to preparing for a role and their use in solving individual acting problems in film, television and theater. **Maximum credit** 6 units, 2 units each semester. Total of 27 hours lecture and 27 hours laboratory.

THRT 131 INTERSESSION PRODUCTION WORKSHOP

2 units

Prerequisite: *Retention based on successful audition.*

Practical experience in theatrical or television production: acting, directing, costuming, makeup, set design and construction. **Six weeks. Summer and winter** intersessions. Total of 108 hours laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.

THRT 132 INTERSESSION PERFORMANCE TECHNIQUES WORKSHOP

1 unit

Various performance techniques in theater film or television. **Six weeks. Summer and winter** intersessions. Total of 54 hours laboratory. This course may be scheduled using the “To Be Arranged” (TBA) scheduling format.

WELDING

(School of Business, Engineering and Technology)

WELD 044A INTRODUCTION TO GAS WELDING

1 unit

Survey of major welding processes, nomenclature, types of joints. Study of oxy-acetylene welding, brazing and cutting. Welding safety. Total of 54 hours laboratory.

Transfer Credit: CSU

*Course Identification Numbering System (C-ID)

WELD 044B INTRODUCTION TO ELECTRIC ARC WELDING**1 unit**

Fundamentals of shielded metal arc welding; equipment, electrodes and basic procedures. Oxygen cutting. Arc welding safety. Total of 54 hours laboratory.

Transfer Credit: CSU

WELD 044C ADVANCED ARC WELDING**1 unit**

Prerequisite: *Weld 044B.*

Techniques of out-of-position arc welding. Vertical and overhead fillet 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.

Noncredit Division



SECTION IX

NONCREDIT DIVISION

Administration Office
3035 East Foothill Boulevard
Pasadena, California 91107
(626) 585-3000
<http://www.pasadena.edu>

GENERAL INFORMATION

OVERVIEW

Pasadena City College's Noncredit Division offers noncredit classes and certificate programs for students seeking self-improvement, increased literacy and job skills, and access to higher education and employment.

The Board of Governors for California Community Colleges established noncredit classes and programs to provide an "educational gateway" or a "portal to the future." It serves as a key contributor to "open access" for students with diverse backgrounds and those seeking ways to improve their earning power, literacy skills, and access to higher education. For many, particularly immigrants, the economically disadvantaged, and low-skilled adults, it is the first point of entry into a college.

STUDENT SERVICES

Admissions and Records

The Admissions and Records Office admits and enrolls students into noncredit classes at the CEC. No enrollment fees are required. The office provides a variety of services that include transcript requests, verification letters, grade reports, and issuance of high school diplomas and noncredit ESL and noncredit short-term Career and Technical Education certificates. The office maintains all student records and files. Students who intend to enroll must submit a completed online application to the Admissions and Records Office and upon acceptance, they will receive a Permit to Register, confirming the admissions process.

Students must be 18 years of age, or older, for admission to any noncredit program. A student who is younger than 18 can be admitted by filing a Student Petition, which can be obtained from the Counseling Office. A completed petition, along with an official high school transcript and letter of recommendation from a

school counselor should be returned to the Counseling Office. Qualified students who have not yet graduated from high school may be admitted for concurrent enrollment. Credit(s) granted will be forwarded to the student's high school. Forms may be obtained in the Counseling Office.

Placement Tests and Assessment

Students are required to take a placement test if they are planning to enroll in one of the following programs: Adult High School Diploma, or English as a Second Language (ESL). Following the placement test a counselor will meet with the student to discuss test scores, transcript evaluation, and proper placement in a program.

GED Preparation Course

The GED course 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.

Counseling

Counselors can advise students regarding educational plans, career goals, academics, and personal issues. They interpret test results, analyze interests and abilities, and refer students to needed services within the college and in the community. Although counselors assist students in long term planning and in checking specific requirements, *responsibility for meeting graduation requirements, course prerequisites or requirements for transfer to other colleges or universities, is one which must be assumed by each student.*

INSTRUCTION

The Noncredit Division offers quality programs for students seeking self-improvement, enhanced earning power, increased literacy skills and access to higher education and employment. These include courses in English as a Second Language, Immigrant Education, Elementary and Secondary Basic Skills (Adult High School Diploma, General Education Development (GED), or Adult Basic Education), Parenting Education, Programs for Individuals with Substantial Disabilities, Education Programs for Older Adults, and Short-term Career and Technical Education (CTE) Certificates.

I. EDUCATION PROGRAMS FOR OLDER ADULTS

Older adult education consists of a course, a course of study, or an organized sequence of courses specifically designed to offer lifelong education that provides opportunities for personal growth and development, community involvement, skills for mental and physical well-being, and economic self-sufficiency.

II. EDUCATION PROGRAMS FOR PERSONS WITH SUBSTANTIAL DISABILITIES

Education programs for persons with substantial disabilities consists of a course, a course of study, or an organized sequence of courses specifically designed to provide individuals with life-skill proficiencies that are essential to the fulfillment of academic, vocational and personal goals.

III. ELEMENTARY AND SECONDARY BASIC SKILLS

Elementary and secondary basic skills consists of a course, a course of study, or an organized sequence of courses to provide instruction for individuals in elementary and second-level reading, writing, computation, and problem-solving skills in order to assist them in achieving their academic, vocational, and personal goals. Elementary-level is generally recognized to mean that, where appropriate, the coursework addresses the content and proficiencies at levels through eighth grade. Secondary-level is generally recognized to mean that the coursework addresses the content and proficiencies at levels through the twelfth grade and may incorporate a high school diploma.

ADULT HIGH SCHOOL DIPLOMA

The Adult High School Diploma requires students to complete 160 units for graduation, which includes coursework in Natural Sciences, Social and Behavioral

Sciences, Humanities, English, Mathematics, and a selection of listed electives. Based on information such as student's high school grades, test scores, work experience, and other multiple measures, the counselor may recommend placement at the level which meets the student's needs. Students are awarded a high school diploma upon completion of the course of study prescribed by the State of California and the Pasadena Area Community College District and by passing an exit exam.

AHSD 6401
 AHSD 6402
 AHSD 6403
 AHSD 6404
 AHSD 6405
 AHSD 6406
 AHSD 6407
 AHSD 6411
 AHSD 6412
 AHSD 6413
 AHSD 6414
 AHSD 6415
 AHSD 6416
 AHSD 6417
 AHSD 6421
 AHSD 6422
 AHSD 6423
 AHSD 6424
 AHSD 6426
 AHSD 6427
 AHSD 6428
 AHSD 6429
 AHSD 6432
 AHSD 6436
 AHSD 6439

Recommended Electives

AHSD 6400
 AHSD 6409
 AHSD 6430
 AHSD 6431
 AHSD 6433
 AHSD 6434
 AHSD 6435
 AHSD 6437
 AHSD 6438

Program Outcomes:

1. Develop critical thinking skills to observe, analyze, synthesize, and evaluate ideas and information orally and in writing.

2. Identify concepts that are part of the exit exam.
3. Develop interpersonal skills to interrelate and collaboratively work with others.
4. Integrate effective and ethical use of technology in personal practices.
5. Utilize study skill habits that will enable students to make the transition to college level coursework.
6. Apply concepts learned in core subjects that will prepare students to earn a high school diploma and transition to the community college and into the workplace.

IV. ENGLISH AS A SECOND LANGUAGE (ESLN)

ESLN consists of a course, a course of study, or an organized sequence of courses. There are six new certificate programs of competency organized in a sequence to provide instruction in the English language to adult, non-native English speakers with varied academic, vocational, and personal goals. Individuals whose primary language is not English may also prepare with stand-alone courses in the integrated skills of listening, speaking, reading, and writing.

Program Outcomes

1. Students will be able to relate in various types of oral performance, conversation, and presentation.
2. Students will be able to interpret various types of literature, including authentic materials.
3. Students will be able to compose grammatically correct, well organized paragraphs and summaries of reading materials.

The Noncredit ESL Program curriculum provides intensive English Language instruction in Literacy to High-Intermediate level integrated courses (Levels 0-5). The program also offers four elective courses including Grammar, Conversation, American Culture, and Writing. The program provides students with increased opportunities for successful employment and academic achievement. The ESL Bridge Program helps students seamlessly transition to credit ESL classes.

Noncredit ESL Program Certificates

ESL Literacy Certificate of Competency

This curriculum provides intensive English as a Second Language integrated instruction in reading, writing, listening and speaking to low literacy to high literacy students. The program introduces basic English

components such as the alphabet, numbers, basic grammatical functions, pronunciation and production of short and simple phrases. It prepares students for the ESL Level 1 Program.

Required Courses

- ESLN 1060A – English as a Second Language, Literacy Level A
 ESLN 1060B – English as a Second Language, Literacy Level B

Student Learning Outcomes

1. Students will be able to select and verbally produce appropriate simple phrases to answer simple questions given orally.
2. Students will be able to collect print media needed to solve problems.
3. Students will be able to compose simple phrases in response to oral directions or simple questions.

ESL Level 1 Certificate of Competency

This curriculum provides intensive English as a Second Language integrated instruction in reading, writing, listening and speaking to high literacy students to low beginning level students. The program prepares students to participate in simple conversations, complete basic forms and write simple sentences. It prepares students for the ESL Level 2 Program.

Required Courses

- ESLN 1061A – English as a Second Language, Level 1A
 ESLN 1061B – English as a Second Language, Level 1B

Student Learning Outcomes

1. Students will be able to evaluate information being presented and requested while participating in basic conversations about personal experiences.
2. Students will be able to decipher basic print and predict or select responses to questions in text, forms or in oral discourse.
3. Students will be able to formulate simple sentences based on personal experience or simple themes.

ESL Level 2 Certificate of Competency

This curriculum provides intensive English as a Second Language integrated instruction in reading, writing, listening and speaking for low beginning to high beginning students. The program instructs students in simple oral and written communication form such as listening for specific information, writing simple

paragraphs and asking clarifying questions. It prepares students for the ESL Level 3 Program.

Required Courses

ESLN 1062A – English as a Second Language, Level 2A
ESLN 1062B – English as a Second Language, Level 2B

Student Learning Outcomes

1. Students will be able to assess meaning from simple recordings and conversations.
2. Students will be able to estimate meaning from text presented in a variety of written media.
3. Students will be able to produce compound sentences to write simple paragraphs on different themes.

ESL Level 3 Certificate of Competency

This curriculum provides intensive English as a Second Language integrated instruction in reading, writing, listening and speaking for high beginning to low intermediate students. The program introduces complex language functions such as identifying problems and discussing solutions, writing a descriptive paragraph and using comprehensive language to fulfill tasks. It prepares students for the ESL Level 4 Program.

Required Courses

ESLN 1063A – English as a Second Language, Level 3A
ESLN 1063B – English as a Second Language, Level 3B

Student Learning Outcomes

1. Students will be able to select information presented in a conversation and correlate it to solutions to problems.
2. Students will be able to apply scanning skills in written text to determine theme or topic.
3. Students will be able to formulate complex sentences into a paragraph using appropriate verb tense.

ESL Level 4 Certificate of Competency

This curriculum provides intensive English as a Second Language integrated instruction in reading, writing, listening and speaking for low intermediate to high intermediate students. The program helps student develop extended oral fluency and written competency beyond that of personal experiences to global situations. It prepares students for the ESL Level 5 Program.

Required Courses

ESLN 1064A – English as a Second Language, Level 4A
ESLN 1064B – English as a Second Language, Level 4B

Student Learning Outcomes

1. Students will be able to engage in and initiate conversations with native speakers.
2. Students will be able to identify and solve problems presented in passages containing complex sentences.
3. Students will be able to compose and vary the content of written paragraphs a real-world contexts.

ESL Level 5 Certificate of Competency

This curriculum provides intensive English as a Second Language integrated instruction in reading, writing, listening and speaking to high intermediate students. The program prepares students to organize and use correct grammatical functions in oral and written communication in academic, work and life situations.

Required Courses

ESLN 1065A – English as a Second Language, Level 5A
ESLN 1065B – English as a Second Language, Level 5B

Student Learning Outcomes

1. Students will be able to differentiate correct sentence structure from incorrect structure when communicating orally with native speakers.
2. Students will be able to analyze different types of written materials using reading strategies.
3. Students will be able to write organized paragraphs using correct syntax.

Additional Noncredit ESL Courses:

ESLN 1010	ESL Level 1
ESLN 1010A	ESL Level 1 Condensed
ESLN 1015	ESL Level 2
ESLN 1015A	ESL Level 2 Condensed
ESLN 1020	ESL Level 3
ESLN 1020A	ESL level 3 Condensed
ESLN 1030	ESL Level 4
ESLN 1030A	ESL Level 4 Condensed
ESLN 1031	ESL Level 5
ESLN 1040	ESL Conversation
ESLN 1040A	ESL Level 5 Condensed
ESLN 1050	ESL American Culture
ESLN 1051	ESL Basic Writing Skills
ESLN 1052	ESL Grammar Review and Vocabulary Development

V. IMMIGRANT EDUCATION

Immigrant Education consists of a course, a course of study, or an organized sequence of courses specifically designed to provide immigrants and their families with the opportunity to become active and participating members of economic and civic society, and may include preparation for citizenship.

VI. PARENTING EDUCATION

Parenting education consists of a course, a course of study, or an organized sequence of courses specifically designed to offer lifelong education in parenting (parent and child relationships, parent cooperative preschools), child growth and development, and family relations in order to enhance the quality of home, family, career, and community life.

VII. SHORT-TERM

CAREER AND TECHNICAL EDUCATION

Short-term CTE programs with high employment consist of a course of study or an organized sequence of courses leading to a vocational/career technical objective, certificate, or award that prepares students for immediate employment or transition into credit CTE upon completion of the program.

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

Course designed to prepare students for apprenticeships in building trades and entry-level positions in other occupations. Program consists of modules of vary-

ing lengths with emphasis on introduction to the trades, math and reading, testing skills, job search skills, and some hands-on training.

Required courses:

VOC 9230

Course 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.

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:

BUSN 2601A
BUSN 2601B
BUSN 7301
BUSN 7302
BUSN 7303
BUSN 7304
BUSN 7305
BUSN 7306
BUSN 7307
BUSN 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 PREPARATION

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
HSDP 5481

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.

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:

BUSN 2400
BUSN 2850
BUSN 2851
BUSN 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.

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.

DESCRIPTION OF COURSES

This section presents a description of Noncredit courses offered. Each description is self-contained, i.e., each contains important information of prerequisites, hours, limitations on enrollment, recommendations, scheduling by semesters and other data which may be required in making a decision to include the course in the student's program of studies.

Prerequisites/Corequisites/Recommended Preparation

A "prerequisite" is a condition of enrollment, such as satisfactory completion of another course (defined as a grade of A, B, C, or CR), that must be met BEFORE a student can register for a course or an educational program in order to demonstrate readiness for that course or program. By meeting the prerequisite, the student shows that he or she has certain skills, concepts, and/or information without which the College considers success in the subsequent course or program highly unlikely.

A **“corequisite”** is a course in which a student is required to enroll AT THE SAME TIME that he or she is enrolled in another course. In the corequisite course, the student acquires certain skills, concepts, and/or information without which the College considers success in the concurrent course highly unlikely.

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

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

Students are expected to meet valid and necessary course prerequisites and corequisites.

ELEMENTARY AND SECONDARY EDUCATION

ADULT BASIC EDUCATION

ABE 3000 ADULT BASIC EDUCATION

Review and reinforcement of basic skills in reading (to 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.

ADULT HIGH SCHOOL DIPLOMA

AHSD 6400 PRACTICAL ENGLISH SKILLS

A review of grammar, spelling, reading, composition, and essay writing in preparation for taking the Adult High School Diploma Program exit exam or the General Education Development (GED) exam. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6401 FUNDAMENTALS OF GRAMMAR A

Review of parts of speech, spelling, basic sentence structure, mechanics, and vocabulary skill building. Successful completion of this course will meet

requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6402 FUNDAMENTALS OF GRAMMAR B

Comprehensive study of English usage, spelling, and mechanics. Improvement in basic writing skills with more complex sentence structures and writing models. Increased vocabulary skill building. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6403 ESSENTIALS IN WRITING A

Sentence and paragraph composition. Vocabulary building and review of language mechanics and grammar. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6404 ESSENTIALS IN WRITING B

Review steps of the writing process, outlining, style exploration and introduction to research paper writing. Strengthen skills in grammar, vocabulary, and oral presentation skills. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6405 U.S. LITERATURE

A survey of the literature of the United States (fiction and non-fiction) from the colonial period to contemporary times focusing on social, cultural and literary contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6406 BRITISH LITERATURE

A survey of British literature (fiction and non-fiction) focusing on cultural, literary, and social contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6407 READING FUNDAMENTALS

An introduction to building vocabulary, reading comprehension, and critical thinking skills. A basic review of English language usage. Successful completion of this course will meet requirements for adult high school credit. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6409 INTRODUCTION TO CREATIVE WRITING

Creative literary expression through poetry, drama, and short story. Individual creative writing in various forms. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

AHSD 6411 U.S. HISTORY: PRE-COLONIALISM TO THE CIVIL WAR

An analysis of social, economic, and political factors in United States history from the period of Pre-Colonialism to Reconstruction. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for United States history and the social sciences. Total of 72 hours lecture.

AHSD 6412 U.S. HISTORY: RECONSTRUCTION TO PRESENT

An analysis of social, economic, and political factors in United States history from the period of Reconstruction to the present. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for United States history and the social sciences. Total of 72 hours lecture.

AHSD 6413 INTRODUCTION TO AMERICAN GOVERNMENT

An introduction to American government and its relevance to understanding the democratic process. Study of the rights and responsibilities of the citizens of the United States on local, state, and federal levels. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for American government and the social sciences. Total of 72 hours lecture.

AHSD 6414 INTRODUCTION TO ECONOMICS

An introduction to events that influence the American economy, including inflation, purchasing power, taxes, balance of payments, technology, deficit spending, and the cost of living. A review of foreign and domestic exchange, consumerism, GNP, and banking and currency. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for economics and the social sciences. Total of 72 hours lecture.

AHSD 6415 CONTEMPORARY AMERICAN SOCIAL ISSUES

Analysis and discussion of contemporary American social issues: market systems, consumerism, criminal jus-

tice system, class inequality, gender inequality, racial inequality, and militarism. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6416 GLOBAL AFFAIRS

Survey of a wide range of global topics: 20th century world history, contemporary world history, customs, cultural hegemony, decision making, war and peace, global economy, and diplomacy. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for the social sciences. Total of 72 hours lecture.

AHSD 6417 WORLD GEOGRAPHY

Study of people, places, and environments. A survey of the major cultural and physical regions of the world. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for world geography and the social sciences. Total of 72 hours lecture.

AHSD 6421 MATH BASICS

Master basic arithmetic skills and operations with integers, fractions, decimals, and percentages; solve word problems. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6422 PREALGEBRA

Prerequisite: AHSD 6421 or placement based on the math assessment process.

Introduction to the structure and concepts of Algebra, including variables, expressions, equations, absolute value, inequalities, and properties of real numbers; and the techniques of Algebra, including solving equations and inequalities, graphing linear equations, and solving word problems. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

AHSD 6423 ALGEBRA 1A

Prerequisite: AHSD 6422 or placement based on the math assessment process.

Study of the language, concepts, and techniques of basic algebra, including signed numbers, expressions and equations, formulas, powers and roots, and inequalities. This course lays a foundation for upper level math and science courses. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

AHSD 6424 ALGEBRA 1B

Prerequisite: *AHSD 6423 or placement based on the math assessment process*

Study of the language, concepts, and techniques of algebra, including exponents, systems of equations, quadratic and exponential functions, rational and irrational numbers, and polynomials. Lays a foundation for upper level math and science courses. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

AHSD 6425 INTRODUCTION TO GEOMETRY

Prerequisite: *AHSD 6424 or placement based on the math assessment process.*

Overview of the elements of geometry and the properties of those elements. Use of properties in proofs to develop logical reasoning. Geometer's Sketchpad used to develop skills and understanding. Course integrates basic algebra into geometry and builds skills for upper level math. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

AHSD 6426 LIFE SCIENCE – BIOLOGY

Introduction to the study of life, including biological chemistry, cells, organisms and classification, and ecology. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for biological science. Total of 72 hours lecture.

AHSD 6427 LIFE SCIENCE – PHYSIOLOGY

Introduction to the study of physiology and genetics, with a focus on human systems. Structure and function of basic human organ systems are the focus, supplemented with contrasts to simple organisms, plant physiology, and basic genetics. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for biological science. Total of 72 hours lecture.

AHSD 6428 PHYSICAL SCIENCE – CHEMISTRY

Introduction to the study of chemistry, including atomic structure, substances, and reactions. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for physical science. Total of 72 hours lecture.

AHSD 6429 PHYSICAL SCIENCE – PHYSICS

Introduction to the study of physics, including energy, optics, and forces. Successful completion of this course

will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for physical science. Total of 72 hours lecture.

AHSD 6430 ENVIRONMENTAL SCIENCE – ECOLOGY

Introduction to the study of environmental science, including ecological systems of abiotic and biotic factors and current environmental challenges. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6431 COMPUTER BASICS

Overview of computer hardware, software, operating systems, and file management; Internet and E-mail. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6432 ART HISTORY

A survey of visual arts including painting, print making, sculpture, architecture and photography. Historical and contemporary art forms; perspective design, composition and color theory. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. This course meets requirements for the humanities. Total of 72 hours lecture.

AHSD 6433 WORKPLACE SKILLS FOR THE 21ST CENTURY

Workplace preparation and skills for the 21st century. Decision-making and life-long learning skills. Build competency in written and oral communication and basic math and computer skills. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6434 PLANNING FOR ACADEMIC AND CAREER SUCCESS

Successful methods for improving academic and career strategies and skills. A survey of educational and occupational opportunities and requirements. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6435 HEALTH

An informed use of health-related information and an overview of positive attitudes and responsible behaviors for making decisions to promote lifelong health. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6436 MUSIC APPRECIATION

Introduction to classical and popular music. Development of music, explorations of composer's lives and historical and social contexts of the times. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. This course meets requirements for the humanities. Total of 72 hours lecture.

AHSD 6437 GRAPHIC ART DESIGN

An introduction to the field of graphic design. Covers key design elements such as typography, creativity, visualization, composition, and web design. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6438 COMPUTER APPLICATIONS

Use of applications software for database management, word processing, spreadsheet, and slideshow presentation. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

AHSD 6439 CONTEMPORARY SPANISH

An introduction to Spanish. Practice in Spanish language pronunciation, grammar and vocabulary in a contemporary context. Exploration of culture in both contemporary and historical contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. This course meets requirements for the humanities. Total of 72 hours lecture.

LEARNING ASSISTANCE CENTER**LAC 3031 SUPERVISED TUTORING**

Individualized or small group tutoring for students needing additional knowledge and study skills to succeed in regular course work.

LAC 3033 LEARNING ASSISTANCE

Skills development for individual students through the use of technology in supervised learning centers. Designed to supplement classroom instruction through activities suggested by faculty to improve learning.

EDUCATION PROGRAMS FOR OLDER ADULTS**OLAD 2900 SEWING TECHNIQUES FOR OLDER ADULTS**

Designed for adult students with beginning and limited sewing abilities, and students with some sewing experience ranging from intermediate to advanced. Emphasizes good sewing techniques, including the appropriate application of some speed-sewing techniques; the use of commercial patterns; and proper fit. **Short term class.** Total of 48 hours lecture.

OLAD 2901 CREATIVE STITCHERY FOR OLDER ADULTS

Designed to cover a wide range of hand embroidery and stitchery techniques for seniors which include making wall hangings, pictures, pillows, and other decorative items. To enhance stitchery as an art form, various threads and materials will also be used in the finished item. **Short term class.** Total of 32 hours lecture.

OLAD 3120 LIFE REVIEW

Importance of life review, journaling for preservation of family history. Techniques for writing a life journal. Provides mental/memory stimulation for older adults. **Short term class.** Total of 24 hours lecture

OLAD 3371 MUSIC APPRECIATION AND PARTICIPATION FOR OLDER ADULTS

Music appreciation and participation for seniors residing at retirement homes. Emphasis on development of music, relationship to art, culture, history and popular music. **Short term class.** Total of 32 hours lecture.

OLAD 3379 HISTORY OF EUROPEAN ART FOR OLDER ADULTS

A comprehensive survey of Europe's cultural achievements from Charlemagne and the Middle Ages, to World War II. This visually stimulating course meets a need for adventure while providing numerous opportunities to expand memory retention. **Short term class.** Total of 24 hours lecture.

OLAD 3380 TAI-CHI CHU'AN FOR OLDER ADULTS

This course introduces older adults to a Chinese health exercise which is neither vigorous nor strenuous. It is suitable for older adults who want to exercise to gain or maintain good health. It will strengthen the muscles and organs, relax the mind and body, improve blood circulation, and increase memory and concentration. **Short term class.** Total of 24 hours lecture.

EDUCATION PROGRAMS FOR PERSONS WITH SUBSTANTIAL DISABILITIES (DSPS)

DSPS 3320 FUNCTIONAL LIVING FOR DEVELOPMENTALLY HANDICAPPED ADULTS

Functional living skills for adults residing in residential care facilities. Designed for adults with special needs as they relate to living at home, within a group home, and transferring to independent living. Emphasis on health and safety, personal hygiene and grooming, and social interaction and conversation skills. Total of 32 hours lecture.

DSPS 3323 WORKPLACE SKILLS FOR DEVELOPMENTALLY DISABLED ADULTS

This course is primarily for developmentally disabled students employed, or wish to become employed, in a workshop environment. This course covers independent living and basic employment techniques including resume writing and interviewing. **Short term class.** Total of 32 hours lecture.

DSPS 3370 MUSIC APPRECIATION AND PARTICIPATION/PHYSICALLY DISABLED ADULTS

Music appreciation and participation for physically disabled adults residing in a residential care facility. Emphasis on singing, rhythm, timing and listening. **Short term class.** Total of 24 hours lecture.

DSPS 3374 ADAPTIVE ART FOR DISABLED ADULTS

Adaptive art techniques for disabled adults residing in a residential care facility. Emphasis on techniques to encourage the creative and artistic process for adults who experience physical and emotional challenges. **Short term class.** Total of 24 hours lecture.

ENGLISH AS A SECOND LANGUAGE (ESLN)

ESLN 1010 ENGLISH AS A SECOND LANGUAGE – LEVEL 1

Introduction to basic grammatical functions with an emphasis on the development of the language skills of listening with understanding and speaking to be understood. Listening, speaking, reading, and writing skills are integrated in basic life skills and basic work skills themes encountered in everyday context. Total of 216 hours lecture.

ESLN 1010A ENGLISH AS A SECOND LANGUAGE – LEVEL 1 – CONDENSED

Introduction to basic grammatical functions with an emphasis on the development of language skills for listening with understanding and speaking to be understood. Listening, speaking, reading, and writing skills are integrated in basic life skills and basic work skills themes encountered in everyday context. Total of 72 hours lecture.

ESLN 1015 ENGLISH AS A SECOND LANGUAGE – LEVEL 2

Further practice of basic grammatical functions by emphasizing accurate oral and written communication at the high-beginning level. Listening, speaking, reading, and writing skills are integrated for better understanding of English used in daily life and everyday work/job skills. Total of 216 hours lecture.

ESLN 1015A ENGLISH AS A SECOND LANGUAGE – LEVEL 2 – CONDENSED

Further practice of basic grammatical functions by emphasizing accurate oral and written communication at the high- beginning level. Listening, speaking, and reading skills (some writing) are integrated for better understanding of English used in daily life and everyday work/job skills. Total of 72 hours lecture.

ESLN 1020 ENGLISH AS A SECOND LANGUAGE – LEVEL 3

Emphasis on increased oral and written communication skills required to function independently in most situations beyond life and work-skills. Complex language functions and forms in listening, speaking, reading and writing are integrated with more general vocational and academic subjects. Total of 216 hours lecture.

ESLN 1020A ENGLISH AS A SECOND LANGUAGE – LEVEL 3 – CONDENSED

Introduction to high-intermediate level English language basic skills in reading and writing. Emphasis continues to be fluency in communication for extended conversation on a variety of subjects. Total of 72 hours lecture.

ESLN 1030 ENGLISH AS A SECOND LANGUAGE – LEVEL 4

Introduction to high-intermediate level English language basic skills in reading and writing. Emphasis continues to be fluency in communication for extended conversation on a variety of subjects. Total of 216 hours lecture.

ESLN 1030A ENGLISH AS A SECOND LANGUAGE – LEVEL 4 – CONDENSED

Introduction to high-intermediate level English language basic skills in reading and writing. Emphasis continues to be fluency in communication for extended conversation on a variety of subjects. Total of 72 hours lecture.

ESLN 1031 ENGLISH AS A SECOND LANGUAGE – LEVEL 5

Advanced English proficiency level in listening, speaking, reading, and writing to meet most life and work-related demands with little problem. Emphasis is on increased use of grammatical functions to prepare students for greater academic success at both high school and college levels. Total of 216 hours lecture.

ESLN 1040 ENGLISH AS A SECOND LANGUAGE CONVERSATION

Oral communication skill development with emphasis on increased fluency in English conversation. Speaking and listening practice for daily future needs and academic goals is presented in a student-centered approach. Total of 54 hours lecture.

ESLN 1040A ENGLISH AS A SECOND LANGUAGE – LEVEL 5 – CONDENSED

Advanced English proficiency level in listening, speaking, reading, and writing to meet most life and work-related demands with little problem. Emphasis is on increased use of grammatical functions to prepare students for greater academic success at both high school and college levels. Total of 72 hours lecture.

ESLN 1050 ESL AMERICAN CULTURE

Basic knowledge of American culture required for non-native speakers. Emphasis is on cultural aspects that enable students to adjust to the American way of life. Total of 54 hours lecture.

ESLN 1051 ESL BASIC WRITING SKILLS

Development of basic writing skills to the 8th grade level using computers and software. Emphasis is on basic proficiency in writing a directly developed cohesive paragraph and/or multiple paragraphs to increase success in future academic or other vocational goals. Total of 54 hours lecture and 36 hours laboratory.

ESLN 1052 ESL GRAMMAR AND VOCABULARY DEVELOPMENT

Basic grammar and vocabulary review. Emphasis is on basic grammatical forms and functions. Vocabulary development consists of identifying key words and phrases for increased expression, especially in speaking, writing and reading. Total of 54 hours lecture.

ESLN 1060A ENGLISH AS A SECOND LANGUAGE LITERACY LEVEL A

Development of beginning literacy in the basic components of the English language and basic grammatical functions. Emphasis on spelling and pronunciation and mastering the English alphabet and numbers. Total of 108 hours lecture.

ESLN 1060B ENGLISH AS A SECOND LANGUAGE LITERACY LEVEL B

Prerequisite: *ESL 1060A or placement based on the ESL assessment process.*

Functioning at beginning literacy by talking about language components using grammar terms and understanding grammar functions. Emphasis is on generating short and simple phrases and establishing basic listening, speaking, reading and writing skills. Total of 108 hours lecture.

ESLN 1061A ENGLISH AS A SECOND LANGUAGE, LEVEL 1A

Prerequisite: *1060B or placement based on the ESL assessment process.*

Development of high-literacy grammatical functions. Emphasis on recognizing conversation and passage patterns and expanding writing competency within the context of basic life and work skills. Total of 108 lecture hours.

ESLN 1061B ENGLISH AS A SECOND LANGUAGE, LEVEL 1 B

Prerequisite: *ESL 1061A or placement based on the ESL assessment process.*

Functioning at high literacy by employing basic grammatical functions. Emphasis on writing and speaking in complete sentences and on reading and listening competencies within the context of basic life and work skills. Total of 108 lecture hours.

ESLN 1062A ENGLISH AS A SECOND LANGUAGE, LEVEL 2A

Prerequisite: *ESL 1010 or ESL 1061B or placement based on the ESL assessment process.*

Development of low-beginning grammatical functions. Emphasis on simple oral and written communication form and on gathering general ideas through listening and reading in daily life and work. Total of 108 lecture hours.

ESLN 1062B ENGLISH AS A SECOND LANGUAGE, LEVEL 2B

Prerequisite: *ESL 1062A or placement based on the ESL assessment process.*

Functioning at low-beginning proficiency by employing

accurate grammatical forms. Emphasis on increasing listening, speaking, reading and writing organization and development skills in daily life and work. Total of 108 lecture hours.

ESLN 1063A ENGLISH AS A SECOND LANGUAGE, LEVEL 3A

Prerequisite: *ESL 1015 or ESL 1062B or placement based on the ESL assessment process.*

Development of high-beginning reading, writing, listening, speaking English communication skills using complex language functions and forms. Total of 108 hours lecture.

ESLN 1063B ENGLISH AS A SECOND LANGUAGE, LEVEL 3B

Prerequisite: *ESL 1063A or placement based on the ESL assessment process.*

Functioning independently at high-beginning proficiency in most situations. Emphasis on building listening, speaking, reading and writing skills within life, work and educational settings. Total of 108 hours lecture.

ESLN 1064A ENGLISH AS A SECOND LANGUAGE, LEVEL 4A

Prerequisite: *ESL 1020 or ESL 1063B or placement based on the ESL assessment process.*

Development of low-intermediate English language skills in reading and writing. Emphasis on extended oral fluency and editing of incorrect language form. Total of 108 hours lecture.

ESLN 1064B ENGLISH AS A SECOND LANGUAGE, LEVEL 4B

Prerequisite: *ESL 1064A or placement based on the ESL assessment process.*

Functioning with low-intermediate proficiency in many real-world situations requiring listening and reading, some involving technology. Emphasis on producing correct complex language forms in speaking and writing. Total of 108 hours lecture.

ESLN 1065A ENGLISH AS A SECOND LANGUAGE, LEVEL 5A

Prerequisite: *ESL 1030 or ESL 1064B or placement based on the ESL assessment process.*

Development of high-intermediate English proficiency in listening, speaking, reading, and writing to meet many life and work-related demands. Emphasis is on reducing miscommunication through the correct use of grammatical functions and content organization. Total of 108 hours lecture.

ESLN 1065B ENGLISH AS A SECOND LANGUAGE, LEVEL 5B

Prerequisite: *ESL 1065A or placement based on the ESL assessment process.*

Functioning at high-intermediate English proficiency in life-skills listening, reading, speaking and writing to transition into academic English environments. Emphasis is on increased use of grammatical functions and formal writing styles. Total of 108 hours lecture.

IMMIGRANT EDUCATION

IMME 1000 CITIZENSHIP

Preparation of non-citizens for naturalization. **Short term class.** Total of 32 hours lecture.

PARENTING EDUCATION

PAR 7603 PARENT EDUCATION DISCUSSION GROUPS – PRESCHOOL AGE

Human growth and development with primary emphasis on the preschool age child. Parent roles and self-understanding; parental values and goals; family communication; analysis of varying philosophies of child rearing; health and nutrition; societal influences on the home. Total of 64 hours lecture.

PAR 7608 PARENT EDUCATION DISCUSSION GROUPS – CHILD, FAMILY, SCHOOL

Designed for parents who have a limited background in English. Parents learn and recognize basic daily English so that they can transmit improved literacy skills to their children and family. Provides an environment for adults with small children that promotes effective communication, child rearing, and family development in a contemporary American culture. Encourages a participatory role in the school and the community. Total of 32 hours lecture.

PAR 7617A 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.** 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.** 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.** 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.** 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.** 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.** 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.** 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.** 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**. 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**. 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**. Total of 32 hours lecture.

PAR 7685 PARENT EDUCATION DAD'S CLASS

Fathers or other male caregivers participate in weekly class meetings with children to learn principles of child development, discipline philosophies, communication and strengthening family relationships. Particular emphasis will be placed on the unique skills men bring to parenting as gender differences, societal expectations and family histories are addressed. Child accompanying the enrolled adult must be **18 months to 4 years old by September 1 of the current school year**. **Short term class**. Total of 32 hours lecture.

PAR 7686 SYSTEMATIC TRAINING FOR EFFECTIVE PARENTING OF PRESCHOOLERS

Designed for parents of pre-school age children, birth to 5 years old. Parents learn to understand children and gain skills for effective parenting. Emphasis on parent interaction with materials and each other to learn sound child-rearing principles. **Short term class**. Total of 16 hours lecture.

PAR 7687 SYSTEMATIC TRAINING/EFFECTIVE PARENTING OF SCHOOL AGE CHILDREN

Designed for parents of pre-school age children, birth to 5 years old. Parents learn to understand children and gain skills for effective parenting. Emphasis on parent interaction with materials and each other to learn sound child-rearing principles. **Short term class**. Total of 16 hours lecture.

PAR 7688 SYSTEMATIC TRAINING FOR EFFECTIVE PARENTING OF TEENS

Designed to provide systematic training for improving parent-teen relationships. Parent learns to understand teenagers and gain skills for effective parenting. The parenting program helps parents find realistic, effective, and enjoyable ways to relate to the emerging young adults in their family. Total of 16 hours lecture.

PAR 7710 FAMILY HEALTH AND WELL-BEING: DAD'S CLASS

Family health and well-being with emphasis on skills fathers bring to parenting. Group discussions on physical and emotional health, safety, and family quality time. Child accompanying the enrolled adult must be 18 months to 4 years old by September 1 of the current school year. **Short term class**. Total of 18 hours lecture.

PAR 7711 FAMILY HEALTH AND WELL-BEING

Designed to promote family development in contemporary American culture for parents with a limited background in English. Introduction to proper nutrition, exercise, factors affecting physical and emotional growth and development and sleep strategies. **Short term class**. Total of 18 hours lecture.

PAR 7712 FAMILY HEALTH AND WELL-BEING: COURT MANDATED

Development of proactive parenting techniques. Determine and implement a family plan that focuses on health and safety including the physical and emotional factors. **Short term class**. Total of 18 hours lecture.

PAR 7713 FAMILY HEALTH AND WELL-BEING: FAMILY GROUP OBSERVATION

Strategies on how to cohesively address the various needs of multiple family members. Focusing on family health and well-being, nutrition, sleep and stress. The child accompanying the enrolled adult student must be birth to 4 years old by September 1 of the current school year. **Short term class**. Total of 18 hours lecture.

PAR 7714A FAMILY HEALTH AND WELL-BEING: INFANT OBSERVATION

Development of a family health and well-being action plan focusing on proper nutrition, safety precautions, emotional health and how to best use community resources. The child accompanying the adult enrolled student must be birth to 6 months by September 1 of the current school year. **Short term class**. Total of 18 hours lecture.

**PAR 7714B FAMILY HEALTH AND WELL-BEING:
INFANT OBSERVATION**

Development of a family health and well-being action plan focusing on proper nutrition, safety precautions, emotional health and how to best use community resources. The child accompanying the adult enrolled student must be 7 through 12 months by September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7715 FAMILY HEALTH AND WELL-BEING:
MULTIAGE GROUP**

Focus on proper nutrition, age appropriate exercise and effective sleep strategies as part of family health and well-being core content. The child accompanying the enrolled adult student must be 2 to 4 years old as of September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7716A FAMILY HEALTH AND WELL-BEING:
2 YEARS OLD OBSERVATION**

Implement structure, routine and discipline during the "first adolescence" by focusing on family health and well-being. Establish good communication and listening skills, proper nutrition and feeding schedules. The child accompanying the adult enrolled student must be two years old by September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7716B FAMILY HEALTH AND WELL-BEING:
3 YEARS OLD OBSERVATION**

Implement structure, routine and discipline by focusing on family health and well-being. Establish good communication and listening skills, proper nutrition and feeding schedules. The child accompanying the adult enrolled student must be three years old as of September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7716C FAMILY HEALTH AND WELL-BEING:
4 YEARS OLD OBSERVATION**

Create a family plan that focuses on health and well being especially as it relates to school readiness. Discuss social support networks, education resources, and stress management. The child accompanying the adult enrolled student must be four years old as of September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7717A FAMILY HEALTH AND WELL-BEING:
TODDLER OBSERVATION**

Create a safe home environment for toddlers, implement healthy lifestyle models, identify strategies for effective

parenting and learn about community resources and organizations. The child accompanying the adult enrolled student must be 13 through 17 months by September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**PAR 7717B FAMILY HEALTH AND WELL-BEING:
TODDLER OBSERVATION**

Implement structure, routine and discipline during the "first adolescence" by focusing on family health and well-being. Establish good communication and listening skills, proper nutrition and feeding schedules. The child accompanying the enrolled adult student must be 18 through 23 months by September 1 of the current school year. **Short term class.** Total of 18 hours lecture.

**SHORT-TERM CAREER AND TECHNICAL
EDUCATION****BUSINESS (GENERAL)****BUSN 2400 ENTREPRENEUR BUSINESS START-UP
BASICS FOR SUCCESS**

Prepares students to be able to successfully start-up a small business and provides the skills for success as an entrepreneur. Provides the knowledge and skills to assess a business idea, create an individualized business plan, finance a business, open and market a business, and expand and manage business problems. Total of 32 hours lecture and 48 hours laboratory.

BUSN 2601A COMPUTER KEYBOARDING A

Develop basic skills in keyboarding techniques using the touch method. Emphasis on keyboard mastery and preparation of basic documents. Total of 9 hours lecture and 27 hours laboratory.

BUSN 2601B COMPUTER KEYBOARDING B

Emphasis on development of speed and accuracy, good keyboarding techniques, and correct formatting of business documents to produce documents that meet business standards. **For** students with prior keyboarding experience. **Recommended** keyboarding speed of 25 words per minute. Total of 9 hours lecture and 45 hours laboratory.

**BUSN 2850 PERSONAL FINANCING AND BUSINESS
START UP**

This course provides the student with resources to identify capital to start a business or focus on a financial road map that can lead to positive business funding strategies. Total of 54 hours lecture.

BUSN 2851 EFFECTIVE BUSINESS PLAN DEVELOPMENT

This course provides the organizational plan for developing a full business plan that can be utilized to identify business goals, growth, and opportunity. The course focuses on each component of a complete business plan that is acceptable to a venture capitalist, lending institution or business partner. Total of 54 hours lecture.

BUSN 2852 BUSINESS OPPORTUNITY VENTURES

Understanding the nature of a business opportunity, how the government regulates them, and the steps for developing, investing, or buying a business opportunity. Students will understand how to become a licensor or seller of a business opportunity and how statutes vary from state to state. Total of 54 hours lecture.

BUSN 7301 COMPUTER MICROSOFT WINDOWS APPLICATIONS

Prepares students to work efficiently within the Microsoft Windows operating system. Topics include Windows desktop, help, file and folder management, accessing applications and communicating, and customizing a computer using the control panel. **Recommended** BUS 2601A or keyboarding speed of 25 words per minute. Total of 36 hours lecture and 18 hours laboratory.

BUSN 7302 BUSINESS OFFICE COMPUTER APPLICATIONS/BASIC WORD

Information and hands-on training using word processing software programs such as Microsoft Word. Introduction to beginning application skills and knowledge to a wide variety of simple documents, such as letters and memoranda, columnar tables, text tables, manuscripts, mail merges, graphics, and mailing list documents. **Recommended** BUS 7301 and keyboarding speed of 25 wpm. Total of 36 hours lecture and 18 hours laboratory.

BUSN 7303 BUSINESS OFFICE COMPUTER APPLICATIONS/BASIC EXCEL

Basic study of business applications using Microsoft Excel software. Commands, formats, and functions of the software with emphasis on its use as a problem solving and financial analysis tool. Macros, customizing toolbars and menus, and integrating Excel with other applications. **Recommended** BUS 7301 and keyboarding speed of 25 words per minute. Total of 36 hours lecture and 18 hours laboratory.

BUSN 7304 OFFICE RECORDS MANAGEMENT AND FILING

Basic principles and procedures of record storage, control, retrieval and management by manual, electronic, and micrographic methods. Emphasis is also placed on sustainable environmental policies regarding records storage and management. Speed and accuracy in indexing, filing and finding documents in such systems as alphabetic, numeric, geographic, and subject. Total of 18 hours lecture and 36 hours laboratory.

BUSN 7305 BASIC BUSINESS ENGLISH AND COMMUNICATIONS

Introduction to basic business memoranda, letters, e-mail messages, employment documents, and short reports. Creating messages that inform, persuade, and convey negative news is stressed. Emphasis is on the concepts of basic writing style such as organization, coherence, and unity as well as principles of grammar and punctuation of written business documents. Instruction in oral communication, speaking skills, and oral presentations. Communication technology, communication across cultures, listening skills, nonverbal communication, and workplace ethics are included. **Recommended** BUS 7301 or BUS 7302. Total of 36 hours lecture and 18 hours laboratory.

BUSN 7306 CAREER SKILLS FOR THE WORKPLACE

Techniques for effective time-management; goal setting; study skills; proper work habits, attitudes, ethics, and standards of dress for success in the workplace. Total of 36 hours lecture and 18 hours laboratory.

BUSN 7307 BASIC BUSINESS MATH

Basic Business math skills and its relevance to everyday applications. Solving mathematical problems, analyzing and interpreting data, and applying sound decision-making skills. **Recommended** BUS 7303. Total of 36 hours lecture and 18 hours laboratory.

BUSN 7308 BASIC BOOKKEEPING

Principles and practices of bookkeeping, including the fundamentals of double entry bookkeeping, worksheets, and preparation of basic financial statements. **Recommended** BUS 7303. Total of 36 hours lecture and 18 hours laboratory.

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 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 9230 APPRENTICESHIP PREPARATION PROGRAM

Course 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 course. Total of 240 hours lecture.

VOC 9296 DRAPERY CONSTRUCTION

Professional drapery construction techniques used in the drapery industry. Introduction to career opportunities. Total of 108 hours lecture.

ADDITIONAL SERVICES**Learning Assistance Center**

The Learning Assistance Center (LAC) at CEC offers students individualized support across the curriculum for noncredit instruction. Tutoring, supplemental materials, and independent skill improvement are provided for students, particularly in ESL, Adult Basic Education (ABE), Adult High School Diploma Program (AHSD), GED, and Career-Technical Education programs. Students can utilize tutoring, computerized educational programs, videos, audiocassettes, books, and other multimedia educational resources.

Disabled Student Programs and Services (DSPS)

DSPS provides assistance and guidance for students with hearing, learning, physical, speech, or visual disabilities.

Scholarships

Students should consider applying for PCC-sponsored scholarships. Scholarship eligibility varies. Most scholarships are based on merit (i.e., GPA), but not necessarily 3.0 or better. Normally, the PCC General Scholarship application is available in October and the deadline occurs mid-February.

Parking

Students may purchase semester or intersession parking permits for parking at the Community Education Center (CEC) or at Student Business Services on the main PCC campus. A free shuttle service to and from the Colorado Campus is available.

NOTE: CEC Parking Permits are NOT valid for parking on the PCC campus.

Student Identification Cards

All students are to obtain the LancerCard ID, student identification card. There is no fee for a student's first LancerCard ID. It provides services to: book buy-back and purchasing with checks at the PCC Bookstore, use of computer centers and labs, the Associated Students Computer Café, the Learning Assistance Center, math and music labs, physical fitness facilities, PCC's Shatford Library, and transactions at Student Business Services, Financial Aid, Fiscal Services. Student ID cards are available at the Community Education Center.

Additional Services at PCC Colorado Campus

Noncredit students are encouraged to utilize available services to them at the main campus. A free shuttle service is available for students who wish to travel between the Community Education Center, the Allen Avenue Goldline Station, and the PCC Colorado Campus. The shuttle service operates between the hours of 6:30 a.m. and 10:45 p.m. and departs every 15-30 minutes from each location.

The Colorado Campus shuttle stop is located on the north east of the campus between Lots 6 and 7. The Community Education Center has two shuttle stop locations; one is in Lot C at the north end and one is in Lot D in the center. The shuttle can be met curbside at the Allen Avenue Goldline Station.

Students may want to use main campus services such as Shatford Library (open Monday-Saturday), Campus Bookstore (open Monday-Friday), Child Development Center (open Monday-Friday), and the CalWORKs Office (California Work Opportunities and Responsibility to Kids program).

PASADENA CITY COLLEGE
CATALOG
2015-2016

Pasadena City College Faculty



Faculty

SECTION X

PASADENA CITY COLLEGE FACULTY

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PASADENA CITY COLLEGE
CATALOG
2015-2016

Index



INDEX

A

Academic Athletic Zone.....	36	Curriculum	402
Academic Calendar	12	Arabic Courses	230
Academic Dismissal	51	Archaeological Field Work	
Academic Freedom	69	Occupational Skills Certificate	144
Academic Information.....	46	Architecture Courses.....	230
Academic Probation.....	50	Armenian Courses	232
Academic Programs Leading to a Degree		Art Courses	232
or Certificate.....	71	Art History (AA-T).....	101
Academic Regulations.....	69	Assessment Services	22
Academic Renewal.....	52	ASSIST	117
Accounting Courses	224	Associate Degree Requirements, Section IV	71
Accounting Curriculum	142	Associate Degrees	76
Accounting-Bookkeeping	141	Associate Degrees for Transfer to CSU (AD-T).....	99
Accounting-Bookkeeping Assistant	141	Administration of Justice (AS-T)	100
Accounting Clerk.....	142	Art History (AA-T).....	101
Accounting Occupational Skill Certificate	142	Business Administration (AS-T)	102
Cashier.....	142	Communication Studies (AA-T).....	102
Accreditation	1	Early Childhood Education (AS-T)	103
Adding or Dropping Classes.....	25	English (AA-T).....	104
Academic or Administrative Drop	25	Geology (AS-T)	105
Adding Courses.....	25	History (AA-T).....	105
Dropping Courses	25	Journalism (AA-T).....	107
Administration Honors	47	Kinesiology (AA-T)	108
Administration of Justice (AS-T).....	100	Mathematics (AS-T).....	109
Administration of Justice Courses	224	Physics (AS-T)	109
Administration of Justice Curriculum.....	142	Political Science (AA-T)	110
Admissions.....	24	Psychology (AA-T).....	111
Application	24	Sociology (AA-T).....	111
Admissions and Registration, Section I	21	Studio Arts (AA-T).....	113
Adult Basic Education	404	Theater Arts (AA-T)	114
Adult High School Diploma	399	Associate in Arts.....	82
Adult High School Diploma Courses.....	404	Associate in Arts Degree (AA)	77
Advanced Placement.....	54	Competency Requirements.....	78
Advanced Placement Policy.....	54	Diversity Requirements	79, 96
College Credit for Advanced Placement		General Education Requirements.....	78
(AP) Tests.....	54	General Information	77
Alpha Gamma Sigma	47	Associate in Arts Degrees	81
American Institutions Courses.....	226	Architecture.....	81
American Sign Language Courses	226	Business.....	82
Anatomy Courses	227	Chinese	83
Anesthesia Technician Curriculum	143	Communication Arts	83
Anesthesia Technology Courses	227	Engineering and Technology	84
Anthropology Courses	228	English Literature	85
Apparel Skills and Drapery Construction		French.....	85
Curriculum	402	Gender, Ethnicity, and Multicultural Studies.....	86
Apprenticeship Preparation Program		German	86
		Humanities	87
		Italian	88

Japanese	88
Kinesiology and Wellness	88
Linguistics	89
Music	90
Natural Sciences	91
Russian	91
Social and Behavioral Sciences	92
Spanish	93
Speech Communication	93
Associate in Science Degree.....	94
Competency Requirements.....	94
General Education Requirements.....	94
General Information	94
Associate of Arts/Science for Transfer.....	123
Astronomy Courses	240
Athletic Program.....	42
Attendance	46
Auditing of Classes.....	63
Automotive Technology Courses	241
Automotive Technology Curriculum	144
Air Conditioning Technician.....	145
All Automotive Systems	144
Electrical/Electronics Systems	146
Engine Performance Technician	146
Powertrain Technician.....	147
Undercar Technician	147
Underhood Technician	148

B

Biological Technology Curriculum	148
Biological Technology.....	148
Computational Biology	149
Laboratory Assistant Option.....	150
Stem Cell Culture	150
Biological Technology Occupational Skills Certificate.....	151
Laboratory Skills	151
Biology Courses	242
Board of Governors Grants	38
Board of Trustees	5
Bookstore	45
Building Construction Courses.....	247
Building Construction Curriculum.....	151
Building Construction Occupational Skills Certificates.....	152
Cabinetmaking and Millwork	152
Construction Law	152
Business Information Technology Courses.....	247
Business Administration (AS-T)	102
Business Administration Curriculum	159
Entrepreneurship.....	152

Financial Investments.....	153
International Business/Trade	153
Management	154
Marketing Merchandising (With Field Practice).....	155
Retail Management.....	154
Business Administration Occupational Skills Certificates.....	155
Customer Service	155
E-Commerce	156
Business and Computer Technology.....	216
Business (General) Courses	249, 413
Business Information Technology Courses	251
Business Information Technology Curriculum	156
Administrative Assistant	156
Business Software Specialist	157
Business Information Technology Occupational Skills Certificates.....	157
Executive Assistant	157
Office Applications Specialist I.....	158
Office Applications Specialist II	158
Office Assistant	158
Business Office Systems Program Curriculum	402

C

CalWORKs Program	37
Campus Location.....	1
Campus Publications.....	42
Career Center.....	36
Career Preparation.....	403
Career Technical Education, Section VI	133
Catalog Rights	76
Certificate of Achievement.....	134
Certificate of Achievement/Associate in Science Degree Requirements.....	134
Certificate of Achievement Programs	134
Certificates of Achievement Index.....	134
Certified Nursing Assistant Curriculum	198
Change of Address.....	26
Chemistry Courses	254
Child Development Center	40
Child Development Courses	255
Child Development Curriculum.....	159
Child Development Occupational Skills Certificate Options	160
Instructional Assistant.....	160
Music and Movement Education for Young Children	161
School Age Instructional Assistant.....	161
Special Education Assistant	161
Chinese Courses	258
Chiropractic Curriculum	129

CID - Course Identification Numbering System	98	Counseling and Career Services	116
Clubs and Organizations	42	Counseling Courses	270
College Administration	5	Course Descriptions, Section VIII	221
College Courses	260	Course Enrollment Policy	23
College Level Examination Program	58	Course Examinations	46
Commencement	42	Course Identification Numbering System (C-ID)....	98
Commercial Music Occupational Skills Certificate	162	Course Numbering System	222
Communication Courses	260	Credit by Examination	54, 60
Communication Studies (AA-T)	102	Maximum Credit	62
Community Business Center	45	Pasadena City College Courses	61
Community Education Center	397	Recording and Utilization	62
Additional Services	415	Credit for Military Training and Experience	62
Additional Services at PCC Colorado Campus ...	415	Credit Limitations in Basic Skills	62
Admissions and Records	398	Credit Limitations in Foreign Language	62
Counseling	398	Culinary Arts Courses	271
Description of Courses	403	Culinary Arts Curriculum	168
GED Preparation Program	398	Culinary Arts Occupational Skills Certificates	168
General Information	398	Baking and Pastry	168
Instruction	399	Catering	169
Parking	415	Kitchen Assistant	169
Placement Tests and Assessment	398		
Scholarships	415	D	
Student Services	398	Dance	43
Computer Information Systems Courses	260	Dance Courses	272
Computer Information Systems Curriculum	162	Dean's Honors	47
Microcomputer Support	162	Dental Assisting Courses	277
Operations	163	Dental Assisting Curriculum	170
Programming	163	Dental Hygiene Courses	279
Small Computer Applications	164	Dental Hygiene Curriculum	171
Computer Information Systems Occupational Skill Certificates	164	Dental Laboratory Technician Courses	281
CISCO Certified Network Associate (CCNA) Preparation	164	Dental Laboratory Technology Curriculum	172
CISCO Certified Network Professional (CCNP) Preparation	165	Dentistry Curriculum	129
(MCSE): Server Infrastructure Professional	166	Design Technology Courses	284
Oracle Database Fundamentals	166	Design Technology Pathway Curriculum	173
Computer Learning Center	44	Digital Media Curriculum	174
Computer Science Courses	266	Computer Assisted Photo Imaging	174
Concurrent Enrollment Students	24	Graphic Design	174
Construction Inspection Curriculum	166	Web Design and Development	175
Continuous Enrollment	26	Digital Media – Foundation Occupational Skills Certificate	175
Contract Education	19	Disabled Student Programs and Services (DSP&S)	40
Cooperative Agencies Resources for Education	37	Distance Education	46
Corequisites	27, 222	Diversity Requirements	95
Enrollment Limitation Challenge Process	27	Divisions of the College	222
Limitations	27		
Recommended Preparation	27	E	
Cosmetology Courses	269	Early Childhood Education (AS-T)	103
Cosmetology Curriculum	167	Economics Courses	286
Instructional Techniques in Cosmetology	167		
Cost of Attending The College	33		
Counseling	25, 36		

Education Courses	286
Education Curriculum	126
Education Programs for Older Adults.....	407
Education Programs For Older Adults	399
Education Programs for Persons With Substantial Disabilities (DSPS) Courses.....	408
Electrical Technology Curriculum	176
Electrical Technology Occupational Skills Certificates	177
Applied Circuits	177
Basic Photovoltaic Design and Installation.....	177
Electricity Courses.....	287
Electronics Courses.....	289
Electronics Technology Occupational Skills Certificates	178
Basic Digital Technician	178
CISCO Certified Network Associate (CCNA) Preparation	178
Elementary And Secondary Basic Skills	399
Elementary and Secondary Education.....	404
Elementary School Education	126
Emergency Medical Technician I-A	179
Emergency Medical Technology Courses.....	292
Empowerment Programs	36
Engineering and Technology	216
Engineering Courses	292
Engineering Design Technology Curriculum.....	179
CAD/CAM Technician.....	179
Engineering Design Technology Occupational Skills Certificates	180
CAD Designer – Architectural/ Engineering/Construction.....	180
CAD Modeling and Animation – Architecture/Engineering/Construction.....	180
CAD Technician - Architectural/ Engineering/Construction.....	181
CAD Technician – Mechanical Design and Manufacturing	181
English (AA-T).....	104
English As A Second Language	400
English As A Second Language Courses	300, 408
English Courses.....	293
English Department.....	218
Entrepreneur Success Program Curriculum.....	403
Environmental Studies Courses	304
Ethnic and Gender Studies.....	80, 97
Evaluation of Credit From Military and Other Service.....	62
Extended Opportunity Programs and Services.....	37

F

Faculty, PCC	417
Fashion Courses	304
Fashion Curriculum.....	181
Fashion Assistant.....	182
Fashion-Design	181
Fashion Occupational Skills Certificates	182
Fashion Marketing.....	182
Historical Costume Making	183
Fees	33
Instructional Materials Fee	33
Nonresident Tuition.....	33
Financial Aid	38
Applications.....	38
Board of Governors Fee Waiver	38
California Dream Act of 2011	38
General Scholarship.....	38
Financial Aid Programs.....	38
Financial Obligations of Students.....	63
Fire Technology Courses	306
Fire Technology Curriculum	183
Fire Technology Occupational Skills Certificate.....	184
Food Services	45
Foreign Language Study Courses	307
Forensics	43
French Courses	308
From Page to Performance	48

G

GED Preparation Course	398
General Education Certification Program	121
General Scholarship Application	38
Geography Courses	309
Geology (AS-T)	105
Geology Courses.....	311
Geotech Curriculum	184
German Courses	313
Gerontology Courses	314
GI Bill Benefits Processing.....	41
Global Studies	79
Grade Appeal Process.....	50
Grade-Point Average	49
Grade Reports.....	50
Grades and Grade Points.....	48
Grading System.....	48
Authority on Grades	50
Graphic Communications Technology Courses.....	314
Graphic Communications Technology Curriculum..	184
Computer Imaging and Composition.....	185
Screen Printing.....	185

Graphic Communications Technology	
Occupational Skills Certificates.....	186
Apparel Graphics and Printing.....	186
Electronic Prepress.....	186
Screen Printing for Small Business.....	187
Greek Courses.....	319
Grievance and Complaint Procedures.....	69

H

Health Education Courses.....	319
Hebrew Courses.....	320
High School Articulation With	
Occupational Curricula.....	212
High School Diploma Program.....	399
History (AA-T).....	105
History Courses.....	320
Honors.....	47
Honors at Entrance.....	47
Honors Transfer Program.....	46
Hospitality Courses.....	323
Hospitality Management Curriculum.....	187
Housing.....	46
Humanities Courses.....	323

I

IGETC Courses.....	119
Immigrant Education.....	402
Immigrant Education Courses.....	410
Incomplete Grades.....	50
Independent Study.....	46
Industrial Design Occupational Skill Certificate ...	188
Initial Placement in Courses.....	27
Instructional Schools of the College,	
Section VII	215
Intercollegiate Athletics.....	42
Interior Design Occupational Skills Certificate.....	188
International Baccalaureate (IB).....	60
International Students.....	32
F-1 Visa Status Students.....	32
Other than F-1 Visa.....	33
Intersegmental General Education	
Transfer Curriculum (IGETC).....	119
Italian Courses.....	324

J

Japanese Courses.....	325
Jewelry/Metalworking Occupational	
Skills Certificate.....	189

Journalism (AA-T).....	107
Journalism Courses.....	326
Journalism Curriculum.....	189
Photojournalism.....	189
Printed Media.....	190

K

Kinesiology (AA-T).....	108
Kinesiology - Activity Courses.....	327
Kinesiology - Intercollegiate Athletics Courses....	330
Kinesiology - Theory Courses.....	333

L

Languages Division.....	218
Latin Courses.....	335
Law Curriculum.....	130
Learning Assistance Center.....	43
Learning Assistance Center (CEC).....	415
Learning Assistance Center Courses.....	407
Learning Resources.....	43
Legal Assisting Courses.....	366
Library.....	44
Library Courses.....	335
Library Technology Curriculum.....	190
Licensed Vocational Nurse - 30 Unit Option.....	197
Linguistics Courses.....	336
Lost and Found.....	46

M

Machine Shop Courses.....	337
Machine Shop Technology Curriculum.....	191
Machine Shop Technology Occupational	
Skills Certificates.....	191
Industrial Fabricator.....	191
Manufacturing Technology II.....	192
Major Area of Emphasis Requirements.....	81
Manufacturing and Industrial Technology	
Courses.....	339
Marketing Courses.....	339
Mathematics and Computer Science.....	218
Mathematics (AS-T).....	109
Mathematics Courses.....	339
Media Arts Department.....	217
Medical Assisting (Administrative-Clinical)	
Curriculum.....	192
Medical Office - Administrative.....	193
Medical Office Insurance Biller.....	193
Medical Assisting Courses.....	344

Medical Office Occupational Skills Certificates.....	193
Medical Office Receptionist.....	193
Medical Office Transcription.....	194
Medicine Curriculum.....	130
MESA Program.....	48
Microbiology Courses.....	345
Middle School and High School Education.....	126
Military Training and Experience Credit.....	62
Music.....	43
Music Courses.....	346

N

Noncredit Division.....	219, 398
Noncredit Education, Section IX.....	398
Noncredit ESL Program Certificates.....	400
ESL Level 1 Certificate of Competency.....	400
ESL Level 2 Certificate of Competency.....	400
ESL Level 3 Certificate of Competency.....	401
ESL Level 4 Certificate of Competency.....	401
ESL Level 5 Certificate of Competency.....	401
ESL Literacy Certificate of Competency.....	400
Nonresident Tuition.....	31
Exemption (AB 540).....	31
Not-For-Credit Education.....	19
Nursing Courses.....	361
Nursing Programs.....	194
Certified Nursing Assistant.....	198
Licensed Vocational Nurse - 30 Unit Option....	197
Licensed Vocational Nurse to Registered	
Nurse - Associate Degree.....	197
Registered Nursing.....	195
Vocational Nursing.....	196
Nutrition Courses.....	366

O

Occupational Skills Certificates Index.....	135
Office of Student Life.....	41
Open Enrollment Policy.....	24
Optometry Curriculum.....	130
Orientation.....	22
Other Occupational Curricula.....	135

P

Paralegal Studies Courses.....	366
Paralegal Studies Curriculum.....	198
Parenting Education.....	402
Parenting Education Courses.....	410
Parking.....	45

Permits.....	45
Pasadena Area Community College District	
Organization.....	5
Pasadena City College Faculty, Section X.....	417
Pass/No Pass Grading.....	49
PCC Extension/Community Services Classes.....	19
Performing Arts.....	43
Performing Arts Department.....	217
Personal Health Care Assistant Courses.....	367
Pharmacy Curriculum.....	130
Philosophy Courses.....	368
Philosophy of General Education.....	72, 76
Photography Courses.....	369
Photography Curriculum.....	200
Photography Occupational Skills Certificates.....	200
Cinema - Cinema Production/Filmmaking.....	201
Cinema - Cinematography.....	200
Digital Image Editing.....	201
Foundation in Photography.....	201
Portrait Photography.....	202
Physical Education Activity Courses.....	372
Physical Science Courses.....	372
Physical Therapy Curriculum.....	131
Physician Assistant Curriculum.....	131
Physics (AS-T).....	109
Physics Courses.....	373
Physiology Courses.....	374
Police Department.....	45
Policies and Regulations, Section III.....	67
Political Science (AA-T).....	110
Political Science Courses.....	374
Portuguese Courses.....	375
Pre-Professional Programs.....	129
Prerequisites.....	27, 222
Enrollment Limitation Challenge Process.....	27
Limitations.....	27
Recommended Preparation.....	27
Printing Technology Program Curriculum.....	403
Printmaking.....	101
Probation.....	50
Academic Dismissal.....	51
Academic Probation.....	50
Progress Dismissal.....	51
Progress Probation.....	51
Unsatisfactory Citizenship.....	51
Product Design Curriculum.....	202
Product Design - Graphics.....	203
Product Design - Technology.....	203
Product Design Programs.....	202
Program for Academic Support Services	
(P.A.S.S.).....	37
Program of Study.....	24
Progress Dismissal.....	51
Progress Probation.....	51

Project L.E.A.P. (Links to Educational Achievement and Progress).....	41
Psychology (AA-T).....	111
Psychology Courses	376
Puente Project.....	36

R

Radiologic Technology Courses	377
Radiologic Technology Curriculum	204
Recommended Preparation.....	222
Refund Policy	33
Registered Nursing Curriculum.....	195
Registration	25
Religious Studies Courses	380
Reserve Officers Training Corps.....	41
Residence Categories	32
Residence Determination.....	28
Criteria of Presence and Intent.....	29
Criterion of Financial Independence	29
Exceptions	30
Rules	28
Retest Policy	23
Russian Courses	380

S

Scholarships and Financial Aid	38
Applications.....	38
Scholastic Requirements for Admission	24
School of Career and Technical Education.....	216
School of Health Sciences	216
School of Humanities and Social Sciences	217
School of Science and Mathematics.....	218
School of Visual, Media and Performing Arts.....	217
Science, Health and Kinesiology	219
Section I Admissions and Registration	21
Section III Policies and Regulations.....	67
Section II Student Support and Learning Services.....	35
Section IV Academic Programs Leading To A Degree Or Certificate	72
Section IV Associate Degree Requirements	71
Section IX Noncredit Division	398
Section VI Career and Technical Education	133, 221, 397, 417
Section VIII Course Descriptions.....	221, 397, 417
Section VII Instructional Schools of the College	215
Section V Transfer Information	115
Section X Pasadena City College Faculty	417
Services Credential	129

Short-Term Career and Technical Education	402
Short-Term Career and Technical Education Courses	413
Smoking on Campus	46
Social Sciences Courses.....	381
Social Sciences Department	218
Sociology (AA-T).....	111
Sociology Courses	381
Spanish	359
Spanish Courses.....	382
Special Education Technology Courses	384
Special Interest Programs.....	48
Specialist Credential	127
Special Services Courses.....	385
Speech Communication Courses.....	385
Speech Communication Department	217
Speech-Language Pathology Assistant	205
Speech-Language Pathology Assistant Courses	386
Staging Services	44
Statistics Courses.....	387
Student Activities and Organizations.....	41
Student Business Services	45
Student Classification	26
Student Conduct and Academic Honesty.....	69
Student Government.....	42
Student Health Services	40
Student Identification Cards	415
Student Life, Office of.....	41
Student Records.....	63
Student Success and Support Services	22
Student Support and Learning Services, Section II	35
Studio Arts (AA-T).....	113
Study Abroad Programs	47
Study Load Regulations.....	26
Maximum Load	26
Minimum Load.....	26
Summer Session Load	26
Support Services	45
Systemwide General Education Agreements.....	117

T

Teacher Preparation Programs	126
Teaching and Learning Communities	48
Teaching Credentials.....	126
Technical Education (General) Courses.....	388
Television and Radio Courses	388
Television and Radio Curriculum	205
Broadcast Journalism.....	205
Television Operations.....	207
Television Production	207

Television and Radio Occupational Skills	
Certificates	208
Audio Production	205
Broadcast Journalism.....	206
Media Programming and Management.....	208
Post-Production	207
Radio Production	208
Television Production	209
Video Operations.....	209
Writing for Film, Television & Radio	209
Textbooks	46
Theater Arts	43, 210
Theater Technology	210
Theater Arts (AA-T)	114
Theater Arts Courses.....	392
Theater in London.....	48
Theater in New York	48
Theater Technology Curriculum.....	210
Transcripts of Record	53
Transfer Basics	116
Transfer Center	36, 117
Transfer Course Work	53
Transfer Curricula	116
Transfer Information.....	116
Transfer Information, Section V	115
Transfer-Related Websites.....	125
Transfer Requirement Tool	117
Transferring to a Four-Year College or University	116
Transfer Vocabulary	123
Transfer With An Associate Degree	116
Transportation and Parking	45
Tutorial Services	44

U

Ujima Program.....	36
--------------------	----

V

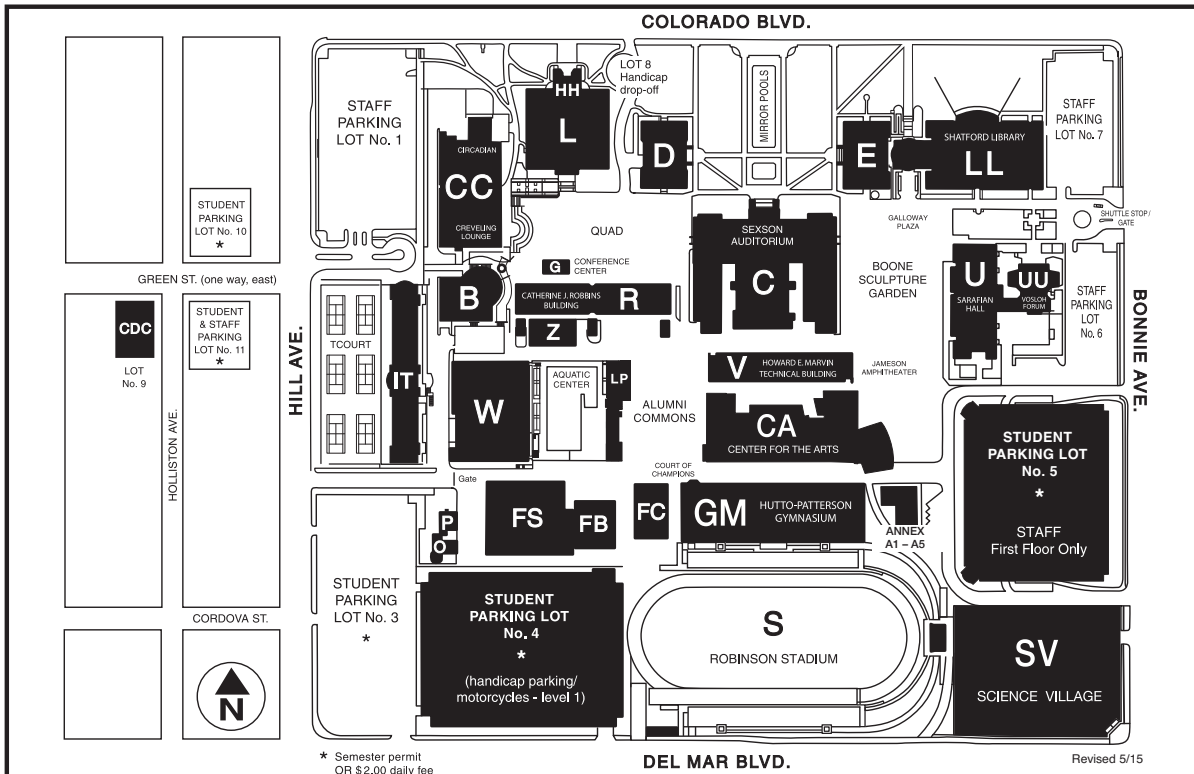
Valedictorian Award.....	47
Veterans Resource Center	37
Veterinary Medicine Curriculum	131
Video Production Services.....	44
Visual Arts Department	217
Vocational Education Courses	413
Vocational Nursing - Associate Degree.....	197
Vocational Nursing Curriculum.....	196

W

Welding Courses.....	395
Welding Curriculum	210
Construction Welding.....	210
Gas Tungsten & Gas Metal Welding.....	211
Welding Occupational Skills Certificate	211
Basic Welding.....	211
www.assist.org	117

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Cashier L	Information Technology Services LL	Shattford Library LL
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Ceramics Lab Z	Lancers Pass (Cafeteria) LP	Student & Learning Services L112
Circadian CC	Languages Department C247	Student Business Services B203
Conference Center G	Learning Assistance Center D300	Student Health Services D105
Counseling Services L104	Library LL	Study Abroad Office C247
Creveling Lounge CC	Lillian Vosloh Forum UU	Tennis Courts TCOURT
Disabled Student Programs and Services D209	Little Theatre C106	The Piazza (Cafeteria) CC
Engineering & Technology Department IT200	Mathematics and Computer Science Department R322	Track and Field S
English Department C245	Natural Sciences Department SV6	Veterans Resource Center W108
EOP&S L107	Observatory/Planetarium O/P	Veteran's Services L113
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