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VERSION 1-A

PIERCE COLLEGE

PIERCE COLLEGE 2008-2009

General Catalog

LOS ANGELES PIERCE COLLEGE 2008-2009 GENERAL CATALOG

Visit us on the web

www.piercecollege.edu



PIERCE COLLEGE

6201 Winnetka Avenue Woodland Hills, CA 91371



For faster service find the proper office listed alphabetically below. For offices not listed call campus operator at **(818) 347-0551**. Also visit our website at <http://www.piercecollege.edu>. All numbers listed below are (818) area code.

ADMINISTRATIVE AND CAMPUS SERVICES

Academic Affairs	719-6444	Housing	719-6453
Admissions.....	719-6404	Information Desk	710-3390
Articulation.....	710-2516	Interpreter Services for Deaf	719-6430
Assessment Center/Matriculation.....	719-6499	International Students/Counseling.....	719-6417
Associated Students Organization	719-6411	International Student Admissions	710-2511
Athletic Director	719-6421	Job Placement	719-6453
Bookstore Information.....	347-0313	Learning Center.....	719-6414
Business Office.....	719-6432	Library	719-6409
Campus Club.....	719-6419	Lost & Found	719-6450
Career & Transfer Center.....	710-4126	Matriculation	719-6499
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Cooperative Work Experience Education	710-4291	Plant Facilities.....	719-6441
Counseling.....	719-6440	Police, College	719-6450
Disabled Student Services	719-6430	President, College	719-6408
Encore/Oasis Older Adult Program.....	710-2561	Purchasing	710-2858
EOPS/CARE	719-6422	Receiving	719-6445
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Foster and Kinship Care Education	710-2937	Roundup, The	719-6427
Foundation for Pierce College.....	703-0826	Service Learning.....	710-2588
GAIN/CalWORKs	719-6400	Special Services	719-6430
Graduation.....	710-4164	Student Activities.....	719-6419
Health Center	710-4270	Student Employment.....	719-6453
Help Center.....	710-4175	Student Services	719-6418
High School Outreach.....	710-3379	Transfer Center	710-4126
Honors.....	719-6485	Veterans Services	710-2954

INSTRUCTIONAL PROGRAMS AND DEPARTMENTS

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PIERCE COLLEGE

One Of Nine Los Angeles Community Colleges



General

2008-2009

Catalog

Volume 60

Pierce College
6201 Winnetka Avenue
Woodland Hills, California 91371
(818) 347-0551

Pierce College Website:
www.piercecollege.edu

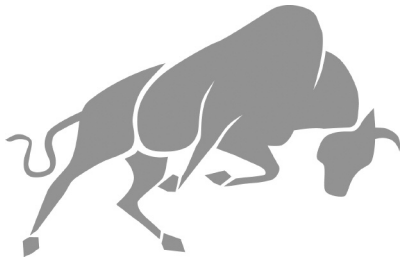
Pierce College is a tax-supported educational institution which offers post-high school opportunities for men and women and is administered by the Los Angeles Community College District.

Accreditation

Pierce College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Boulevard, Suite 204, Novato, CA 94949 (405) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

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On the Cover:

Kabrina Lee Feickert is from Marin County in northern California. She has starred in many Pierce Theater productions, and plans to transfer to CSUN from Pierce to double major in liberal arts and theater.

Photograph by

Yvonne K. Kleiman

Publication Coordinator

Paula Hoover

Accuracy Statement

The Los Angeles Community College District and Pierce College have made every effort to make this catalog accurate and may, without notice, change general information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the district or college. The district and college also reserve the right to add to, change, or cancel any rules, regulations, policies and procedures as provided by law.

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Los Angeles, California 90017
(213) 891-2000

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*A Message From
The President*

Welcome to Pierce College!

The excitement of new building at Pierce College is all around us now, infusing our days with energy. The remarkable vision of campus improvements under the voter-approved Bond A/AA is springing to life, from the rise of the beautiful Student Services Building on the south end of the Mall to the magnificent Center for the Sciences at the north end.

Centered like a jewel on our campus is our "living classroom," a beautiful two-acre Mediterranean garden completed last year. The S. Mark Taper Foundation Life Science Botanic Garden boasts one of the finest collections of drought-resistant plants in the region, providing an outdoor laboratory as well as a quiet retreat for our students.

We are proud of the progress made on our facilities over these last few years, but we never forget that it's what's inside those buildings that matters most, students learning.

It is for our students that we strive to provide the best education and opportunities available. Whether preparing them for academic transfer or vocational prospects, we will continually strive to build a better future for them.

To serve our 20,000-strong student body, we have hired dozens of outstanding new faculty members, and continue to expand our services to help all students succeed.

We have also expanded our course offerings, particularly in high demand areas such as English and math, in order to meet the needs of our growing student population. In addition, Pierce has expanded partnerships with local high schools to offer even more classes in our community and to further establish our role as the major conduit to higher education in the San Fernando Valley.

We welcome you to Pierce College. We hope you will embrace our changes and experience our growth. Join us as we continue to create educational experiences that last a lifetime.

*Robert Garber
President*

Prohibited Discrimination and Harassment

All programs, activities, services and employment of the Los Angeles Community College District shall be operated in a manner which is free of discrimination and harassment on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer related), sexual orientation, age, disability, or veterans status (Board Rule 15001, et seq.).

Americans with Disabilities Act (ADA)

Pierce College is committed to providing reasonable accommodations to students, faculty and staff with disabilities in compliance with the American with Disabilities Act of 1990 (ADA) and corresponding state law. Under the ADA, anyone who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such impairment, or is regarded as having such impairment, is considered a person with a disability. In accordance with the provisions of the ADA and Section 504 of the Rehabilitation Act of 1973, disabilities may include, but are not necessarily limited to, visual impairments, mobility and orthopedic impairments, hearing impairments,

chronic medical conditions, learning disabilities, and psychological disorders. In terms of employment, the law defines a "qualified individual with a disability" as a person who can perform the essential functions of the job with or without reasonable accommodation. Reasonable accommodation is determined on an individual basis depending on an employee's job duties, functional limitations and whether the proposed accommodation will result in undue hardship to the college.

The Office of College Compliance has been designated to coordinate the College's compliance with the ADA and with Section 504 of the Rehabilitation Act of 1973. The office handles inquiries about compliance and investigates complaints relating to accommodations and services requests. Additional information may be obtained by contacting the College Compliance Officer at (818) 710-2508 and www.compliance@piercecollege.edu or visiting the OCC website at www.piercecollege.edu/offices/compliance.

Equal Opportunity Policy Compliance Procedure

In order to insure Equal Opportunity Policy Compliance at Pierce College, please direct inquiries

to the College Compliance Officer Sylvia Silva at (818) 710-2508. In addition, inquiries may be directed to Gene Little, LACCD Director of Diversity Programs, at (213) 891-2315.

Regla de No Discriminación

Todos los programas y actividades del Los Angeles Community College District se implementan de manera que sea libre de discriminación a base de raza, color, nacionalidad, antepasados, religión, credo, sexo, embarazo, estado civil, condición médica, (relación al cancer), orientación sexual, edad, incapacidad o si sea o no sea veterano (Referencia: Regla 1202 de la Junta).

Política de Acuerdo con los Procedimientos de Igualdad de Oportunidades

Para poder asegurar igualdad de oportunidades en Pierce College, por favor dirija sus preguntas a Sylvia Silva, teléfono (818) 710-2508. Además, puede también dirigir sus preguntas a Gene Little en la oficina del distrito, teléfono (213) 891-2315.

College Information

History of the College

Pierce College has been a landmark in the West San Fernando Valley for over 50 years. In December 1943, 392 acres of land set in rolling hills was purchased to establish the Clarence W. Pierce School of Agriculture, named after the Los Angeles City Board of Education member instrumental in forming the new college over the objections of many who thought the West Valley too rural to support a learning institution.

The first classes at Pierce, which were designed to provide technical and practical agricultural training, began in the fall of 1947 under bare light bulbs in makeshift classrooms created from Quonset huts salvaged from World War II. The College's first students, 212 male World War II veterans (77 full-time and 135 part-time), enrolled in 46 courses and weathered the sun, the winds, power failures, floods, and mud. The College colors, selected by the students of Pierce College in 1947, are scarlet and white.

Community pressures and demands soon caused the College to broaden its educational scope and also to admit women in February 1951. In the summer of 1956, by official action of the Board of Education, the College name was changed to Pierce College. Under this new name, the College continues as one of nine colleges in the Los Angeles Community College District.

Today the College serves a highly literate population, preparing students to take their place or to retrain in industries at the forefront of technological advances. While the College remains unique in the greater Los Angeles area because of its farm and its instructional program in agriculture, natural resources management, animal health technology, and related fields, it may be best characterized by its broad range of instructional programs. Students may choose to pursue a program in liberal arts and sciences and then transfer to a four-year college or university, or they may select from a variety of occupational fields including computer technology, journalism, nursing, office administration, and welding.

Complementing the instructional programs are community services workshops for adults and children on topics of popular interest.

College Campus

Pierce College is located on 427 acres in the western San Fernando Valley. Large sections of tillable and range land have been preserved as an enclave within a suburban environment.

Besides classrooms and laboratories, the College maintains many special facilities to supplement its educational and extracurricular programs. Athletic facilities include a stadium, baseball field, soccer field, tennis courts, swimming pool, and an equestrian arena. The College is also proud of its library, Learning Center, writing and math labs, Career Center, Campus Center, cafeteria, College Services Building, and Performing Arts Building. Most college facilities are accessible to students with physical handicaps.

Regular Program

For the academic year 2008-2009 the fall semester will run from September 2 to December 20, 2008. The spring semester will follow from February 9 to June 8, 2009 .

The regular program consists of two semesters, 16 weeks in length. Classes are scheduled from 7 a.m. to 10:10 p.m. There are a limited number of Saturday and Sunday offerings. All college classes are open to regularly enrolled students.

Courses are designed to meet community needs for specialized vocational and general education courses, as well as courses which transfer to four-year colleges and universities. These classes are taught by college faculty and experienced instructors from all the instructional disciplines.

Summer Session and Winter Intersession

Summer Sessions and a Winter Intersession may be offered subject to approval by the Board of Trustees.

Library

The college library has a collection of more than 103,000 books and subscribes to approximately 150 magazines, journals, and newspapers.

The library web page, located at www.piercecollege.edu/students/library, provides a link to the online book catalog as well as to online full-text journals, newspapers, informational databases, indexes, and thousands of eBooks.

Enrolled Pierce students are able to borrow library materials by presenting their current Pierce student I.D. card. Library policies and regulations are posted in the library and on the web page.

The library is centrally located on the main campus mall. Facilities include study carrels, group study rooms, computers, microfilm machines, and copiers.

Professional librarians are always available to teach search strategies to students and help them with their research needs. Students should consider the library their first and best source of information resources.

Accrediting Agencies

Pierce College and its various academic programs are accredited by the following agencies.

- Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges
10 Commercial Boulevard, Suite 204, Novato, CA 94949
(415) 506-0234
- American Veterinary Medical Association
1931 North Meacham Road, Suite 100, Schaumburg, IL 60173
(847) 925-8070 www.avma.org
- Bureau of Automotive Repair (BAR)
10240 Systems Parkway, Sacramento, CA 95827
(916) 255-4200, (818) 596-4400
- California Board of Registered Nursing (BRN)
400 R Street, Suite 4030, Sacramento, CA 95814
(916) 322-3350 www.rn.ca.gov

- California Association of Alcohol and Drug Educators (CAADE)
P.O. Box 7152 Oxnard, CA 93031-7152
(805) 485-5247 www.caade.org drmarks@adelphia.net
- National Automotive Technician Educational Foundation (NATEF) and National Institute for Automotive Service Excellence (NIASE)
13505 Dulles Technology Dr., Ste 2, Herndon, VA 20171-3421
- National League for Nursing Accrediting Commission, Inc.
61 Broadway - 33rd Floor, New York, NY 10006
(800) 669-1656 www.nlnac.org
- Western State Conference of the Commission on Athletics
2017 "O" Street, Sacramento, CA 95814

Mission

Pierce College is a learning institution that offers excellent opportunities for student access and success in a diverse college community. The college dedicates all of its resources to ensure that students achieve their educational, career, and personal goals. Our comprehensive curriculum and support services enable students to earn associate degrees and certificates, prepare for transfer, gain career and technical education proficiency, develop basic skills, and prepare for lifelong learning. We also serve our community through economic and workforce development.

Pierce College values:

- Student success and engagement
- An environment conducive to learning
- Access and opportunity
- Service to our communities
- Commitment to excellence
- Enrichment through diversity
- Freedom to think, dialogue, and collaborate

Educational Philosophy

Pierce College affirms the principle that individuals should have opportunities to develop to their full potential. Therefore, we recognize our responsibility:

- to provide educational opportunity to all persons in the community regardless of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veterans status,
- to provide rigorous, high quality educational experiences so that students can truly benefit from and use their education,
- to provide effective counseling and other support services that contribute to instructional effectiveness and student success,
- to provide multicultural, international, and intercultural collegiate experiences that foster individual and group understanding,
- to effectively manage educational and financial resources,
- to distribute and decentralize decision making to its most effective level, and
- to provide an attractive, safe, comfortable, and clean campus.

Limited English Proficiency

Occupational education classes are open to all students. Although the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is suggested that students deficient in English utilize the services of the College that are provided for persons who are limited in English proficiency.

Functions of the Community Colleges

To accomplish the educational philosophy and mission of the Los Angeles Community Colleges, Pierce College offers the following types of educational programs.

TRANSFER. A college transfer program which enables the student who completes two years of study to continue into upper division work at accredited four-year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools.

OCCUPATIONAL. An occupational education program planned to offer the student basic business, technical, and professional curricula to develop skills which can lead to employment, job advancement, certification, or an associate degree.

GENERAL EDUCATION. A program of general education comprised of associate degree programs and other planned experiences which develop knowledge, skills, and attitudes necessary for the student to be effective as a person, a member of society, a worker, and a citizen, thereby enhancing the quality of life for the individual and for the society at large.

TRANSITIONAL EDUCATION. A program of remedial and basic skills education for students needing preparation for community college level courses and programs; and English as a Second Language instruction for immigrants, foreign students and other students with limited English proficiency.

COUNSELING AND GUIDANCE. A counseling and guidance program incorporating academic, career, and personal counseling and assistance in matters of admissions, financial aid, job placement and student activities; to assist the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with his or her interests, aptitudes, and abilities.

CONTINUING EDUCATION. A program of continuing education comprised of graded and ungraded classes to provide opportunities for personal and occupational competence that supplement formal full-time college attendance.

COMMUNITY SERVICES. A program of community services offered to meet the needs of the community for vocational and recreational courses, community and cultural events, and civic functions, completely financed by fees charged those in attendance.

JOINT PROGRAMS. Joint programs with business, industry, labor, education, government and other institutions which are of mutual benefit to sponsoring institutions, enhance the educational opportunities of program participants, and advance the mission and functions of the College.

Strategic Goals and Strategies

Pierce's mission statement identifies us as a learning institution committed to serving students and the community. In order to achieve our mission, eight broad goals for institutional development have been developed to guide the college's planning and decision making processes. These goals and their objectives for implementation are intended to be the basis for action plans and funding and other resource requests necessary for implementation and improvement.

Goal 1: Pierce College will offer excellent, responsive instructional programs to facilitate and improve student learning.

Goal 2: Pierce College will increase opportunities for student access, readiness, retention, and success.

Goal 3: Pierce College will enhance the learning environment to be culturally and pedagogically diverse.

Goal 4: Pierce College will expand the effective use of technology in all areas of the college.

Goal 5: Pierce College will enhance its relationships with the community at large.

Goal 6: Pierce College will establish and maintain fiscal stability.

Goal 7: Pierce College will implement a campus facilities master plan that fully integrates programs, services and budget in support of student learning.

Goal 8: Pierce College will continually refine both its governance and decision processes and its interaction with the district to increase effectiveness and inclusion.

** Complete copies of the Strategic Plan are available in the Presidents Office*

Advisory Committees

Advisory Committees lend assistance to the College in the development of occupational programs that will prepare students for useful and productive lives. The committee members make known the occupational needs as they pertain to employable skills in the specific occupation and in the geographic area of the College, and report on changing technology as it might affect the College programs.

Advisory Committees are extremely important in the development of a two-way system of understanding and communication and for the partnerships that are necessary between the College and the community.

Instructional Alternatives

Economic and Workforce Development - Contract Education and the Pierce Business Center

Contract Education offers customized, quality classes and timely workshops to local business and industry on campus or at the workplace. This program can augment a company's current training program or develop specialized classes to meet professional needs. For further information please contact Judith Trester at (818) 710-2549.

Pierce Business Center offers nationwide testing services to the community for approximately 30 different subject areas. Among those include Transportation Security Administration (TSA), National Institute for Automotive Service Excellence and Border Patrol and Port Security.

ENCORE and OASIS Older Adult Program

In an effort to become an important center of older adult education in the West Valley, two unique programs, the Pierce College ENCORE Program and OASIS, a national nonprofit educational organization, are offered to enrich your life. The ENCORE and OASIS programs provide volunteer opportunities and educational, cultural and wellness programming for older adults on the beautiful Pierce College campus.

ENCORE is a Pierce College non-credit program that provides lifelong learning designed specifically for older adults. The non-credit courses have no exams and no papers to write. Physical education, music, art, computer, personal finance, and personal development are among the curriculum offered each semester. ENCORE classes are free or have a nominal materials fee.

OASIS is a national educational organization dedicated to enhancing the quality of life for older adults. With challenging programs in the arts, humanities, wellness and volunteer service, OASIS creates opportunities for older adults to continue their personal growth and service to the community. OASIS classes have a nominal fee.

For a schedule of classes or further information, please contact the ENCORE/OASIS office at (818) 710-2561.

Honors Program

The Pierce College Honors Program is designed for serious, motivated students. The program offers approximately 10 academically enriched general education courses each semester. These courses are challenging and enhance the academic skills necessary for successful transfer. For further information see the current Schedule of Classes or call (818) 719-6455.

Eligibility

There are two basic eligibility requirements: grade point average and college-level writing ability. High school graduates need a 3.0 cumulative GPA, and continuing college students need a 3.25 GPA in all course work including 12 or more UC-transferable units. All students must qualify for College English (English 101) either by scores on the Pierce College English placement test, by passing prerequisite courses, or an appropriate AP examination score.

Please note: Honors certification is based on a 3.3 GPA in all UC transferable coursework completed. The 3.25 GPA is used for Honors Program eligibility only.

Transfer

Honors Program students successfully transfer to colleges and universities across the country. However, we have a special arrangement with the UCLA College of Letters and Sciences Transfer Alliance Program. Students who complete at least 60 units in a pattern that satisfies both the UC lower division and major course requirements, complete at least eight (8) Honors classes or 24 Honors units including four (4) formal Honors classes within these 60 units, and maintain an overall grade point average of 3.3 in UC transferable units, are eligible for the TAP certification.

Satisfactory completion of the above guarantees priority consideration for admission to UCLA with junior standing. Similar agreements with UC Irvine, UC Riverside, UC Santa Cruz, Chapman University, Occidental College, CSU San Diego and CSU Fullerton are available.

Application

To be admitted to the Honors Program you must be eligible for English 101, have completed 12 units of UC transferable coursework with a minimum GPA of 3.25. Students coming directly from high school must also be eligible for English 101 with a minimum high school GPA of 3.0, file a completed Honors Program application, along with copies of appropriate transcripts and the English placement test results to the Honors Program office, FO 2800.

Program Benefits

Students in the Honors Program have special Honors counseling, and recognition both on the transcript and at graduation.

In addition, Honors classes are limited to twenty-five students. All Honors students also receive the special services provided by membership in the UCLA Transfer Alliance Program whether or not they are planning to transfer to UCLA. These services include a free UCLA College Library card, tickets to cultural events, and much more.

Instructional Television (ITV)

Each semester, the District-wide Instructional Television program of the Los Angeles Community College District presents, via television, a variety of transferable undergraduate level college credit courses.

Instructional Television courses are convenient, flexible and especially suitable for college students needing to supplement their on-campus program or to add classes for those times when campus attendance is not possible.

Students enroll by the telephone registration system or by mail, view telecourse lessons at home or at a campus Learning Resource Center, complete reading and study assignments, attend seminars held on weekends at a Los Angeles Community College near their home, and take a midterm and final exam.

An instructor with office hours and phone times is assigned to each telecourse. The students enrolled in Instructional Television classes keep in touch with faculty by telephone, voice mail, e-mail, U.S. mail, and fax, as well as at the seminars. Interested students are invited to contact Instructional Television at (818) 833-3594 or visit their web page at www.lamission.edu/ITV.

International Education Program: Study Abroad Classes

College credit classes are offered by the International Education Program with instructors and classes selected from the Pierce College curriculum. Opportunities for study include a summer program in Marine Biology in Mexico and Arts and Culture in Florence, Italy. Partnership programs are established with other California Community Colleges, LA Valley College [Summer Paris] and West LA [Summer Spain & Mexico]. The International Education Program demonstrates the commitment of Pierce College to furthering development of international and intercultural awareness. Call (818) 719-6444 for further information.

The Pierce College Extension Program

Pierce Extension is the educational outreach program of the College offering community and continuing education classes as well as cultural and recreational activities through the Office of Community Services on a not-for-credit basis.

Community Education provides a community based program, opportunities for personal and professional development, skill improvement and upgrading, cultural enrichment and recreational enjoyment for all ages, emphasizing lifelong personal and professional growth.

These activities are offered in addition to Pierce College's instructional program and are not academic equivalents of regular credit classes or prerequisites for the traditional college program. This program is supported by participant fees and receive no direct general purpose tax funds.

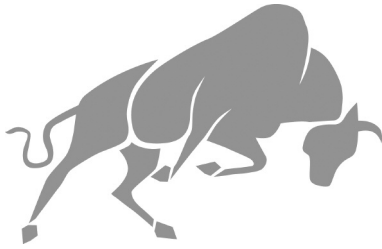
Through the Extension Program, Pierce College hopes to serve your interests, and through you, our whole community. For a calendar of activities or further information, please contact the Extension Services Office at (818) 719-6425 or visit www.piercecollege.edu/community/extension.

Pierce College Foster and Kinship Care Education

Pierce College Foster and Kinship Care Education (FKCE) offers continuing education for foster parents, relative caregivers, adoptive parents, and others who are interested in fostering or adopting children. Classes that satisfy "D" rate (to provide care for children who exhibit severe and persistent emotional and behavioral problems in a family home setting) and "F" rate (to provide care to medically fragile children in a family home setting) requirements are offered, as well as D and F rate pre-service for foster parents or relative caregivers to gain certification in those categories.

In addition, Pierce College FKCE and Student Outreach offer the Youth Empowerment Strategies for Success (YESS) program to eligible Foster Youth in the West San Fernando Valley. This program provides educational assessment, tutoring for foster youth ages 14-15, and Life Skills training for foster youth ages 16-21.

For a schedule of events or further information, please contact the Foster and Kinship Care Education office at (818) 710-2937, and for information on Project YESS, please call (818) 710-3379, or visit www.piercecollege.edu/community/extension.



The Full-Time College Transfer Program For Working Adults

PACE

Program For Accelerated College Education

PACE is an accelerated program geared to meet the needs of working adults. The PACE program offers college credit courses that fit hectic work and family schedules. The results have been amazing! Take a few minutes to learn about this program which has changed the future of hundreds of Pierce students.

- Complete 12-14 units in each college semester
- Earn an associate degree in two years
- Most classes taken in PACE are fully transferable to CSU campuses
- Classes taken in the PACE program are fully accredited and readily accepted at most UC and private colleges and universities in California

If you are interested in being in the Business cohort, then you can complete all your General Education classes and most major preparation classes in the PACE program. The Major preparation classes are: Accounting 1 and 2, Economics 1 and 2, Computer Applications and Office Technology 32 (if you have completed English 21 or higher, you do not need to complete CAOT 31), Business Law 5, Computer Science 501 or 530, Math 227, and Math 238.

If you are interested in following the Educator Preparation path, then you can complete all your General Education classes and most major preparation classes in the PACE program. The Major preparation classes are: History 86, Child Development 1, Math 215, Geography 2, Education 203, History 41, Linguistics 1, Biology 3, and Physical Science 4.

If you are interested in following a different path, come in and talk to the PACE counselor. The counselor can help you figure out what classes you need to meet your major preparation requirements.

Prepare for any of these paths with Bridge classes:

- Math 112, Math 115, Math 125
- English 21, English 28, English 101

Learn whether you qualify for this accelerated program by visiting the PACE office in Faculty Office 2800. The PACE office is open 5 days a week. Please check the website for the hours. You can contact us by phone at (818) 719-6455 or you can send us an email through the Contact Us page on our website.

Equal Employment Opportunity

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. (Board Rule 101301).

Inquiries regarding equal employment opportunity at Pierce College should be directed to the College Compliance Officer, Sylvia Silva at (818) 710-2508.

Prohibited Discrimination and Harassment

The Policy

It is the policy of the Los Angeles Community College District to provide an educational, employment and business environment free from Prohibited Discrimination. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

Academic Freedom

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow Prohibited Discrimination. The discussion of ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute Prohibited Discrimination, though such ideas may cause some students discomfort. It is recognized that academic freedom insures the faculty's right to teach and the student's right to learn.

Definition of Prohibited Discrimination

Prohibited Discrimination is defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.

Definition of Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting.

Retaliation

Retaliation against anyone who makes a complaint, refers a matter for investigation or complaint, participates in investigation of a complaint, represents or serves as an advocate for an alleged victim or alleged offender, or otherwise furthers the principles of this policy.

False Allegations

Anyone who files a complaint in which he/she knowingly makes false allegations of fact shall also have violated this policy and shall be subject to disciplinary action.

Confidentiality

All persons involved in investigation of complaints shall have a duty to maintain the confidentiality of the matters discussed, except as may be required or permitted by law, which include the rules and regulations of the District.

A complete record of each complaint and investigation shall be kept by the Director of Diversity Programs.

The Written Decision or any Settlement Agreement regarding the results of the investigation shall be placed in the personnel file of each employee involved as an alleged offender, alleged victim or complainant.

General Provisions

The Director of Diversity Programs is responsible for receiving complaints and coordinating investigations from within the District, from other governmental agencies, and from outside sources.

Each College President shall designate a CO for the campus, not a faculty member, and the Director of Diversity Programs shall designate the CO for the District Office.

Each College President, in consultation with the ASO President, shall designate an employee who shall serve as Advocate for Students (AFS).

All Supervisors shall be responsible for maintaining a work environment consistent with this policy. Any supervisor who becomes aware of a situation which could be reasonably perceived to be a violation of this policy must report it to the CO for his or her work site. All employees are responsible for maintaining an educational environment consistent with this policy. Any employee who becomes aware of a situation which could reasonably be perceived as a violation of this policy should refer it to the CO for his or her work site.

A summary of the policy shall be published in each college catalogue and class schedule. A copy shall be given to new employees. The entire policy shall be posted prominently.

Complaints may be filed by persons other than the person who is the recipient of unwanted conduct. Complaints may also be filed with the State Chancellor's Office.

The CO shall receive the complaint, and notify the complainant, alleged offender, the College President or District administrator, and the Director of Diversity Programs, within 5 business days of a potential violation of this policy.

During the process of the investigation, the complainant/victim and the alleged offender have the right to be represented.

Investigation

The CO shall promptly investigate all potential violations of this policy of which he or she becomes aware. The CO shall notify both the College President or, at the District

Office, the Deputy Chancellor, and the Director of Diversity Programs that an investigation is being conducted. Such an investigation may be initiated on the basis of a Complaint, a referral from a Supervisor or employee, or any other information indicating a potential violation of this policy from any other source.

In the absence of a complaint form and/or a formal complaint, the CO shall conduct a preliminary investigation, which shall be completed within 30 days after the CO becomes aware of a potential violation.

If, as a result of the preliminary investigation, there is a prima facie case of Prohibited Discrimination, the CO shall sign a formal complaint. A "prima facie" case means that there is evidence which, if unexplained or uncontradicted, would be sufficient to make a finding that discrimination had occurred. The formal investigation and Written Report shall be completed by a CO from another worksite.

If there is not a prima facie case of Prohibited Discrimination, the CO shall advise the complainant and alleged offender in writing, with a copy to the College President or Deputy Chancellor, which may be appealed in accordance with these rules.

Informal Procedure

The CO shall undertake efforts to informally resolve and investigate the charges. This process is limited to 30 days. If a resolution is reached, the CO shall draft a Settlement Agreement to be signed by the alleged victim/complainant and the alleged offender. The CO shall monitor the situation to insure that the resolution is properly implemented and maintain records.

Complaint Procedure

A written Complaint must be filed on the prescribed Los Angeles Community College Complaint form. The CO will have 60 days to investigate the complaint.

Employment based Complaints shall be filed within 180 days. For a Complaint not arising from or related to employment, the Complaint shall be filed no later than one year from the date when the complainant knew or reasonably should have known of the facts underlying the Complaint.

CO's Report

Within 60 days after becoming aware of a potential violation of this policy, the CO shall complete the investigation and make a Written Report to the College President, or Deputy Chancellor.

The College President, or Deputy Chancellor, shall independently assess whether the "preponderance of the evidence" establishes a violation and shall determine what action is to be taken, if any. Prior to making the decision, the alleged offender and alleged victim shall have the opportunity to make an oral statement, within 15 days from the receipt of the CO report.

Within 90 days from the start of the investigation a Written Decision shall be mailed to the complainant/victim and the alleged offender.

Disciplinary Action

If appropriate, the College President, Deputy Chancellor, or the Chancellor shall initiate the applicable disciplinary process within 10 business days of receiving the Written Decision.

Disciplinary action shall include, without limitation, verbal warning, probation, suspension, expulsion, letters of reprimand, Notices of Unsatisfactory Service, suspensions, demotions or dismissals.

Appeals

If the complainant/victim is not satisfied with the Written Decision, he/she may appeal to the District's Board of Trustees by submitting a written appeal to the Chancellor's Office within 15 days.

The Chancellor shall present the written appeal, the Written Decision and the investigative report to the Board of Trustees in closed session. If the 45 days elapse without further action, the Written Decision shall be the final decision of the District. In non-employment cases the complainant has the right to file an appeal with the State Chancellor's Office within 30 days after the Board decision is issued, or the 45 days have elapsed, whichever comes first.

Additional Remedies

The complainant or alleged victim may pursue independently civil law remedies, including but not limited to injunctions, restraining orders, or other orders. An individual who believes that he/she is the victim of Prohibited Discrimination may also file a complaint with the Department of Fair Employment & Housing at (800) 884-1684, the Equal Employment Opportunity Commission at (213) 894-1000, for employment based complaints; and the Department of Education, Office for Civil Rights at (415) 556-4275, for non-employment complaints whether or not the complainant chooses to utilize the District's internal procedure.

Necessary forms to file a complaint of discrimination and/or harassment may be obtained from the Compliance Officer at the site, and from the Office of the Vice President of Student Services. Anyone who believes that he or she is a victim of discrimination and/or harassment may also call (213) 891-2315.

The entire policy and procedures shall be prominently posted with other official District announcements.

Sexual Assault

The Los Angeles Community College District is committed to providing a safe environment for its students, faculty, and staff. The Los Angeles Community College District Board of Trustees condemns any act of sexual assault committed on any of its facilities. In the event of sexual assault committed on grounds or in facilities maintained and/or used by the District, any victim of a sexual assault who is one of the District's students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. Individuals who commit sexual assault while on properties within the control of the District shall be subject to appropriate criminal prosecution and/or District disciplinary procedures.

Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this Chapter, except with the consent of the victim.

Victims of sexual assault may obtain a list of referrals to community agencies from the College Police office.

Admission & Registration Information

Enrollment Process: How to Register for Classes

New Students

1. Complete Application

To receive the earliest possible registration appointment, apply online at www.piercecollege.edu. International students must complete their admissions process through the International Students Office. Concurrent students can also apply online. Concurrent high school students must also bring a completed Supplemental Application for Admission of Students in Grades K-12 form to the Admissions Office. The Information Desk has reference copies of the application in Spanish, Farsi, Japanese, Vietnamese, and Korean.

2. Financial Aid

To receive the best possible aid package continuing and new students should have filed their Free Application for Federal Financial Aid (FAFSA) between January 1, 2008 and March 2, 2008 to be considered for Priority Funding for the academic year 2008-2009. Students are still encouraged to apply after March 2nd but funds will be limited. For faster processing apply on line at www.fafsa.ed.gov.

3. Assessment

Complete the English or English as a second language (ESL) and mathematics placement process. This process helps place you in classes where you are most likely to succeed. You should complete the assessment process as early as possible. All sample tests can be downloaded from the internet, including English, Math and Chemistry exams, at www.piercecollege.edu/students/assess/. Test scores and/or course work from other colleges might be used in place of the Pierce Assessment if accepted by the Assessment Center. Questions? Contact the Assessment Center at (818) 719-6499.

4. On-line Orientation

We have developed an on-line orientation for you. It can be accessed via the Pierce College homepage at www.piercecollege.edu.

5. Registration

Enroll in classes on line at www.piercecollege.edu or by using the STEP telephone registration system. You will be enrolled in the classes of your choice or placed on a waiting list if the class is full and waiting list space is available. Write down and save your confirmation numbers. You can print your semester schedule if you enroll on line.

6. Payment

Payment is due when you register. You may pay with cash, check, or credit card. You may pay online or by phone. A hold will be placed on your record if you do not pay when you register. A Registration/Fee Receipt and a Pierce College picture ID card will be issued to you when you pay. If you pay online or by phone or mail, you may pick up your picture ID in Copy Tech in the College Services Building.

Continuing Students

You are a continuing student if you were active in classes during either the previous Fall or Spring semesters.

1. Registration Materials

Continuing students will receive an email or a letter with their priority telephone/internet registration appointments for registration during the month before finals. Appointments are also on the address label of the Schedule of Classes mailed to your home. Instructions are in the center of the Schedule of Classes. Your priority registration appointment is also available on the STEP telephone system and the Pierce web site.

2. Financial Aid

To receive the best possible aid package continuing and new students should have filed their Free Application for Federal Financial Aid (FAFSA) between January 1, 2008 and March 2, 2008 to be considered for Priority Funding for the academic year 2008-2009. Students are still encouraged to apply after March 2nd but funds will be limited. For faster processing apply on line at www.fafsa.ed.gov.

3. Assessment/Prerequisites

You may need to meet certain course prerequisites prior to registration. Check individual course requirements. All sample tests can be downloaded from the internet, including English, Math and Chemistry exams, at www.piercecollege.edu/students/assess/. Bring proof of prerequisite courses completed at other colleges to the Assessment Center in the Campus Center. Questions? Call (818) 719-6499.

4. Counseling

Make an appointment well in advance of registration. Ask about degree and major requirements. Visit the Transfer Center.

5. Registration

Use your priority registration appointment to register by telephone or internet. Write down and save your confirmation numbers.

6. Payment

Payment is due when you register. You may pay with cash, check or credit card. You may pay on-line or by phone. A hold will be placed on your record if you do not pay when you register. A Registration/Fee Receipt will be issued to you when you pay. If you pay online or by phone or mail, your Registration/Fee receipt will be mailed to you.

Admission Eligibility

You are eligible to attend Pierce College if you meet any of the following criteria:

1. You have graduated from high school or have successfully passed the California High School Proficiency Examination.
2. You are over 18 years of age and are no longer attending high school and are capable of profiting from the instruction offered.
3. You are under 18 years of age and not a high school student, with special permission as a full-time student.
4. CONCURRENT ENROLLMENT AT PIERCE COLLEGE AND HIGH SCHOOL

As a high school student you may enroll concurrently at Pierce College. In addition to the application for admission, you must submit a separate Supplemental Application for Students in Grades K-12 form, approved by your high school counselor and your parents. Students in less than 9th grade require special processing. Call (818) 719-6448 for details. Concurrent students are given the last priority for registration.

Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions and Records.

International Student Admissions

All F-1 visa students seeking admission to Pierce College must apply through the International Students Admissions Office. Applications may be obtained by:

- phone—(818) 710-2511 (Admissions Room 1001)
- email—intlstu@piercecollege.edu
- FAX—(818) 347-8704
- website—www.piercecollege.edu
click on “Students” scroll down and click on “International Students”

Application Dates:

Fall Semester	January 14, 2008 through May 15, 2008
Spring Semester	May 5, 2008 through October 15, 2008

Students are advised to apply 6-9 months in advance of the semester they wish to begin. Students will be considered for the semester following application processing.

The applicant must provide:

1. International students application form
2. Processing fee (cashier's check or money order made out to "Pierce College") - no cash, credit cards or personal checks can be accepted
3. Confidential financial affidavit and bank verification letter
4. Official transcripts of all high schools and colleges/universities attended in all countries, including U.S.A.
5. Proof of English proficiency can be shown by the following: TOEFL, IELTS, STEP Eiken, or CSUN IEP Level 9
6. Students applying from within the U.S.A. must provide a copy of their passport information page, current visa, and I-94

7. Transfer students must have our Transfer Verification Form completed by their current school and provide a copy of your current I-20AB
8. Three passport size photographs

All applicants are evaluated on their potential to be successful at this college. When the student is admitted, an I-20 is issued to the student by this office. This document can be used by the student to obtain an F-1 visa from a United States embassy outside of the United States. Students who are already in this country will use the new I-20 to change their visa status or complete their transfer process from another educational institution.

Information about immigration regulations governing an “adjustment of-status” to an F-1 visa from another visa may be obtained in the International Students Admissions Office.

See also International Students Program, page 45.

Procedures For Admission And Registration

Admission

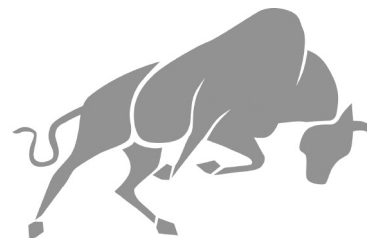
Apply online or submit an application for admission in person.

When applying in person please bring picture ID. Application forms are available at the Information Desk beginning on the first day of each application period and online. Applications are accepted as indicated in the schedule of classes. See the College Calendar in the schedule of classes for deadlines for the submission of applications.

The Admissions and Records Office is located in the Administration Building. Office hours: Monday through Thursday, 8:00 am - 7:30 pm and Friday, 8:00 am - 3:00 pm.

Every student will be assigned a student ID number when they apply. Providing your Social Security number is optional. It is only required for students applying for financial aid and/or who will be eligible for student tax credits.

Complete all required information. All information requested on the application must be provided. The applicant must declare under penalty of perjury that all information on the application is correct. All information is subject to verification; falsification or withholding of information shall constitute grounds for dismissal.



Residence Requirements

California Residence Requirement

To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the Residence Determination Date. The "Residence Determination Date" is that day immediately preceding the opening day of instruction of the semester, winter, or summer session. Residence is defined as a union of act and intent.

Non-Resident

A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date. Physical presence alone is not sufficient to establish California residency nor is intent when not coupled with continuous physical presence in the State. Certain non-U.S. citizens are permitted to establish residency and certain others are not. Check with the Admissions Office regarding your particular status.

Residency classification is made when the application is accepted. Students may petition for a change of classification during the semester in question.

A student classified as a non-resident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

6 Unit Fee Waiver

Non-resident students who enroll in 6 units or less will have the non-resident tuition waived. Students must limit their enrollment to 6 units within the Los Angeles Community College District.

Students who enroll in 7 or more units will be charged non-resident tuition for ALL units. To avoid being charged, students should complete all program changes prior to the refund deadline.

Non Resident Fee Waiver (AB540)

Students who are classified as non-residents may be eligible for a waiver of non-resident tuition if they meet the following criteria:

- Attended a California high school for at least 3 years.
- Graduated from a California high school
- Do not have a non-immigrant visa status with U.S. Citizenship and Immigration Services. (USCIS)

A waiver form is available in the Admissions and Records Office.

Residence Reclassification

Students who have been classified as non-residents must petition to be reclassified as residents before the start of any semester if they feel their status has changed. Non-resident students applying for reclassification as residents must also show financial independence for the past three years. The Residence Reclassification form is available in the Admissions Office or online at www.piercecollege.edu under Frequently Asked Questions/Forms.

Residence Appeal

A student may appeal the residence classification determined by the College. The appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Admissions Office. The appeal must be submitted in writing to the College Admissions Officer who will forward it to the District Residency Appeal Officer.

Matriculation

Matriculation - What is it?

Matriculation is a process designed to assist students in achieving their educational goal at Pierce College. It is an agreement between the College and the student. Pierce College agrees to provide an organized process of admission, orientation, assessment, counseling, and student progress follow-up. The student agrees to declare a specific educational goal, attend class, and complete all assigned coursework.

What is the purpose of Matriculation?

The purpose of Matriculation is to ensure that students complete their college courses, persist to the next academic term and achieve their educational objective. Matriculation provides students with easy access to the College's programs and services. These services can promote higher grades, completion of more classes, and increased persistence from semester to semester.

Who is eligible for Matriculation?

All first-time students who have declared a goal of earning a certificate, AA, or transferring are subject to matriculation.

Matriculation at Pierce College

Matriculation is a campus-wide program. Success is measured by the attainment of the student's stated educational goal or objective. The following are the components of Matriculation:

Assessment All students who go through the matriculation process complete the assessment process. This assessment takes 3 1/2 hours to complete and covers reading comprehension, grammar, essay writing, and math. Practice tests are available to help students prepare for the exam. The assessments help place students in classes where they are most likely to succeed. Placement recommendations are advisory and intended to assist students.

On-line Orientation Completion of our on-line orientation is recommended for all new students. You can access the orientation via the Pierce College homepage at www.piercecollege.edu. You will find information on the programs we offer, transfer requirements, academic planners, and student services here on campus. Please use this as a resource throughout your time here at Pierce.

Counseling The Counseling Department can help you with your educational plan, major, transfer and career exploration, and personal counseling. Please plan to visit the Counseling Office at least once each semester.

Follow-up After enrolling for the first semester, students will continue to receive follow-up services through the Counseling Department, Transfer and Career Center, and Early Alert program. These services will include help with planning programs for each semester, preparing to transfer, and earning an Associate degree. In addition, the Early Alert program helps identify students who begin encountering academic difficulty early in the semester.

Matriculation Exemptions At the time of application, all students are classified as exempt or non-exempt from various matriculation components. The exemption policy is listed below:

Assessment Exemption Criteria:

- (1) Students who have already earned an A.A./A.S. degree or higher.
- (2) Students who are attending Pierce with a goal of personal interest and who have completed fewer than 16 units of college credit.

Note: Students who have completed assessments or prerequisite courses at other colleges should present this documentation for verification to the Assessment Center Director. (Verification must be presented before an exemption can be granted).

Orientation Exemption Criteria:

- (1) Students who have already earned an A.A./A.S. degree or higher.
- (2) Students who are concurrently enrolled at a four-year college or university and who have completed fewer than 16 units of college credit.
- (3) Students who are concurrently enrolled in the 12th grade or below and who have completed fewer than 16 units of college credit.
- (4) Students who are attending Pierce with a goal of personal interest and who have completed fewer than 16 units of college credit.

Counseling/Advisement Exemption Criteria:

- (1) Students who have already earned an A.A./A.S. degree or higher.
- (2) Students who are attending Pierce with a goal of personal interest and who have completed fewer than 16 units of college credit.

Matriculation Challenges

Students wishing to challenge any matriculation component should request a waiver form from the Assessment Center in the Campus Center. Please fill out the form, then return it to the Assessment Center. Please retain a copy of the waiver.

Students with complaints or challenges to any matriculation provisions may appeal to the Matriculation Coordinator in the Assessment Center or call (818) 719-6499 for more information.

Alternative Matriculation Services

Pierce College provides the following alternative matriculation services:

1. Pierce has translated the application questions into various languages. At the present time, information is available in Farsi, Japanese, Vietnamese, and Spanish at the Information Desk.
2. For a physical, visual, or communication limitation that might require special assistance for any matriculation component, please come to the Special Services Department for more information on how the college can provide accommodations for you.

English Placement Process

The results of the English placement process or English Enrollment Authorization Form must be on file in order to enroll in English 21, 28, English 82, 84-87, or English 101 and above. Authorizations for students registering by telephone will be checked automatically on-line.

All students planning to enroll in an English course for the first time are expected to complete the English placement process at the Pierce College Assessment Center (Campus Center). Contact the Assessment Center at (818) 719-6499 for an appointment and sample test information. Placement results or prerequisite courses taken at other colleges may be presented to the Assessment Center to be substituted for the Pierce English placement process.

Placement recommendations made through the English placement process are intended to assist students with enrolling in classes where they are most likely to succeed. Upon completing the process, students are informed of their placement and given their authorization to enroll. Students seeking authorization to enroll in a course other than that recommended by the assessment test must meet with an English Department advisor. Review is essential because the test cannot be taken again for one year. Contact the Assessment Center for hours.

Students need to provide evidence of prerequisite completion either through coursework in the Los Angeles Community College District, by completing the Pierce English placement process, or through transcripts from other colleges presented at the Assessment Center.

Mathematics Placement Process

All students who have not completed a college mathematics course must complete the mathematics placement process at the Pierce College Assessment Center (Campus Center). Contact the Assessment Center at (818) 719-6499 for an appointment and sample tests. Review is essential because the test cannot be taken again for six months.

Placement tests are given at four levels: Algebra Readiness, Elementary Algebra, Intermediate Algebra, and Precalculus. Upon completing the test, students are advised of their recommended placement and given an authorization to enroll in that course. Students who wish to challenge the recommendation of the assessment test should consult a Mathematics Department advisor. Contact the Assessment Center for hours.

Note: Results of the English and Mathematics placement process cannot be used to satisfy the English and Math competency requirements for graduation.

Registration Policies

Open Enrollment

Unless specifically exempted by law, every course for which State aid is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites.

Registration

Registration is the process whereby the student is entered onto the College roll for the semester and is enrolled in specific classes. All students will be issued a Registration/Fee Receipt as the last step in the registration process.

Appointments to Register

Upon acceptance of a student's application and completion of matriculation requirements, new students will be issued an appointment to register. Students are urged to file their applications as early as possible since appointments are given out on a first-come first-served basis.

Students may register at their appointment time or anytime after through the Thursday prior to the start of the semester.

Adding and Dropping Classes

Adding Classes

Only students who have been admitted to the college and are in approved active status may add or attend classes.

Admitted students who wish to add a class once the semester begins must obtain an add card from the instructor or the College Add Desk. It is the student's responsibility to have the add processed before the last day to add, which is listed in the college semester calendar.

Dropping Classes

Students wishing to drop one or more classes must do so through the Admissions Office by filing a DROP CARD or by using the STEP telephone registration system, or the Pierce web site.

It is the student's responsibility to officially drop from class by submitting a drop card to the Admissions Office or using the STEP telephone system or the Pierce web site. Students must drop by the end of the second week of semester-length classes to avoid fees. Any drops or exclusions that occur between 30% of the time the class is scheduled and 75% of the time the class is scheduled will result in a "W" on the student's record which will be included in the determination of progress probation. Drops are not permitted beyond 75% of class meeting time.

A grade (A, B, C, D, F, CR, INC, or NC) will be assigned to students who are enrolled past the last day to drop even if they stop attending class, except in cases of extenuating circumstances. After the last day to drop students may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Cancellation of Classes

The College reserves the right to discontinue any class with insufficient enrollment.

Course Prerequisites

It is the student's obligation to know and meet course prerequisites. These are stated in the catalog description of each course.

Credit for Prerequisites

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s). Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course.

Violation of this regulation will result in exclusion from class and/or denial of course credit.

Pierce College Matriculation Policy On Prerequisites, Corequisites, Recommended Preparation, And Limitations On Enrollment

The faculty has identified knowledge and skills that are necessary for success in certain classes. At registration, students need to determine if any courses require previous knowledge. The catalog and schedule of classes use four terms to show if such knowledge is required:

PREREQUISITE: means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program (i.e., a course that must be passed, or a requirement that must be met before enrolling in a given course). Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite.

COREQUISITE: is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course (i.e., a course that must be taken at the same time as another course.)

RECOMMENDED PREPARATION: means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program (i.e., preparation that is helpful, but not required, before enrolling in a given course).

LIMITATIONS ON ENROLLMENT: A prerequisite necessary to protect a student's health and safety and the health and safety of others. (see prerequisite). Limitations on enrollment may also apply to certain courses (e.g., performance, honors, and special programs) if comparable courses are provided.

Prerequisite Challenge Procedures

A student may challenge a prerequisite or corequisite by filing a prerequisite challenge form. The reasons for seeking a challenge may include one or more of the following:

1. A prerequisite is not reasonably available;
2. The student believes the prerequisite is not valid or necessary for the success in the course for which it is required;
3. The student believes the prerequisite is discriminatory or being applied in a discriminatory manner, or
4. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite.
5. The student believes it to be unfounded that he or she might cause a health or safety hazard.

The steps for filing a challenge are outlined below:

1. Obtain and complete a challenge form (PC-1), accompanied by all necessary documentation, from the Assessment Office (Campus Center), or download at: www.piercecollege.edu/students/assess
2. Return the completed form with documentation to the Assessment Office. A prerequisite challenge **requires** written documentation (e.g. proof of alternative course work, explanation of background or abilities which adequately prepare the student for the course, etc.) before it can be processed.
3. You will be notified by the Assessment Center regarding the decision.

Students with questions regarding filing a prerequisite challenge may contact the Assessment Office in the Campus Center or call (818) 719-6499 for information or appeal procedures to the challenge process outlined above.

Unit Maximum

The maximum study load is 18 units during a regular semester. The normal class load for students in the fall or spring semester is from 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take 19 or more units may file a Petition for Excess Units in the Dean of Admission's Office during the week before the semester begins or the first two weeks of the semester.

Those students who will be employed while attending college should consider reducing their programs accordingly. It is suggested that those students who are employed full-time should enroll in no more than one or two classes or 9 units maximum.

Restricted Programs

Students may be required to enroll in a restricted program if their grades or test results indicate that this is in their best interest. The College may limit either the number of units in which a student may enroll or may specify certain subjects as a condition of enrollment. Students who violate such requirements will be subject to dismissal.

Enrollment Conflicts

Concurrent enrollment in more than one section of the same course during a semester is not permitted, with the exception of certain Physical Education classes on a limited basis.

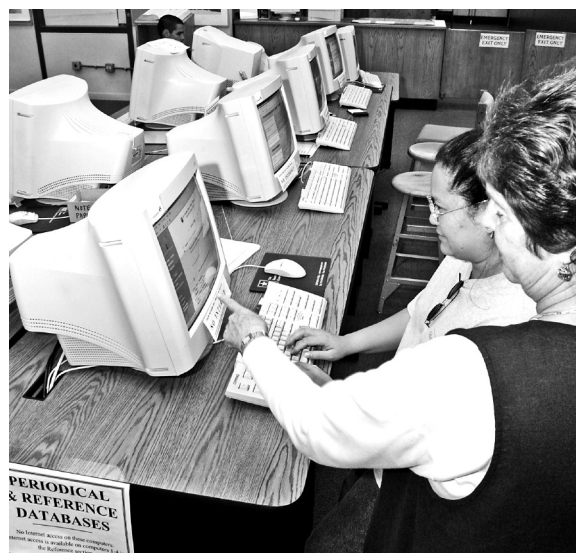
Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses). Violation of this regulation will result in exclusion from class and denial of course credit in both courses.

Enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators will be subject to disciplinary action (See Standards of Student Conduct).

Auditing Classes

Students may be permitted to audit a class under the following conditions:

1. Payment of a fee of \$15 per unit. Fees may not be refunded or transferred. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
2. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.
4. Permission to enroll in a class on an audit basis is at the instructor's discretion.
5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of the extent of participation allowed beyond observation.
6. Concurrently enrolled high school students must pay any audit fees.
7. Financial aid does not cover auditing.
8. Audit enrollments must be processed in the Admissions Office by the last day to add.



Student Fees

Enrollment Fee

Enrollment fees are set by the California State Legislature and are subject to change.

Section 72250 and Section 72252 of the State Education Code requires Community Colleges to charge enrollment fees of each student enrolling in college. Effective January, 2008 the fee prescribed by these sections is twenty dollars (\$20) per unit per semester with no maximum per semester. If you take ten units, the cost will be \$200. If you take fifteen units, the cost will be \$300 and so forth.

Concurrently enrolled K-12 students are not charged the enrollment fee.

If at the time of enrollment you are receiving benefits under the Temporary Assistance for Needy Families (TANF), the Supplemental Security Income/State Supplementary Program, or the General Assistance Program, the enrollment fee will be waived. For information regarding the procedure for requesting a waiver, contact the Financial Aid Office prior to the date of your enrollment.

Financial aid may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the College Financial Aid Office. Applications should be submitted as soon as possible at www.fafsa.ed.gov.

Enrollment Fee Assistance

The college offers enrollment fee assistance to students who are unable to pay the enrollment fee. Students should complete the Board of Governors' **Enrollment Fee Waiver** application (available inside the Schedule of Classes, as well as at the Information Desk in the Administration Building and at the College Financial Aid Office) and submit it to the college Financial Aid Office to process.

The **Enrollment Fee Waiver** is available to students who receive Temporary Assistance for Needy Families (TANF) (formerly AFDC), General Relief (GR), or Supplemental Security Income (SSI), dependents of deceased or disabled veterans of the U.S. Military, and students whose house-hold size and family income fall within the following limits:

Number in Household (including yourself)	Total 2007 Family Income (Adjusted Gross Income and/or Untaxed Income)
1	\$15,315 or less
2	\$20,535 or less
3	\$25,755 or less
4	\$30,975 or less
5	\$36,195 or less
6	\$41,415 or less
7	\$46,635 or less
8	\$51,855 or less
+	Add \$5,220 for each additional member

Students with financial need established by the College Financial Aid Office may also be eligible for deferment of enrollment fees.

Fee And Refund Schedule - Fall And Spring Semesters (Effective Fall Semester, 2008)

TYPE OF FEE	AMOUNT	REFUND DEADLINE
Enrollment Fee <i>Subject to change by the California Legislature</i>	\$20 per unit	End of the second week of the semester (Deadline for short term classes will be different for each class)
Non-resident Tuition <i>(All non-resident students must pay the \$20 per unit enrollment fee in addition to non-resident tuition. Non resident tuition is due upon registration. Non-resident tuition is waived for students enrolled in 6 or less units.)</i>		
Students from another State:	\$181 per unit	End of the second week of the semester
Students from another country:	\$191 per unit	(Deadline for short term classes will be different for each class)
International Student (F1 VISA)		
Application Fee:	\$35	
SEVIS:	\$25	
International Student Medical Fee (IMED):	Estimated at \$460 for 6 months	Full refund before first day of instruction. Prorated by vendor thereafter.
Health Services Fee	\$11.00	End of the second week of the semester
Audit Fee	\$15 per unit (Students who have enrolled in 10 units or more may audit up to 3 units without charge)	NOT REFUNDABLE OR TRANSFERABLE
Student Representation Fee	\$1	End of the second week of semester when student withdraws from all classes
Parking Fee	\$20	End of the second week of the semester
Associated Students Organization Membership Fee	\$7	End of the second week of the semester - \$7

Other Fees

Emergency Processing of Transcript or Verification of Enrollment	\$10
Verification of Enrollment*	\$3
Record of Work in Progress*	\$3
Transcript*	\$3

* The first two are free

CHECK ACCEPTANCE POLICY

Check Types Accepted - The Electronic Check Service only accepts: Personal checks
Check Types That Are Ineligible - In Accordance with the NACHA rules, the Electronic Check Service does not accept:

- Checks not pre-printed
- Business/Corporate checks
- Third - party checks
- Government checks
- Insurance checks
- Payroll checks
- U.S. Treasury checks
- Federal Reserve checks

For questions please call: Business Office (818)719-6432

Please note that a \$10 returned check charge is assessed for a check returned to the Business Office unpaid by the bank for any reason. A stop payment order on a check does not constitute an official withdrawal nor does it release the student's financial obligation for the fees. A student with an unpaid financial obligation will not be able to register for subsequent semesters.

All fee refunds must be claimed in person at the Business Office.

Enrollment Fee Refund Policy

For full term courses: the student will receive a full refund up to the end of the second week of classes. After that date, there will be no refunds unless a class is cancelled or rescheduled by the College administration. After the second week of the semester, fees will not transfer when the student adds and drops, whether or not the student has paid. Students who enroll and do not drop classes by the end of the second week of the semester will remain liable for all fees.

For short term courses: the student will receive a full refund up to the end of a period of time equal to 10% of total class time. There will be no refunds after that, unless the student must drop a class because it is canceled or rescheduled by the administration. All fee refunds are processed in person.

Health Services Fees

The Los Angeles Community College District charges an \$11.00 mandatory health fee for the Fall and Spring semesters and \$8.00 for the Summer and intersession, payable to one campus only, to cover the costs of health centers at each college. Due to recent state legislative changes, beginning in the Fall 2006 semester, the student health fee will no longer be waived for Board of Governor Grant recipients. Payment of the health fee can be made at the Business Office each semester. This fee enables students to take advantage of the on-campus health center located in the Campus Center. Please call (818)710-4270.

Student Representation Fee

A \$1 Student Representation Fee per semester is due at the time of registration. The fee was established to provide for the support of student representatives involved in governmental affairs.

Non-Resident Tuition Fee

The 2008-09 tuition fee for non-resident students is \$181 per semester unit for students who are non-residents from another state; \$191 per semester unit for students who are non-residents from a foreign country. Tuition must be paid at the time of registration. This fee is subject to change each academic year.

Students are waived non-resident tuition, as long as they enroll in 6 units or less within the LACCD.

Please note: Non-resident students are also required to pay the community college enrollment fee. Non-resident tuition is due upon registration. *Students must drop classes by the refund deadline in order to avoid being charged the enrollment fee and the non-resident tuition fee. In addition, after the refund deadline, fees will not transfer when students add and drop classes, whether or not fees have been paid.*

Non-Resident Tuition Refund Criteria and Schedule

Non-resident students who formally drop part or all of their enrollment may request a refund of previously paid non-resident tuition in accordance with the schedule below. Such requests must be made in writing on a form provided by the District.

The date used for non-resident refund purposes is the date on which such requests are filed and time stamped, regardless of when separation may have occurred. All non-resident refunds will be made by mail.

Non-resident refunds will be computed as follows:

CLASS TYPE	DATE REQUEST IS TIME STAMPED	REFUND
Regular Length (Fall, Spring, Summer)	Through second week of instruction	Full Tuition
	After second week of instruction	No Refund
Short Term (Less than regular length)	Through 10 percent of class length	Full Tuition
	After 10 percent of class length	No Refund

Parking Fee

A parking permit is required at all times when using campus parking facilities during regular school hours, 7 a.m. - 10 p.m., Monday through Thursday; 7 a.m. - 3 p.m., Friday; Saturday, 7 a.m. - 3 p.m.

The Board of Trustees of the Los Angeles Community College District has authorized parking fees for all on-campus parking at district colleges.

A student's Pierce College parking decal is valid at each Los Angeles Community College District campus at which the student is currently enrolled in classes.

To encourage membership in the Pierce College Associated Students Organization, the College Administration has entered into an agreement with the ASO whereby individuals who both pay the District parking fee and join the Associated Student Organization will receive as a benefit of membership preferred parking privileges on campus. Students displaying a Preferred Student Parking Decal may park, if space is available, in all student parking lots, including the preferred lots (1, 3, 5, 6, 7 and 8), as well as legally allowable street parking space. The non-preferred parking lots (permit required) are 2 and 4.

Fall and Spring Semester Parking Permit Fees

Non-Preferred/Restricted District Permit	\$20.00
A.S.O. Membership Fee	\$7.00
Preferred/Non-Restricted Permit TOTAL FEE	\$27.00
<i>Charge to replace lost or stolen permit</i>	<i>\$27.00</i>

Summer and Winter Session Parking Permit Fees

Non-Preferred/Restricted District Permit	\$7.00
A.S.O. Membership Fee	\$3.00
Preferred/Non-Restricted Permit TOTAL FEE	\$10.00
Charge to replace lost or stolen permit	\$10.00

Parking fees may be paid prior to the completion of registration. Students who do not elect to purchase the permit at that time may do so at any time during the semester at the campus Business Office located next to the Student Store.

Scholastic Policies

Scholastic Policies

Each student who pays the parking fees will be issued a decal. These decals shall be hung from the rear view mirror.

It is the student's responsibility to make sure they know the current parking rules and regulations; if not sure, contact the Safety and Police Office. It is also the student's responsibility to make sure the current decal is visible to College Police Officers. The college is not responsible for lost permits under any circumstances.

Note: The issuance of a parking decal does not guarantee the student a parking space, only the opportunity to park in an appropriate lot if spaces are available. Any vehicle parked in the areas without the proper permit appropriately displayed will be cited.

SEE CLASS SCHEDULE FOR FURTHER INFORMATION.

Associated Student Membership Fee

Experience has demonstrated that student activities are essential features in the program of the College. These activities and programs are financed by money received from memberships in the Associated Students Organization. The charge is \$7 per semester.

The funds thus collected will be spent for the general welfare of the students in accordance with policies, rules, and regulations defined by the Board of Trustees. Membership in the Associated Students Organization is encouraged for all students, but is not mandatory.

Upon complete withdrawal from the college, the student may receive a refund of the Associated Student membership fee as follows:

Fall and Spring Semesters	
Amount Paid	End of 2nd Week
\$7.00	\$7.00

Summer and Winter Session	
Amount Paid	1st Week
\$3.00	\$3.00

Board of Trustees rules govern the collection, deposit and expenditures of these funds. All records are audited annually by representatives of the Board of Trustees.

Instructional Materials

Students may be required to provide instructional and other materials for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Additional fees may be required for printing documents in the Open Access Labs. These Labs may include, The Learning Center, English Writing Lab, Computer Science Lab, Business Department & Office Administration Labs, and 20-20 Lab. Please pay all fees at the Student Store.

Grades & Grading Policies

Grading Symbols and Definitions

Only the symbols in the grading scale given in this section shall be used to grade all courses offered in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma, or license.

Grades shall be averaged on the basis of the point equivalencies to determine a student's grade-point-average, using the following evaluative symbols:

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (formerly Credit) (at least equal to a "C" grade or better – units awarded are not counted in GPA)	
NP	No Pass (formerly No-Credit) (equal to a "D" or "F" grade –units are not counted in GPA)	
NCX	Failed Credit-by-Exam (equal to a "D" or "F" grade. Units are not counted in GPA).	

(P and NP grades may be given only in courses authorized by the District Pass/No-Pass (formerly Credit/No Credit) Option and Credit by Examination Policies.)

The following non-evaluative symbols may be entered on a student's record:

Symbol	Definition
INC	Incomplete

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "INC" symbol being entered in the student's record. The condition for removal of the "INC" shall be stated by the instructor in a written record.

This record shall contain the conditions for removal of the "INC" and a default grade to be assigned if missing work is not completed within one year from the end of the course. This record shall be given to the student, with a copy on file in the College Admissions Office until the "INC" is made up or the one-year time limit has passed.

A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the one-year time limit for completing the work has passed.

The "INC" symbol shall not be used in calculating units attempted nor for grade points. THE "INC" MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED. The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an Incomplete ("INC") may not be repeated unless the "INC" is removed and has been replaced by a grade of "D" or "F". This does not apply to courses which are repeatable for additional credit.

IP In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. "IP" indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade-point-averages. If a student enrolled in an "open-entry, open-exit" course is assigned "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

RD Report Delayed

The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" is not used in calculating grade point averages.

W Withdrawal

Students may withdraw from a class or classes through the last day to drop or 75% of the time the class is scheduled to meet. To withdraw, complete a Drop Card in the Admissions and Records Office or use the STEP telephone system or the Pierce website.

No notation ("W" or other) shall be made on the record of a student who withdraws before the last day to drop without a "W", or 30% of the time the class is scheduled.

Withdrawal between the last day to drop without a "W" or 30% of the time the class is scheduled to meet, and the last day to drop or 75% of the time the class is scheduled to meet, will result in a grade of "W". A student who remains in class beyond the last day to drop or 75% of the time the class is scheduled shall be given a grade other than a "W", except in cases of extenuating circumstances.

After the last day to drop or 75% of the time the class is scheduled, the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the last day to drop or 75% of the time the class is scheduled, which has been authorized in extenuating circumstances shall be recorded as "W".

The "W" shall not be used in calculating units attempted nor for the student's grade-point-average.

"W's" will be used as factors in progress probation and dismissal.

MW Military Withdrawal

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon petition from the student and verification of such orders, a "MW" may be assigned at any time after 30% of the time the class is scheduled to meet. No notation ("W" or other) shall be made on the records of a student who withdraws during the first 30% of the time the class is scheduled. Enrollment fees will be refunded with military withdrawals. Military withdrawals shall not be counted in progress probation and dismissal calculations.

Pass/No Pass

(Formally Credit/No Credit)

The College President may designate courses in the College Catalog wherein all students are evaluated on a "Pass/No Pass" basis or wherein each student may elect, no later than the end of the first 30% of the term, whether the basis of evaluation is to be "credit/no-credit" or a letter grade. These courses will be noted in the College Schedule as being eligible for the Pass/No Pass Option.

1. **USAGE FOR SINGLE PERFORMANCE standard.** The credit/no-credit grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Pass (P) shall be assigned for meeting that standard, and a grade of No-Pass (NP) shall be assigned for failure to do so.
2. **ACCEPTANCE OF CREDITS.** All units earned on a "Pass/No Pass" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.
3. **RECORDING OF GRADE.** A student who is approved to be evaluated on the "Pass/No Pass" basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a "No-Pass" (NP) grade.
4. **GRADE POINT CALCULATION.** Units earned on a "Pass/No Pass" basis shall not be used to calculate grade-point-averages. However, units attempted for which "No Pass" (NP) is recorded shall be considered in probationary and dismissal procedures.
5. **STANDARDS OF EVALUATION.** The student who is enrolled in a course on a "Pass/No Pass" basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.
6. **CONVERSION TO LETTER GRADE.** A student who has received credit for a course taken on a "Pass/No Pass" basis may not convert this credit to a letter grade.
7. **COURSE REPETITION.** A student who has received a grade of "No Pass" (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.

8. CAMPUS PROCEDURE

- Certain courses, noted in the Schedule of Classes, are evaluated on a Credit/No Credit basis only. Letter grades may not be assigned for these courses.
- In addition to courses mentioned above, a student has the option of selecting one course per semester to be graded on a Credit/No Credit basis. This option is available only for courses listed in the Schedule of Classes under "Courses Offered on a Credit/No Credit Basis."
- Selection of courses to be taken on a Credit/No Credit basis must be made during the time indicated in the schedule. Late requests will not be accepted.
- Once a course has been selected to be graded on a Credit/No Credit basis, a student cannot receive a letter grade for the course. The decision to take a course on this basis is irrevocable.
- The general practice at most four-year colleges is not to accept "credit/no credit" grades for courses required for the major or preparation for the major. A student planning to transfer to UCLA is required to have at least 42 units in regular letter grades.

Grades and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the preceding Grading Symbols and Definitions Policy. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. The removal or change of an incorrect grade from a student's record shall be done only upon authorization by the instructor of the course.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the College President.

Grades are not mailed to students. It is important to check your grades at the end of every semester. Grades are available to students on the STEP telephone system, on-line at www.piercecollege.com and at the Admissions and Records Office.

Campus Procedure

Students should file a petition for grade change in the graduation office to have an instructor reevaluation of a course grade, provided the grade in question was originally issued within the last year. Effective September 2002, grade changes will not be considered for grades issued more than 1 year ago.

Transcripts

Upon written request of the student, a copy of the student's academic record shall be forwarded to the student or his or her designated addressee promptly by U.S. mail or other responsible forwarding agency.

A student or former student shall be entitled to two free copies of the transcript of his or her record or two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3. Students may request special processing to expedite their request for an additional fee of \$7 per transcript or verification. This option is subject to the College's ability to provide this service. Requests for transcripts or verifications may be obtained in the Office of Admissions. Transcripts from another institution are not available for copying.

The student's transcript and/or verification of enrollment may be withheld if 1) any library books or other library materials are charged to the student and are unreturned, 2) there are any unpaid fees or charges due to the College, or 3) any other unreturned college property. The transcript may be withheld until these obligations of the student to the College are discharged.

Academic Honors

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

Awards

Graduating students of outstanding personality, scholarship, and leadership are recognized through the yearly presentation of awards within the several departments of the College. Recipients of these awards are determined through department procedures.

President's Honor List

Students who have appeared on the Full-time or Part-time Dean's Honor List for three or more consecutive semesters will be placed on the President's Honor List. A notation of this award will appear on the student's transcript.

Dean's Honor List

Each semester a list is published containing the names of students who have completed 12 or more units of graded classes (Pass/No Pass and incompletes are not included) during the preceding semester with a grade-point average of 3.5 or better. Part-time students may also receive recognition through the Part-time Dean's List, which honors students who have completed a minimum of 12 graded units at Pierce and 6 to 11 units of graded course work with a GPA of 3.5 or better in the current semester. For more details about the Part-time Dean's List, contact the Admissions and Records Office. A notation of this award will appear on the student's transcript.

President's Award

A perpetual trophy and scholarship have been donated by the Associated Student Organization to the College President so that one or two outstanding graduating students can be recognized. The student must have maintained a 3.0 GPA for all college work, successfully participated in co-curricular activities, demonstrated leadership, served both the College and the community, and exhibited desirable personal qualifications.

Academic Standards & Credit Policies

Attendance

Only students who have been admitted to the College and are in approved active status may attend classes.

Students are expected to be in class on time and to remain for the entire class period. Medical appointments, work, job interviews, childcare responsibilities, etc. should be arranged so as not to occur during class time. Please do not make requests for exceptions.

Any student who has unexcused absences equaling one week's worth of class time prior to census date may be excluded. Students may drop the class in the Admissions Office, on-line, or by phone on or before the last day to drop. Students should never rely on the instructor to exclude them. Do not call the college offices to report absences; call the course instructor.

By the last day to add the class, students are responsible to inform the instructor of any anticipated absences due to observance of major religious holidays so that alternative arrangements may be made. Failure to do so may result in an inability to make other arrangements or a lower grade.

Students who are registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Instructors will generally only exclude students through the census date for non-attendance. It is the student's responsibility to drop classes in time to avoid fees and/or grades of "W".

See section "Adding and Dropping" under Registration Policies.

Campus Procedure

Students who because of mitigating circumstances are unable to attend the first class meeting should leave a voice mail message for the faculty member.

Withdrawal

Students intending to withdraw should avail themselves of the opportunity to first discuss the contemplated withdrawal with a counselor. Whether withdrawing from one class or all classes in which the student is enrolled, it is essential that standard withdrawal procedures be observed by filling out the proper forms in the Admissions and Records Office.

Lecture and Laboratory Credit

In computing the number of units granted for any course, Pierce College follows the general practice of granting one unit of credit for each lecture hour per week on the semester basis.

The College requires two or more hours of attendance per week for each unit of credit for non-lecture periods (laboratory, field work, physical education) which require a minimum of outside preparation.

Final Examinations

Final examinations are to be given in all subjects according to the schedule printed in the Schedule of Classes. No student will be excused from taking a final examination.

All faculty shall retain the final exams of every student for a minimum of one year after the end of the semester for which the final exam was given in order to permit students to examine their graded final exams.

Credit by Examination

Some courses in the college catalog are eligible for credit by examination.

1. Methods of obtaining credit by examination

- Achievement of a score of 3 (credit for English 101 requires a score of 4) or higher on certain Advanced Placement Examinations administered by the College Entrance Examination Board.
- Achievement of a score of 50 or higher on one of the College Level Examination Program (CLEP) general exams. Pierce College does not grant credit for the subject area exams.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog. This option is available for selected courses only. See Credit-By-Exam list. The charge for college-administered credit by exam is \$20 per unit. Petition requirements are 1) student currently registered at Pierce; 2) cumulative GPA of at least 2.0; 3) has taken less than 15 units credit by exam; 4) has completed at least 12 units within the Los Angeles Community College District; 5) course is offered on a credit by exam basis; 6) prerequisites (if any) for course are complete; 7) has not enrolled in or completed a more advanced course in the same area; 8) cannot be currently enrolled in course or have already earned a grade in the course.
- Achievement of a score that qualifies for credit on an examination administered by other agencies approved by the college.

2. Maximum credit allowable for college administered credit by examination

The maximum number of credits allowable for credit by examination for the Associate Degree shall be fifteen (15) units. Credit by examination transferred from other institutions is counted toward this maximum.

3. Limitations

Credits acquired by examination are not applicable to meeting such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

4. Recording of credit

- If a student passes the examination, the course shall be posted on his/her cumulative record indicating "Credit" in the "Grade" column. If the student fails the exam, the transcript record will indicate "No Credit".
- The number of units of credit recorded for any course may not exceed those listed in the college catalog.

Acceptance Towards Residence

Units for which credit is given pursuant to the provision of this section shall not be counted in determining the 12 units of credit in residence requirement.

Courses Offered on a Credit-By-Exam Basis

American Sign Language	all courses
Animal Science	501, 510
Architecture	5
Auto Service Technology	1, 2, 3, 4, 5, 6, 7, 25
Computer Science	501, 507, 508, 530, 533, 536, 539, 540, 572, 575, 587
Electronics	4A, 4B, 6A, 6B
English	101
Industrial Technology	130, 145, 146, 230, 330
Journalism	101, 216
*Music	(201, 202, 203) (211, 212, 213, 214) (221, 222) (301, 302, 303)

Nursing	400, 402, 403, 404, 405, 406, 407, 408, 414, 415, 441, 442
Photography	10, 20
Physical Science	1
Physics	12
Plant Science	711, 714, 820
Special Education	all courses
Theater Arts	100

* Numbers in parentheses indicate that only one course in the series may be taken credit-by-exam

Pierce College Advanced Placement Information

Important Information:

1. The Pierce Course Credit in column 3 below is applicable only to Pierce College degree and certificate requirements. Every college and university has its own policy for awarding course credit for passed AP exams. **Caution:** Transfer students must check with the college or university they plan to transfer to for the institution's Advanced Placement policy. The University of California Advanced Placement policy can be found on their website @ www.universityofcalifornia.edu/educators/counselors/admininfo/freshman/advising/credit/aptest.html.

The California State University does not have a systemwide policy. Students should check with the individual CSU campus for AP policy information. Private institutions also have their own AP policies that must be researched. Consult a Pierce Counselor for help.

2. CSU GE and IGETC Applicability: Columns 7 and 8 below. This information represents how students who plan to transfer to a UC or CSU campus, and are following either the CSU GE Plan or the IGETC, may count passed AP exams toward fulfillment of subject areas on each of these plans. There is no relation between the credit awarded on these general education plans and the course credit that each UC and CSU campus may award. Students must check with the individual campuses to determine if any course credit will be awarded. **Caution:** It is rare that colleges and universities will allow a passed AP exam to fulfill a course requirement that is needed for the major. Consult a Pierce Counselor for help.

AP Examination	AP Score	Pierce Course Credit	Pierce Unit Credit	Prerequisite Met For The Following Pierce Courses(s)	Pierce GE Applicability	CSU GE Applicability	IGETC Applicability	UC Total units awarded
Art History	3 or higher	Art 101 & 102	6	N/A	Humanities	3 units towards Area C1	3 units towards Area 3A or 3B	8 quarter/ 5.3 semester
Art Studio: Drawing	3 or higher	Art 201 & 202	6	Art 203, 204	Humanities	Exception: Pierce course credit for Art 201 may be used in Area C-1	N/A	8 quarter/ 5.3 semester
Art Studio: Two-dimensional design	3 or higher	Art 501	3	Art 503	Humanities	Exception: Pierce course credit for Art 501 may be used in Area C-1	N/A	8 quarter/ 5.3 semester
Biology	3 or higher	Biology 3	4	Biology prereq met for Microbiology 1, 20; Physiology 1, 8	Natural Science	3 units towards Area B2	4 units towards Area 5A w/lab	8 quarter/ 5.3 semester
Calculus AB	3 or higher	Math 261	5	Math 262	Language and Rationality and satisfies Math Competency requirement	3 semester units towards Area B4	3 units towards Area 2A	4 quarter/ 2.7 semester

Advanced Placement Information, continued

AP Examination	AP Score	Pierce Course Credit	Pierce Unit Credit	Prerequisite Met For The Following Pierce Courses(s)	Pierce GE Applicability	CSU GE Applicability	IGETC Applicability	UC Total units awarded
Calculus BC	3 or higher	Math 261 & 262	10	Math 263, 270	Language and Rationality and satisfies Math Competency requirement	3 semester units towards Area B4	3 units towards Area 2A	8 quarter/ 5.3 semester
Chemistry	3 or higher	N/A	N/A	N/A	N/A	6 semester units towards Area B1 & B3	4 units towards Area 5A w/lab	8 quarter/ 5.3 semester
Chinese Language and Culture	3 or higher	N/A	N/A	N/A	N/A	6 semester units towards Area C2	3 units towards Area 3B and satisfies Area 6A	8 quarter/ 5.3 semester
Computer Science A	3 or higher	CO SCI 506 or 575	3	CO SCI 508, 516, 536, 539, 552	Language and Rationality	N/A	N/A	2 quarter/ 1.3 semester
Computer Science AB	3 or higher	CO SCI 536	3	CO SCI 532, 540	NA	N/A	N/A	4 quarter/ 2.7 semester
English Language and Composition	3 4, 5	English 28 English 101	3 3	Score of 3 or higher meets the prerequisite for all courses requiring English 101 or the equivalent.	Score of 3 or higher: credit towards Language and Rationality and satisfies Reading & Written Expression Competency requirement	Score of 3 or higher: 3 semester units towards Area A2	Score of 3 or higher: 3 units towards Area 1A	8 quarter/ 5.3 semester
English Literature and Composition	3 4, 5	English 28 English 101	3 3	Score of 3 or higher meets the prerequisite for all courses requiring English 101 or the equivalent.	Score of 3 or higher: credit towards Language and Rationality and satisfies Reading & Written Expression Competency requirement	Score of 3 or higher: 6 semester units towards Area A2 & C2	Score of 3 or higher: 3 units towards Area 1A or 3B	8 quarter/ 5.3 semester
Environmental Science	3 or higher	N/A	N/A	N/A	N/A	N/A	3 units towards Area 5A w/lab	4 quarter/ 2.7 semester
European History	3 or higher	History 2	3	N/A	Humanities	3 semester units towards Area D6	3 units towards Area 3B or 4F	8 quarter/ 5.3 semester
French Language	3 or higher	French 1	5	French 2	Humanities	6 semester units towards Area C2	3 units towards Area 3B and satisfies Area 6A	8 quarter/ 5.3 semester
French Literature	3 or higher	No Equivalent Course Elective credit only.	6	N/A	N/A	6 semester units towards Area C2	3 units towards Area 3B and satisfies Area 6A	8 quarter/ 5.3 semester
German Language	3 or higher	German 1	5	German 2	Humanities	6 semester units towards Area C2	3 units towards Area 3B and satisfies Area 6A	8 quarter/ 5.3 semester
Government and Politics: Comparative	3 or higher	N/A	N/A	N/A	N/A	3 semester units towards Area D8	3 units towards Area 4H	4 quarter/ 2.7 semester
Government and Political: United States	3 or higher	Political Science 1	3	N/A	Social and Behavioral Science	3 semester units towards Area D8*	3 units towards Area 4H	4 quarter/ 2.7 semester

*The Political Science AP exam in United States Government does not satisfy the CSU Title 5: California State and Local Government requirement. CSU bound students must still complete a course or exam, either before or after transfer, to fulfill this requirement. At Pierce you can take either Political Science 1 of 19 to meet this requirement.

Advanced Placement Information, continued

AP Examination	AP Score	Pierce Course Credit	Pierce Unit Credit	Prerequisite Met For The Following Pierce Courses(s)	Pierce GE Applicability	CSU GE Applicability	IGETC Applicability	UC Total units awarded
Human Geography	3 or higher	Geog 2	3	N/A	Social and Behavioral Science	Exception: Pierce course credit for Geog 2 may be used in Area D-5	3 units towards Area 4E	4 quarter/ 2.7 semester
Italian Language and Culture	3 or higher	N/A	N/A	N/A	N/A	3 semester units towards Area C2	3 units towards Area 3B and satisfies Area 6A	8 quarter/ 5.3 semester
Japanese Language and Culture	3 or higher	N/A	N/A	N/A	N/A	3 semester units towards Area C2	3 units towards Area 3B and satisfies Area 6A	8 quarter/ 5.3 semester
Latin Literature	3 or higher	No Equivalent Course. Elective Credit only.	6	N/A	N/A	3 semester units towards Area C2	3 units towards Area 3B and satisfies Area 6A	4 quarter/ 2.7 semester
Latin: Virgil	3 or higher	No Equivalent Course. Elective credit only.	6	N/A	N/A	3 semester units towards Area C2	3 units towards Area 3B and satisfies Area 6A	4 quarter/ 2.7 semester
Macro-economics	3 or higher	Econ 2	3	N/A	Social and Behavioral Science	3 semester units towards Area D2	3 units towards Area 4B	4 quarter/ 2.7 semester
Microeconomics	3 or higher	Econ 1	3	N/A	Social and Behavioral Science	3 semester units towards Area D2	3 units towards Area 4B	4 quarter/ 2.7 semester
Music Theory	3 or higher	Music 101	3	N/A	Humanities	3 semester units towards Area C1	N/A	8 quarter/ 5.3 semester
Physics B	3 or higher	Physics 6 & 7	8	N/A	Natural Science	3 semester units towards Area B1 & B3	4 semester units towards Area 5A w/lab	8 quarter/ 5.3 semester
Physics C: Mechanics	3 or higher	Physics 101	5	Physics 102	Natural Science	3 semester units towards Area B1 & B3	3 semester units towards Area 5A w/lab	4 quarter/ 2.7 semester
Physics C: Electricity and Magnetism	3 or higher	Physics 102	5	Physics 103	Natural Science	3 semester units towards Area B1 & B3	3 semester units Area 5A w/lab	4 quarter/ 2.7 semester
Psychology	3 or higher	Psych 1	3	Psych 2	Social and Behavioral Science	3 semester units towards Area D9	3 semester units towards Area 4I	4 quarter/ 2.7 semester
Spanish Language	3 or higher	Spanish 1	5	Spanish 2	Humanities	6 semester units towards Area C2	3 units towards Area 3B and satisfies Area 6A	8 quarter/ 5.3 semester
Spanish Literature	3 or higher	No equivalent course. Elective credit only.	6	N/A	N/A	6 semester units towards Area C2	3 units towards Area 3B and satisfies Area 6A	8 quarter/ 5.3 semester
Statistics	3 or higher	Math 227	4	N/A	Language and Rationality and satisfies Math Competency requirement	3 semester units towards Area B4	3 semester units towards Area 2A	4 quarter/ 2.7 semester
United States History	3 or higher	History 11 & 12	6	N/A	Social and Behavioral Science	3 semester units towards Area D6	3 semester units towards Area 3B or 4F	8 quarter/ 5.3 semester
World History	3 or higher	History 86 & 87	6	N/A	Social and Behavioral Science	Exception: Pierce course credit for History 86 & 87 may be used in Areas C-2 and/or D-6	3 semester units towards Area 3B or 4F	8 quarter/ 5.3 semester

Academic Renewal

The following policy applies only to classes taken at Pierce College. Students may submit a petition to the Office of Admissions and Records to have grades of "D" or "F", removed from their grade-point-average under the following conditions:

1. Students must have achieved a grade-point-average of 2.5 in their most recent 15 semester units, or 2.0 in their most recent 30 semester units completed at any accredited college or university, and
2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the above conditions are met, academic renewal shall be granted, consisting of:

1. Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work, and
2. Annotating the student academic record indicating courses not included in the grade-point-average calculation due to Academic Renewal.
3. Granting of Academic Renewal does not mean the course can be repeated beyond the maximum repeatability listed for the course.

Academic renewal actions are irreversible.

Course Repetition to Improve Substandard Grades

Students who receive a substandard grade of D, F or No Pass, in a non-repeatable course may repeat the class once, or twice, if necessary, to remove substandard grades repeated within the LACCD. Students may petition to repeat a course a third time if special circumstances exist.

Upon completion of a course repetition the most recent grade earned will be computed in the cumulative grade-point-average, the substandard grade will be removed from the grade-point-average calculation and the student's academic record so annotated.

No specific course or categories of courses shall be exempt from course repetition.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

Course Repetition: Special Circumstances

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with written permission of the College President or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade-point-average.

Course Repetition and Activity Repetition

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Theater 279, Musical Theater (RPT 3), and twice in Theater 280, Musical Theater Workshop (RPT 3). Any combination may be used as long as 4 enrollments in one activity is not exceeded.

This activity enrollment limitation began with the Fall 1983 term. Excess enrollment will result in administrative drop. Consult a counselor for the latest restricted activity enrollment list.

Note: Whenever the student's record is reviewed for the purpose of determining his or her unit credits, all of the student's record is reviewed, not just the course work since the beginning of Fall 1983.

Transfer Credit Policy

Transfer credit for lower division courses taken at regionally accredited institutions of higher education in the United States is accepted toward Associate Degrees or Certificates. Students must provide official transcripts.

For additional information, contact the Graduation Office.

Foreign Transcript Credit Policy

Students who have completed college level courses at schools outside the United States may petition for an unlimited number of lower division units of credit toward an Associate Degree or Certificate under the following conditions:

1. Students must submit a detailed evaluation from an approved evaluation service. Students are responsible for the cost of this service.
2. The foreign university or college must have been approved by that country's Ministry of Education at the time the student attended.
3. No courses may be used to satisfy the Associate Degree's Reading and Written Expression or oral communication requirement unless the course was taken in a country where English is the native language.
4. No course may be used to satisfy the Associate Degree's American Institutions requirement.
5. In cases where equivalent course credit is not granted, elective credit may be awarded.

For additional information, contact the Graduation Office.

Credit for Courses Completed at Non-Accredited Institutions

Students transferring from non-accredited institutions may, after successful completion of 30 units with a "C" or better grade-point-average, apply for up to 15 units of credit in courses which parallel the offerings of the College.

The following exceptions may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing.

The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:

- 2.1. Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing under the following conditions:
 - 2.1.1. The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
 - 2.1.2. The student has completed at least 12 units of credit at the College to which application is made.
- 2.2. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.
- 2.3. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
- 2.4. Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.
- 2.5. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credit for Military Service Training

Students who are currently serving in or have served in the military service, may, after successful completion of at least one course with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties.

3. Credit for Law Enforcement Academy Training

Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:

- 2.1. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
- 2.2. A single block of credit will be given and identified as academy credit.
- 2.3. One (1) unit of credit may be granted for each 50 hours of training, not to exceed (18) semester units or their equivalent.

Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.

Academic Probation & Dismissal

Academic Standards for Probation

The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges. Probation shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from probation calculations.

Probation

A student shall be placed on probation if any one of the following conditions prevail:

- 2.1. **ACADEMIC PROBATION.** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a "C" (2.0).
- 2.2. **PROGRESS PROBATION.** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of "W" (Withdrawal), "INC" (Incomplete), and "No Pass" (NP), formerly No Credit are recorded reaches or exceeds fifty percent.
- 2.3. **TRANSFER STUDENT.** The student has met the conditions of academic or progress probation at another college within the Los Angeles Community College District.

Units Attempted

"Units Attempted," for purposes of determining probation status only, means all units of credit in the current community college of attendance for which the student is enrolled.

Removal from Probation

A student shall be removed from probation upon meeting the criteria specified in this section.

Academic Probation – A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade-point-average is 2.0 or higher.

Progress Probation – A student on progress probation because of an excess of units for which entries of No Pass (NP), formerly No Credit, Incomplete (INC), and/or Withdrawal (W) are recorded shall be removed from probation when the cumulative percentage of units in this category drops below fifty percent (50%).

Academic Standards for Dismissal

A student shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Dismissal shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from dismissal calculations.

Academic Probation

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade-point-average of less than 2.0 in all units attempted in each of 3 consecutive semesters.

A student who is on academic probation and earns a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained.

Progress Probation

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of No Pass (NP), formerly No Credit, Incomplete (INC), and/or Withdrawal (W) are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).

A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled for which entries of "W", "INC" and "No Pass (NP), formerly No Credit", are recorded is less than fifty percent (50%).

Appeal of Dismissal

A student who is subject to dismissal may appeal to the Dean of Admissions and Records. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

Dismissal

A student who is subject to dismissal, and who has not been continued on probation through the appeal process, shall be notified by the College President, or designee, of dismissal which will become effective the semester following notification.

Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

Readmission After Dismissal

A student who has been dismissed may request reinstatement after two semesters have elapsed. The student shall submit a written petition requesting readmission to the College in compliance with College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College.

Student Records and Directory Information

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the College. At the same time the District has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards, etc.). To meet this responsibility the District may release Directory Information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the College Records Officer, designated by the chief administrative officer on each campus. The Records Officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the College, other than those specifically exempted by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the Records Officer. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made directly to the Office of Admissions).

No student records, other than Directory Information, will be released without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the Records Officer. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records.

Directory Information includes the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory Information about any student currently attending the College may be released or withheld at the discretion of the Records Officer.

In addition, branches of the U.S. military are entitled to receive the following student information: student directory information as defined above, student address, telephone number, date of birth, and major field of study. This information will not be released if you so indicate on your Application for Admission.

The College Foundation is entitled, with your permission, to receive the following student information: student's name, address and telephone number. The College Foundation is not entitled to release your student information to third parties. This information will not be released if you so indicate on your Application for Admission.

Other colleges and universities may also receive mailing information if you agree to release it on your Application for Admission.

No Directory Information will be released regarding any student who has notified the Records Officer in writing that such information shall not be released.

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Records Officer via the Office of Admissions.

Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal laws governing student records.

Student Conduct

Standards of Student Conduct

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In furtherance of students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations, and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations, may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor.

Violations of such rules and regulations include but are not limited to the following:

Board Rule 9803.10

Willful Disobedience. Willful disobedience to directions of college officials acting in the performance of their duties.

Board Rule 9803.11

Violation of College Rules and Regulations. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.

Board Rule 9803.12

Dishonesty. Dishonesty, such as cheating, or knowingly furnishing false information to the colleges.

Board Rule 9803.13

Unauthorized entry. Unauthorized entry to or use of the college facilities.

Board Rule 9803.14

College Documents. Forgery, alteration, or misuse of college documents, records, or identification.

Board Rule 9803.15

Disruption of Classes or college activities. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

Board Rule 9803.16

Theft of or Damage of Property. Theft of or damage to property belonging to the college, a member of the college community, or a campus visitor.

Board Rule 9803.17

Interference with peace of college. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

Board Rule 9803.18

Assault or battery. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

Board Rule 9803.19

Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip.

"Controlled substances", as used in this section, include but are not limited to the following drugs and narcotics:

- opiates, opium and opium derivatives
- mescaline
- hallucinogenic substances
- peyote
- marijuana
- stimulants and depressants
- cocaine

Board Rule 9803.20

Lethal Weapon. Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden to all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.

Board Rule 9803.21

Discriminatory Behavior. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, sexual orientation, age, handicap or veterans status.

Board Rule 9803.22

Unlawful Assembly. Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

Board Rule 9803.23

Conspiring to Perform Illegal Acts. Any agreement between two or more persons to perform illegal acts.

Board Rule 9803.24

Threatening Behavior. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statements, written statements, telephone threats or physical threats.

Board Rule 9803.25

Disorderly Conduct. Conduct which may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another person to breach the peace of college premises or functions.

Board Rule 9803.26

Theft or Abuse of Computer Resources. Theft or abuse of computer resources including but not limited to:

- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification and password.
- d. Use of computing facilities to interfere with the work of a student, faculty member, or college official, or to alter college or district records.
- e. Use of unlicensed software.
- f. Unauthorized copying of software.
- g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
- h. Use of computing facilities to interfere with the regular operation of the college or district computing system.

Board Rule 9803.27

Performance of an Illegal Act. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

Board Rule 9804

Interference with Classes. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct

the students or teachers of the classes to which the premises are devoted.

Board Rule 9805

Interference with Performance of Duties by Employees. Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

Board Rule 9805.10

Assault or Abuse of Instructor. Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.

Board Rule 9806

Unsafe Conduct. Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:

- a. Unsafe conduct in connection with a health services program (e.g., nursing, dental hygiene, etc.);
- b. Failure to follow safety directions of District and/or College staff;
- c. Willful disregard of safety rules as adopted by the District and/or College; and/or
- d. Negligent behavior which creates an unsafe environment.

Smoking Policy

Smoking is not permitted in any classroom or other enclosed facility. Smoking is permitted in designated areas only.

Drug-Free Campus

Pierce College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education.

Standards of Conduct

On September 5, 1990, the Board of Trustees adopted the following standards of conduct:

Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on district premises, in district vehicles, or as part of any activity of the Los Angeles Community College District.

Legal Sanctions

Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.

Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.

Other Risks

Personal problems include diminished self-esteem, depression, alienation from reality, and thoughts of suicide. Social problems include loss of friends, academic standing, and co- and extra-curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

Counseling, Treatment and Rehabilitation

Students should contact the Student Health Center or the campus Counseling Office for assistance and referrals; employees should contact the Los Angeles Community College District Employee Assistance Program.

Disciplinary Action

Violation of Board Rule 9803.19 shall result in student discipline, imposed in accordance with the Student Discipline Procedures as stated in Board Rule 91101. Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, state, and federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct.

The Los Angeles Community College District is committed to drug- and alcohol-free campuses, and we ask you to share in this commitment and dedication.

Student Discipline Procedures

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Sections 66017, 66300, 76030 and 76031). The Los Angeles Community College District has complied with this requirement by adopting Board Rule 9803, Standards of Student Conduct and 91101, Student Discipline Procedures. The purpose of Board Rule 91101 is to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct.

These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available in the Student Services Office.

Student Grievance Procedures

The Student Grievance Procedure is to provide a prompt and equitable means for resolving student grievances. The grievance procedure may be initiated by a student or group of students who reasonably believe that he/she/they have been subject to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. The grievance procedure is detailed in District Administrative Regulation E-55 which is available in the Student Services Office and the Office of College Compliance (OCC) to any student or applicant to the college.

This grievance procedure does NOT apply to the challenge process for prerequisites, corequisites, advisories and limitations on enrollment; alleged violations of sexual harassment; actions dealing with student discipline; alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; or an appeal for residency decision; or to eligibility, disqualification or reinstatement of financial aid; issues related to freedom of the press, employee discipline, challenges of district policies, or financial claims against the district.

In addition, section 76224 of the California Education Code provides:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

The following steps should be taken to begin the grievance procedure:

Step I Informal Resolution

All parties involved in a potential grievance should be encouraged to seek an informal remedy. The student shall make a reasonable effort to resolve the matter on an informal basis by:

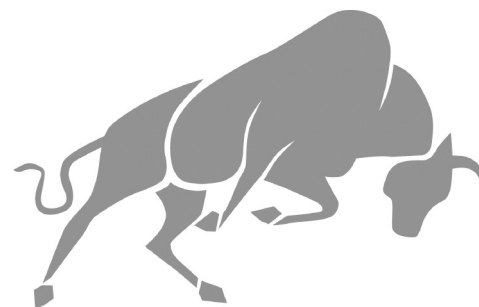
1. meeting with the person with whom the student has a grievance.
2. meeting with that person's immediate supervisor.
3. meeting with the College administrator of the area.
4. meeting with the College Compliance Officer to explore student rights and responsibilities, receive assistance with an informal resolution, and submit a written “Statement of Grievance”.

Step II Formal Resolution

Students unable to resolve their grievance through the informal process may file a “Formal Grievance Hearing Request Form” with the College Compliance Officer. The OCC will provide students with information about the formal grievance hearing process and their rights and responsibilities in this process. The Grievance Hearing Request must be made within 120 calendar days of the alleged incident.

Students pursuing a formal grievance have the right to be represented by a Student Advocate who will assist students in the formal grievance process.

Additional information and assistance with the Student Grievance Procedure may be obtained from the Student Services Office or the OCC. The OCC is located in 2403 and the phone number is 818-710-2508.



Student Academic Integrity Policy Statement

The faculty and administration of Pierce College are committed to the belief that honesty and integrity are integral components of the academic process. The College expects students to be honest and ethical at all times in their pursuit of academic goals. Students who violate the code of academic conduct by which the College maintains its academic integrity will be dealt with in a manner reflecting the seriousness of these violations.

- I. Violations of academic honesty and integrity occur when a student participates in any act in which he/she uses deception or fraud while performing an academic activity. Violations include, but are not limited to, the following:
 - Using study aids such as calculators, tape recorders or notes, when not authorized by the instructor.
 - Cheating on examinations, assignments or experiments (allowing another student to copy one's answers or copying the answers of other students; exchanging information by any means, including verbal exchanges, sign language, hand signals, secret codes, passed notes, creation of a distraction for the purpose of cheating; changing answers on a previously scored test, assignment or experiment; inventing information and/or data.)
 - Allowing another student to assume one's identity in order to fulfill an assignment or take a test.
- II. Submitting for a grade the words, ideas, and/or written work (including laboratory notes and drawings) of another person without giving due credit to that person. This includes purchased papers or papers written by other students.
- III. Falsifying or attempting to falsify attendance records and/or grade rosters.
- IV. Conspiring with other students to commit any of the above behaviors.
- II. Consequences for any offense against academic honesty and integrity may include:
 - An "F" or a "0" on the examination or assignment.
 - Suspension from the class and other sanctions and/or penalties authorized by the Board of Trustees for violations of the District Code of Conduct.
 - A record of the student's violation placed in the student's disciplinary file.
- III. Student's Right to Appeal

Students have the right to appeal disciplinary actions through the Board of Trustees Discipline procedures. A final grade may be contested through the student grievance procedures.
- IV. Reporting a Violation

When an alleged incident of academic dishonesty occurs, it is recommended that a faculty member take the following steps to report the incident:

 - a) Inform the student and the department chair of the nature of the alleged violation and the impending course of action.
 - b) Complete the Academic Dishonesty Report Form and submit it, along with any related evidence, to the V.P. of Student Services. The student should also receive a copy of the form from the instructor within ten (10) working days of the incident.
 - c) The V.P. of Student Services will forward information about the incident to the Department Chair and the appropriate Dean of Academic Affairs.
 - d) The V.P. of Student Services or designee will investigate the allegations and recommend any appropriate disciplinary actions.
- V. Faculty Responsibilities

In order to maintain an environment free of academic dishonesty, the following recommendations are made to the faculty regarding their responsibility to uphold academic integrity:

Make every attempt to conduct their classroom in a manner which encourages honorable behavior and learning, to ensure student success and discourage academic dishonesty.

Inform students of the course requirements, grading procedures and expectations of responsible academic conduct.

Inform students of the College policy on Academic Integrity and the potential consequences for violations of this policy.

Inform students of their right to due process should they wish to contest the cheating allegation.

Campus Parking & Safety Regulations

Campus Parking, Traffic And Safety Regulations

Enforcement of Traffic and Parking Regulations

The maximum speed limit is eight (8) miles per hour on all parking facilities on campus roads.

All persons driving a vehicle on the campus are required to comply with the traffic laws of the State of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations of any of the regulations set forth below may result in a citation being issued.

Section 21113A. CVC grants the President of Pierce College authority to regulate and impose special conditions regarding traffic and parking regulations which include the authority to have vehicles which block traffic flow and pose a safety hazard, or are abandoned with no license, towed away at the owner's expense.

Vehicles parking in areas designated as tow-away zones will be towed away, no exceptions. Please check fences and curbs for tow-away signs. ALL POSTED CAMPUS TRAFFIC AND PARKING REGULATIONS WILL BE ENFORCED. Parking on campus is a privilege and permission to park may be revoked at any time.

Pierce College assumes no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons operating such vehicles on or off the campus.

THERE IS NO FREE PARKING AREA ON THE CAMPUS. ALL PARKING AREAS REQUIRE A PERMIT. PERMITS MUST BE DISPLAYED ON THE REAR VIEW MIRROR.

METERED PARKING STALLS ARE USED PRIMARILY FOR VISITORS. STUDENTS WITH A PERMIT MAY USE THE METER, BUT THEY MUST PAY.

PERMIT VENDING MACHINES FOR GUEST PARKING ARE AVAILABLE IN LOT 7. THESE ONE-DAY ONLY PARKING PERMITS CAN USED IN ANY PARKING LOT.

A VALID PERMIT MUST BE DISPLAYED AT ALL TIMES.

A STUDENT'S PIERCE COLLEGE PARKING DECAL IS VALID AT EACH LOS ANGELES COMMUNITY COLLEGE DISTRICT CAMPUS AT WHICH THE STUDENT IS CURRENTLY ENROLLED IN CLASSES.

See STUDENT FEES section in this schedule of classes or the college catalog for more details.

A one week grace period to purchase parking permits is given for the winter/summer semesters.

A two week grace period to purchase parking permits is given for the fall/spring semesters.

General Regulations on Driving and Parking

1. The person in whose name the vehicle is registered will be held responsible for any violations involving the vehicle.
2. Yield the right of way to pedestrians at all times.
3. Driving or parking a vehicle on pedestrian paths, sidewalks, or safety zones is prohibited. All violators will be cited.
4. Curbs painted red indicate NO PARKING zones. Curbs painted yellow indicate loading and unloading zones for passengers and business deliveries. Curbs painted green indicate "special parking" or limited parking time. Curbs painted blue indicate handicapped parking by Special Permit obtained from Special Services. Student parking is not permitted in Staff/Faculty lots without a Special Permit. Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.

5. No vehicle shall back into a stall. Vehicles must park clearly within marked stalls. Failure to do so will constitute illegal parking.
6. The responsibility of finding a legal parking space rests with the motor vehicle operator. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.
7. Any area on campus that has been closed off by barricades or other traffic control devices shall not be entered by any vehicle.
8. Motorcycles, motorscooters and motorized bicycles may not be parked in bicycle racks nor may they be driven on sidewalks or pedestrian paths. Motorcycles, motor scooters and motorized bicycles must park in motorcycle areas of lot No. 1 or 7. MOTORCYCLES ARE NOT PERMITTED ON INNER CAMPUS ROADWAYS.
9. Always lock your car and set brakes when parking.
10. If you feel you have received a parking citation in error, see the Sheriff Department between the hours of 8:00 a.m. - 9:00 p.m., Monday - Thursday.

Students are advised to be alert for large farm machinery moving on the campus, particularly early in the morning and evenings. Use extreme caution when driving around farm machinery, which travels slowly and makes very wide turns, and needs plenty of room to maneuver. If you park on the farm, please park completely off the road. Never park in front of gates. When encountering farm machinery, please yield to it.

Bicycle Safety Rules

1. Ride with the traffic, obeying all traffic rules as you would on a public highway as per Section 21200 of the California Vehicle Code. It is your responsibility to watch out for pedestrians.
2. Bicycle racks are provided a various locations on the campus. Lock your bicycle to the rack to help prevent theft.
3. No bicycle riding is permitted on pedestrian sidewalks and mall walkways. Riding on sidewalks adjacent to classrooms, library, gyms, gardens, grass areas, or in any other college facilities is also not permitted. Walk your bike within these areas at all times.
4. You are strongly advised to lock your bicycles to bike racks which are provided near the entrances to the campus. If bicycles are chained to poles outside of the classroom they must be parked so that the bike does not obstruct sidewalks.
5. Roller-skates, in-line skates and skateboards are not permitted at any time on the campus.

Dogs are not permitted on campus. (except for seeing eye dogs)

Access to campus is limited on weekends and at night. The campus is closed from 11:00 p.m. to 6:00 a.m. Only the Winnetka entrance will be open on weekends and holidays.

Non-District Sponsored Transportation

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommend travel times, route or caravanning, be advised that the District assumes no liability or responsibility for the transportation and any person driving a personal vehicle is not an agent of the District.

Student Services & Academic Resources

Student Services

The primary purpose of the Office of Student Services is to protect the right of every student to receive a higher education and to ensure that this right will not be infringed upon arbitrarily, capriciously, or in a discriminatory manner, or without due process of law. The Vice President of Student Services acts as an advocate for the students. Another responsibility of the office is to enforce the Code of Student Conduct for the safety and protection of the college community and the preservation of academic integrity.

Pierce College offers a broad array of support services for students. These student services are designed to assist students in accomplishing their educational objectives and to provide opportunities for involvement in a number of co-curricular activities. Overall supervision is the responsibility of the Vice President of Student Services.

Financial Aid

What is Financial Aid?

Financial Aid is made available by federal and state programs in the form of grants, scholarships, loans and employment. Private sources also provide educational funds in the form of scholarships. This assistance makes it possible for students to continue their education beyond high school, even if they and/or their family cannot meet the full cost of the post-secondary school they choose to attend. The basis for such assistance is the belief that parents have the primary responsibility to assist their dependents in meeting educational costs. Financial aid is available only to fill the gap between a family's contribution and the student's yearly academic expenses.

Who is eligible for Financial Aid?

To be considered for financial aid, students must generally meet the following minimum requirements.

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has documentation from the Immigration and Naturalization Service verifying that his/her stay in U.S. is for other than a temporary purpose.
- Show financial need as determined by Federal regulations.
- Be making satisfactory progress in a course of study leading to one of either an AA or AS degree, certificate, or transfer to a baccalaureate degree program.
- Not be in default on any loans such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loan (subsidized and unsubsidized, or FPLUS Loans (Parental Loans for undergraduate Students) at any school attended.
- Not owe a refund on a Federal Pell Grant, Academic Competitiveness Grant (ACG), Federal Supplemental Educational Grant (FSEOG) or State Student Incentive Grant (SSIG).

- Be registered with the Selective Service, if required to do so.
- Be enrolled as a regular student in an eligible program.
- Have a valid Social Security Number.
- Demonstrate an Ability to Benefit as defined below.

Ability to Benefit

Students who meet one of the qualifications listed below have demonstrated the ability to benefit from a college education in accordance with applicable Federal Regulation.

- Received a high school diploma; or
- Passed a California high school proficiency examination; or
- Received a certificate of General Education Development (GED); or
- Successfully completed a two-year program (minimum 48 units) that is acceptable for full credit towards a bachelor's degree. This student may be admitted on the basis that he or she has the recognized equivalent of a high school diploma; or
- Passed an independently administered "Ability to Benefit Test" that is approved by the Secretary of the Department of Education. Tests are administered at the Assessment Center. An appointment to take the test can be made by calling (818) 719-6499.

When to apply

- **NOVEMBER**
Submit the College Admission Application for the academic year attending.
Obtain a Department of Education Personal Identification Number (PIN) now.
Your PIN will serve as an e-signature and will expedite the financial aid and loan processes. Go to www.pin.ed.gov to apply for a PIN.
For dependent students, your parents also need to apply for a PIN.
- **JANUARY/FEBRUARY**
January and February are the months to submit your Free Application for Federal Student Aid (FAFSA) and Cal Grant GPA Verification!
Go to www.fafsa.ed.gov to apply for the FAFSA.
- **MARCH**
Deadline for PRIORITY financial aid consideration is March 2nd - be sure your FAFSA is filed.
Deadline for GPA Verification form is March 2nd - be sure your GPA verification form is filed with the California Student Aid Commission.
Do NOT wait until you are admitted to LAPC before submitting your FAFSA and GPA Verification form.
- **APRIL/MAY**
To receive your financial aid disbursement by the first week of the Fall semester, all supporting documents must be submitted by May 1 of your first year.
The priority date is established to encourage early application for financial aid. Students who have missed the priority date may still apply, but funds may be limited.

- **MAY/JUNE**
Award notifications are issued for priority applicants.
- **AUGUST/SEPTEMBER**
Financial Aid disbursement for priority applicants.
- **OTHER DEADLINES**
September 2 - Cal Grant second chance deadline for Community College students.
Mid November - Deadline for Fall only loans.
Mid April - Deadline for academic year loans.

To receive Title IV Financial Aid as noted above, the Pierce College Financial Aid Office must have on file a valid Institutional Student Information Report (ISIR) by the last day of enrollment for a term or June 30, 2008, whichever is earlier.

How to Apply

To apply for federal and state financial aid programs, complete and submit the **Free Application for Federal Student Aid (FAFSA)**. The **FAFSA** is an all inclusive form that allows students to apply for all programs.

Apply electronically on the World Wide Web. Web-site address is www.fafsa.ed.gov. (Note: Be sure to print and mail the signature page when you transmit your application, if you are not submitting the form with a Personal Identification Number (PIN).)

If you do not have a Personal Identification Number (PIN) you may log on to the FAFSA website: www.fafsa.ed.gov for information on requesting a PIN number.

The Financial Aid Office maintains the right to request additional information which may be required to process your application. These may include but are not limited to:

- Tax Return
- Verification of Untaxed Income
- Verification Worksheet
- Selective Service Certification
- Social Security Verification
- Permanent residency documents, if an eligible non-citizen

Verification Policy

Federal verification requirements apply to the following programs:

1. Federal Pell Grants
2. Academic Competitiveness Grant (ACG)
3. Federal Supplemental Educational Opportunity Program (FSEOG)
4. Federal Work Study Program (FWS)
5. Federal Perkins Loan Program
6. Federal Direct Loan Program
7. Federal Family Education Loan Program.

If your application has been selected for verification by the federal processor, you will be required to provide additional documentation.

For the Federal Direct Loan Program, and the Federal Family Education Loan Program, verification must be completed 20 working days prior to the last day of the enrollment period to allow for loan processing time.

Students whose applications are selected for verification may be paid on any corrected valid SAR/ISIR that is received within 120 days after the student's last day of enrollment.

If an applicant does not complete verification by the established deadline, all federal financial aid is forfeited for the award year.

English As A Second Language

Students taking only ESL classes must submit both an Educational Plan and an ESL Certification Card to the Financial Aid Office within the first semester. Both forms must be signed by a Counselor. ESL Certification Cards are available in the Financial Aid Office and in the Counseling Center.

Audited Classes

Students cannot receive financial aid for enrollment in audited classes.

Enrollment at Other LACCD Colleges

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic period, payment will be based on all units taken. You must maintain at least a one (1) unit level of enrollment at the Home/Primary school (the school processing your financial aid) for the entire award period. For further information, please contact the Financial Aid Office.

Please note: Pierce College does not participate in Consortium Agreements outside of the Los Angeles Community College District.

Tax Credit

The Tax Relief Act of 1997 created two programs that might be useful to students or their parents.

Hope Scholarships tax credit: provides up to \$1,500 in tax credit for tuition and required fees for the first two years of college for students enrolled at least half-time. The credit for most in-state students would, of course be much less because of our low cost. Students whose fees are waived through the Board of Governors fee waiver program or whose fees are covered by a scholarship or grant would not be eligible to take the tax credit.

Lifetime Learning tax credit: families can receive a 20% tax credit for the first \$10,000 of tuition and required fees paid each year. The maximum credit is determined on a per-taxpayer (family) basis, regardless of the number of post-secondary students in the family. As above, students whose fees are covered by a fee waiver, scholarship, or grant would not be able to add their costs to their families for tax credit calculation.

You should consult a tax professional for further details on the tax credits, including phase out of eligibility depending on the family's adjusted gross income, or consult the following web-site: <http://www.ed.gov/inits/HOPE/97918tax.html>

Types of Financial Aid Available

Federal Financial Aid (Grants)

Federal Pell Grant Program

The Federal Pell Grant Program is a federally funded program.

To be eligible, an applicant must be an undergraduate student and demonstrate financial need. Grants range from \$400 to \$4,050 per academic year for Los Angeles Community College District students. The amount of the award, as determined by the Federal Pell Grant Program, is in most cases based on 2006 income and current asset information provided in the application.

In certain cases, a family's financial situation can change because of:

- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

In such cases, the student should contact the Financial Aid Office.

Academic Competitiveness Grant (ACG)

ACG is a federal grant given to students who meet the following criteria:

- U.S. citizen
- Federal PELL Grant recipient
- Full-time enrollment
- 1st and 2nd undergraduate, and
- Completed a rigorous secondary school program of study.

First year undergraduate students may be eligible up to \$750 per academic year. Second year undergraduate students may be eligible for up to \$1,300 per academic year. Students must have completed 24 units and 3.0 gpa to qualify for the 2nd year ACG.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards range upward from \$100 to \$400 per year, depending on need and packaging policy.

Bureau of Indian Affairs Grant (BIA)

BIA Grants provide money to help defray the costs of education for students with American Indian Heritage. Students may apply if they:

1. Are at least one-quarter American Indian, Eskimo, or Aleut, as certified by the BIA and/or by tribal group services of the BIA;
2. Are enrolled members of a federally recognized tribe;
3. Have financial aid eligibility and scholastic ability;
4. Are working toward an undergraduate or graduate degree;
5. Have completed all of the application requirements.

The amounts of the grants vary according to the individual agency of the BIA. The BIA Grant is advantageous because, unlike most other grants, it may be used to replace the loan or work portion of the financial aid package.

For Higher Education Grant applications, write to: Office of Indian Education, 2800 Cottage Way, Sacramento, California 95825. (916) 979-2600

State Grants

The State of California, through the California Student Aid Commission, sponsors several grant programs for undergraduate students. These include the Cal Grant Program, the Extended Opportunity Program and Services, and the Law Enforcement Personnel Dependents Scholarships Program.

To qualify for any of the state-funded grants, a student must be a California resident and be attending (or planning to attend) an eligible school or college in California.

Board of Governors Fee Waiver Program (BOGFW)

The Board of Governor's Fee Waiver Program is offered by the California Community Colleges. Under this program enrollment fees are waived for students who qualify. Applicants do not have to be enrolled in a specific number of units or courses to receive the waiver and no repayment of funds is required.

You are eligible to apply for a waiver if:

- You are a California resident; and
- You are enrolled in at least 1 unit

You qualify if any one of the following statements apply to you:

- A. At the time of enrollment you are a recipient of benefits Under the TANF/CalWORKS Program (formerly AFDC), SSI (Supplemental Security Income), you have certification from the California Department of General Assistance (also known as General Relief), or you have certification from the California Department of Veterans Affairs, or the National Guard Adjutant General that you are eligible for a dependent's fee waiver.
- B. You meet the following income standards:

Number in Household (including yourself)	Total 2007 family Income (adjusted gross income and/or untaxed income)
1	\$15,315 or less
2	\$20,535 or less
3	\$25,755 or less
4	\$30,975 or less
Add \$5,220 for each additional dependents or have a zero (0) or lower Expected Family Contribution (EFC) on student's financial aid application.	

- C. You are qualified for financial aid. To qualify under this criteria, you will need to complete the FAFSA. If you qualify after you pay your enrollment fees, you should complete a "Request for Refund" form available in the college Business Office.

Cal Grants

There are three types of Cal Grants as described below: Cal Grant A, Cal Grant B, and Cal Grant C. A student can only receive one type of Cal Grant in an award year.

The deadline to apply for any Cal Grant is **March 2**. Students applying for a Cal Grant must also file a **GPA Verification Form** with the California Student Aid Commission by **March 2**. College Financial Aid Offices have complete information and forms.

■ *Cal Grant A*

Cal Grant A assists low and middle income students with tuition costs. Although this grant is only for use at four year colleges, students should apply while attending Los Angeles Community Colleges. The California Student Aid Commission (CSAC) will hold the grants for up to two years, for qualifying students who transfer to a four year college.

To be eligible for a new (first time) CAL GRANT A, a student may not have completed more than six semesters (or nine quarters) of college study and must be enrolled in at least six units of course work. Financial need and grade point average are also used to establish a student's eligibility.

■ *Cal Grant B*

This program provides a living allowance for entering college freshmen who come from very low income families.

At a community college, grants can range from \$300 to \$1,551 per academic year. Students must be enrolled in at least 6 units to be eligible.

■ *Cal Grant C*

This grant is intended for students who desire to train for specific occupations, vocations, or technical careers, but who do not have the financial resources to enter training programs because they are from low income families.

Grants are limited to \$576 per year at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least 6 units and demonstrate occupational achievement or aptitude in the chosen field.

Law Enforcement Personnel Dependents Scholarship Programs

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (Chief of Police, Police Officers, Sheriffs, Marshal, Deputy Marshal, etc.) who have been killed or totally disabled in the line of duty.

For more information and application materials, write directly to: California Student Aid Commission, 1515 S Street, Suite 500, P.O. Box 510624, Sacramento, California 94245 - Attention LEPD Program.

Loans (Aid That you have to pay back)

CAUTION ABOUT STUDENT LOANS - It takes time for a loan application to be processed by the school, lender, and/or the government. It may be several weeks after an application has been accepted in the Financial Aid Office before the student receives the money. Student loan checks are mailed to the student after enrollment has been verified.

Federal Student Loan Programs

- Federal Family Educational Loan Program
- Federal Direct Student Loan Program

Qualified financial aid applicants may be eligible for up to \$8,500 per academic year from the Federal Student Loan Programs. The student's annual borrowing limit may vary based upon the following:

- The amount of unmet need after other federal assistance is considered; and

- The applicant's year in school (1st or 2nd); and
- The applicant's previous delinquent or defaulted loan history

For additional details about interest rates, fees, repayment terms, etc., on these loans, contact the Financial Aid Offices at (818) 719-6428.

Federal Perkins Loan Program

The Federal Perkins Loan program provides low interest loans to help students with exceptional need meet their educational expenses. Students may borrow up to \$20,000 for the time it takes to complete their first Baccalaureate degree. Loan amounts awarded at the Los Angeles Community College District are determined by individual colleges and the availability of funds.

Repayment begins nine (9) months after the borrower graduates, withdraws, or ceases to be enrolled in at least half-time studies, and can be extended to ten (10) years and nine (9) months after such date. During the repayment period, five percent (5%) interest is charged on the unpaid balance of the loan principal.

Part-Time Employment

Federal Work Study (FWS)

The FWS program enables students to earn part of their financial aid award through part-time employment either on or off campus. To be eligible, a student must meet the eligibility requirements for federal financial aid and must maintain a good academic standing while employed under the program. Hourly wages may vary with the type of work.

Summer Financial Aid

Pell Grants and other financial aid are available for summer school enrollment for eligible students. Please contact the College Financial Aid Office where you are processing your financial aid application for information on specific details.

Scholarships

Throughout the year, the college receives announcements on scholarship opportunities. The focus of each scholarship is different; some require good grades, some require financial need, and some are awarded to students who are majoring in certain areas. The campus Financial Aid Office has a listing of current scholarship offerings. Interested students are urged to go to the Financial Aid Office for information and assistance. The Pierce College Financial Aid Office is located in the College Services Building.

Other sources of financial aid

There are many kinds of aid available from other sources, including, but not limited to:

- Veterans Benefits
- Vocational Rehabilitation Assistance
- Temporary Assistance for Needy Families (TANF)

If you are eligible for any of these benefits, you are encouraged to apply because financial aid funds are limited. Contact the appropriate off-campus agency for more details.

How Financial Aid is Packaged

Once the student's financial aid eligibility is established, a "package" of aid is provided which may be a combination of grant, work-study, and loan funds.

Pierce College prefers to meet a student's need with a combination of grant and self-help aid whenever possible.

Students will be mailed a Financial Aid Offer Letter together with an Award Guide, which explains the responsibilities of the student and provides information on each award.

Fund Disbursement

Financial aid funds are generally available two weeks after the student receives an Award Letter from the Financial Aid Office. Students, who submit their required financial aid documents by May 1 may expect to receive their first aid disbursement during the first week of the Fall semester, provided that all established deadlines have been met. Financial aid funds may either be transferred electronically to the student's bank account (preferred method) or mailed to the student's mailing address.

To participate in Electronic Fund Transfer (EFT), the student must complete an EFT authorization card (available in the College Business Office) and submit the card and a copy of a voided check or bank statement, which displays their account number, to the College Business Office. Please allow four (4) weeks for the Business Office to process your request.

Please be aware that all Financial Aid checks are disbursed either through Electronic Fund Transfer or at the College Business Office. **Checks are never disbursed at the Financial Aid Office.**

For students participating in EFT: Financial Aid warrants are not forwarded, so it is important that the mailing address in the Admissions Office be current.

Student's wishing to pick up their financial aid funds on campus or to have their financial aid checks mailed, must file a request with the College Business Office.

Disbursement

Pell and FSEOG Grants are scheduled for payment twice a semester. Pell Grant checks are based on the number of units the student is enrolled in at the time of disbursement. Full time is considered 12 or more units per semester; $\frac{3}{4}$ time is considered 9-11.5 units per semester; $\frac{1}{2}$ time is considered 6-8.5 units per semester; less than half time is 1-5.5 units per semester. FSEOG Grant checks require enrollment in six (6) or more units.

Federal Work-Study is paid through payroll every two weeks.

Federal Student Loan recipients must be enrolled at least half-time (6 units) in a Degree, Certificate or Transfer program. Loans are disbursed in two equal amounts, once per semester, for students attending two semesters in the academic year. For students requesting a loan for one semester only, the loan will be disbursed in two equal amounts, within the one semester

Federal Refund Requirements

Students who receive federal financial aid and totally withdraw from ALL classes may have to repay some of the federal funds received prior to withdrawal.

Students who receive federal funds and withdraw from the institution prior to the first 60% of the term, Nov. 6, 2008, are subject to **Federal Refund Regulations**. The Financial Aid Office will calculate the amount of federal funds earned up to the point of withdrawal and students will be billed and **must** repay any federal grant funds received but not earned. **Failure to repay these funds will result in the denial of future federal financial aid anywhere in the United States.**

It is advised that you contact the Financial Aid Office **before withdrawing** from all of your classes so you understand the results of your actions.

For the refund policy on enrollment fees and non-resident tuition, please see the College Schedule of Classes or the College Catalog.

Determining Financial Need

Most financial aid awards are based on demonstrated financial need, which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC), e.g., Cost of Attendance minus Expected Family Contribution equals Financial Need.

Cost of Attendance

In order to treat all students equally, standardized budgets (Cost of Attendance) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for tuition and fees, books and supplies, room and board, personal expenses, and transportation.

Other expenses may include, but are not limited to, child-care, vocational/technical, and handicapped expenses. Exceptions may be made to the budget in the cases where need can be shown and documented.

2008-2009 Average Cost of Attendance

	Living at home		Living Away from Home	
	9 Mos.	12 Mos.	9 Mos.	12 Mos.
Fees	542	810	542	810
Books & Supplies	1,566	2,349	1,566	2,349
Room & Board	4,050	5,400	10,152	13,536
Transportation	990	1,320	1,116	1,488
Personal Expense	3,024	4,032	2,754	3,672
Total	10,172	13,911	16,130	21,855

Non Resident Tuition is added to fees, depending on the student's residence code.

Expected Family Contribution

Students and/or their parent(s) are expected to contribute something to the cost of higher education. Parental and/or student contributions (EFC) are determined from the information reported on the FAFSA and take into account the resources available such as income, assets, liabilities, size of family, number in college, taxes paid, etc.

Dependent Child Care

This is an adjustment to Cost of Attendance provided to students with unusual and reasonable expenses for dependent/child care up to a maximum of \$1,000.

A student with spouse attending the same school will receive a maximum of one child-care allowance per family.

Technical-Vocational Program

Institutions may make adjustments for students in trade vocational programs that require supplies and equipment above and beyond the normal budgeted allowance for books and supplies. Some of these programs include: Registered Nursing, Physical Therapy, Animal Health Technology, Auto Mechanics, Photography and others where documentation is submitted to support the additional cost.

Handicap Expenses

As documented and in excess of amounts provided by other agencies.

Other Resources Affecting the Cost of Attendance

Veterans Education Benefits

Veterans Education benefits and Americorps benefits must be included as resources when determining financial awards. For additional information, see the Veterans Assistant at the Veterans Office.

Outside Resources

Benefits received from various programs such as TANF/CalWORKs, JTPA, CARE, must be used as a resource. Vocational Rehabilitation benefits are taken into consideration when determining awards.

Student Rights and Responsibilities

Rights

All Los Angeles Community College students who apply for and receive financial aid have a right to the following:

1. Information regarding all available sources of financial aid funding from federal, state and institutional programs.
2. Application deadlines for all financial aid programs including deadlines for the submission of requested supporting documentation.
3. Specific information regarding enrollment fees, tuition and refunds due from students who withdraw from school prior to the end of the semester.
4. An explanation of how financial need is determined. The process includes establishing budgets for the costs of tuition and fees, books and supplies, room and board, transportation, personal and miscellaneous expenses, child care, etc. Financial need is determined by the Central Processor from the information provided on the FAFSA. Student's and parents assets are also considered, as well as, other scholarships and awards.
5. Information regarding the resources considered in the calculation of need.

6. Information regarding financial aid "packaging."
7. An explanation of the various programs awarded in the student's financial aid package. If a student feels that he/she has been treated unfairly, a reconsideration of the award may be requested.
8. An explanation regarding requests for repayment of funds. This situation occurs when students withdraw prior to the end of the semester. Students must receive a clear explanation of the program funds that do not need to be repaid as well as the portion of the grant aid that he/she is required to repay. If the student received a loan, the student is entitled to know the interest rate, the total amount to be repaid, the date repayment is to begin and the conditions of deferment and cancellation.
9. An explanation of how the Los Angeles Community College District determines whether students are making "satisfactory progress" and what happens if they are not.
10. Information regarding facilities available for handicapped students.

Responsibilities

Students must take responsibility for:

1. Reviewing and considering all information regarding the Los Angeles Community College District academic programs prior to their enrollment.
2. Completing all the application forms ACCURATELY AND COMPLETELY and submitting them on time. If this is not done, aid may be delayed as errors cause misunderstanding and misrepresentation of information provided.
Errors must be corrected before any financial aid can be received. Intentional misreporting of information on the application form for federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
3. Promptly returning all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency or agencies to which an application was submitted.
4. Reading and understanding all forms that the student is asked to sign.
5. Notifying the lender of changes in name, address or school status, if the student has a loan.
6. Performing the work that is agreed upon in accepting a college work-study award.
7. Knowing and complying with the deadlines for application or reapplication for aid.
8. Knowing and complying with the Los Angeles Community College District Title IV Refund Policy.
9. Repaying financial aid funds if it is determined that the student was ineligible to receive the funds.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Standards, listed in this catalog, are effective at the beginning of the 2007-2008 academic year.

General Information

In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (here after referred to as LACCD) established the following Standards of Academic Progress. These Standards apply to all students who apply for and receive financial aid.

(Note: The Board of Governor's Fee Waiver Program, (BOGFV), established to help students pay the California Community College Enrollment Fee, is specifically omitted from the list below. An eligible student enrolled at one of the Los Angeles Community College District institutions who applies for an enrollment fee waiver will be granted the assistance irrespective of his/her status under these academic provisions.)

- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- Federal Supplemental Ed. Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Perkins Loan
- Federal Family Educational Loan (FFEL)
- Federal Direct Student Loan (FDSL)
- Cal Grant B and C
- Child Development Grant

Professional Judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965 As Amended Through June 1994.

Satisfactory Academic Progress Standards are reasonable if they are the same as or stricter than the institution's standards for a student enrolled in the same educational program who is not receiving assistance under Title IV Federal Financial Aid Programs.

Previous coursework earned at any college within the LACCD will be reviewed for compliance with the standard put forth in this policy.

Academic Renewal and Repetitions

- For policies and procedures related to Satisfactory Academic Progress such as Academic Renewal and Course Repetitions, etc., please refer to the school Academic Policy Section of the College Catalog.

Eligibility

- After eligibility is established, subsequent satisfactory academic progress review will consider academic performance at all colleges throughout the LACCD.

General Requirements

Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:

- An educational program that leads to an associate, bachelor's, professional, or graduate degree, or
- An educational program which is at least a two-academic-year program that is acceptable for full credit towards a bachelor's degree, or
- An educational program which is at least a one-academic-year training program that leads to a certificate, degree, or other recognized educational credential and that prepares a student for gainful employment in a recognized occupation.

Satisfactory Academic Progress Standards

1. Fewer than ninety (90) attempted units for students who indicated AA degree or transfer as their educational goal.
 - ESL and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted.

- Students who have already earned an Associate or higher degree will need to follow the appeal procedure at Pierce College.
 - In progress (IP) grades count as attempted units in the maximum time frame only. They do not affect cumulative grade point average in the qualitative measure nor are they included as completed units in the quantitative measure.
2. Completion of 75% of cumulative units attempted.
 - Entries recorded in the student's academic record as Incomplete (INC), and/or Withdrawal (W) are considered non-grades and must be 25% or less of the cumulative units attempted.

Application of Standards

1. Academic progress for financial aid students will be determined prior to the beginning of the academic year.
2. Students who are disqualified from financial aid will be notified by mail and receive the procedure for appeal.
3. A student who has been disqualified at any college in the LACCD is disqualified at all colleges within the LACCD.
4. A change of one (1) educational goal or major course of study will be allowed when determining financial aid eligibility.
5. Disqualification
 - Students will be disqualified if they have one or more of the following academic deficiencies at the end of the Spring semester.
 - Total units attempted (excluding ESL and Basic Skills/Remedial classes) are equal to or greater than ninety (90).
 - Associate or higher degree has been earned.
 - Cumulative GPA is less than 2.0.
 - Cumulative non-grades are more than 25%.
6. Warning Letter
 - Cumulative GPA is less than 2.0.
 - Cumulative non-grades are greater than 25%.
 - Number of attempted units reaches forty-five (45).

Determining Enrollment Status for Financial Aid Recipients

In determining whether or not a student is making satisfactory progress, the student's enrollment status is defined as follows:

- If a student receives a full-time Pell Grant or Cal Grant, the student's enrollment status is considered full-time (12 or more units for that semester).
- If a student receives a 3/4 time Pell Grant or Cal Grant, the student's enrollment status is considered 3/4 time (9 to 11-1/2 units for that semester).
- If a student receives a 1/2 time Pell Grant or Cal Grant, the student's enrollment status is considered 1/2 time (6 to 8-1/2 units for the semester).
- If a student only receives a loan, the student must maintain a minimum enrollment of 1/2 time (6 units per semester) for the entire loan period.
- If a student receives only Federal Work-Study, the student must maintain enrollment in a minimum of six units per semester while employed.

Consortium Agreements

In the determination of enrollment status, it is permissible for a student to count units being taken at another college within the LACCD. However, there are some programs requiring that specific units be taken at Pierce College in order to be eligible for a Consortium Agreement.

Classes taken by students at more than one college **within the LACCD**, are automatically included in the review of satisfactory progress.

Please note: Pierce College does not participate in consortium agreements outside of the LACCD.

Maximum Time Length

Students attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), a certificate, or completion of requirements for transfer to a four year college, are allowed 90 attempted units in which to complete their objective.

- Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit.
- Short Length Certificate Programs.
Some certificate objectives at the L.A. Community Colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives.

The following table shows the normal completion time and maximum time for certificate programs and varying length.

Units required for the Certificate Program	Normal Length	Maximum Length
10 to 24	2 semesters	3 semesters
25 to 36	3 semesters	5 semesters
37 to 48	4 semesters	6 semesters

To be eligible for financial aid, a program must be at least six (6) months in length with a maximum of sixteen (16) units. Students enrolled in a certificate program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an A.A. or A.S. degree or to transfer to a four-year school in addition to obtaining the certificate.

Summer Financial Aid

Satisfactory academic progress standards will be applied to the Summer Session(s) and Winter Session(s) for Summer and Winter Pell Grant recipients and are included in the evaluation of Satisfactory Academic Progress.

Appeal Procedure for Reinstatement of Financial Aid

Students who have been disqualified from receiving financial aid for unsatisfactory academic progress may appeal for reinstatement by submitting a written appeal to the Financial Aid Office in compliance with the formal letter of disqualification.

- The formal appeal must be submitted within 30 calendar days from the date of the disqualification letter.
- The Appeal Request Form should be completed in ink or typed and consist of a written statement from the student as to why he/she is appealing the disqualification.

Reinstatement may also be granted for reasons listed below:

- The death of a relative of the student;
- An injury or illness of the student;
- Other special circumstances.

If the appeal for unsatisfactory academic progress is denied or the student fails to submit the appeal within 30 calendar days from the date of the disqualification letter, the student may re-appeal after completing one semester in which all satisfactory academic progress standards have been met.

Fraud

- A. A student who attempts to obtain financial aid by fraud, will be suspended from financial aid for unsatisfactory conduct.
- B. The college may report such instances to local law enforcement agencies, to the California Student Aid Commission, and/or to the Federal Government.
- C. Restitution of any financial aid received in such manner will be required.

Other Information You Should Know

Change of Enrollment

If your enrollment status changes during the semester please inform the Financial Aid Office. Your financial aid award may be modified to reflect the correct number of units in which you were enrolled at the time of the 2nd disbursement check run. The adjustment of enrollment may cause an overpayment of financial aid funds.

Repayment of financial aid funds is necessary if the adjustment of enrollment causes an overpayment. You must resolve your overpayment prior to receiving any additional financial aid. Having an overpayment of federal funds will prevent you from receiving federal financial aid from any institution.

Return to Title IV

The student's eligibility for Financial Aid is based upon enrollment. The Higher Education Amendments of 1998 govern the Return of Title IV funds policy for a student who completely withdraws from a period of enrollment (i.e. semester). These rules assume that a student "earns" aid based on his/her semester enrollment. "Unearned" aid, other than Federal Work-Study, must be returned. Unearned aid is the amount of federal financial aid received that exceeds the amount the student has earned. Unearned aid may be subject to repayment.

During the first 60% of the semester enrollment a student "earns" aid in direct proportion to the time of his/her enrollment. The percentage of time the student remained enrolled is the percentage of aid for that period which the student earned. A student who remains enrolled beyond the 60% point of the semester, Nov. 6, 2008, earns all of his/her aid for the period.

State Tax Offset

Students should be aware that state income tax refunds may be offset by the institution in repayment of financial aid funds if it is determined the student is ineligible to receive funds, has defaulted on a student loan, or owes other debts to the school.

Financial Aid Websites

- Pierce College Financial Aid Website - www.piercecollege.com/offices/finaid
- FAFSA on the web - www.fafsa.ed.gov

- Cal Grant Website - www.calgrants.org
- Help in completing the FAFSA - www.ed.gov/prog_info/SFA/FAFSA
- The Student Guide - www.ed.gov/prog_infor/SFA/studentguide
- Track your Federal Student Aid - www.nslds.ed.gov

Telephone Numbers

- Financial Aid, Scholarships and Veterans Office — (818) 719-6428
- California Student Aid Commission — (888) 224-7268
- Central Loan Administration Unit (Perkins Loan) — (800) 822-5222
- Department of Veterans Affairs — (800) 827-1000
- Direct Loan Servicing Center — (800) 848-0979
- FAFSA on the Web — (800) 801-0576
- Federal Student Aid Information Center — (800) 433-3243

Services and Resources

Business Office

All student finances are handled through the Business Office. Services available are: collection of fees for enrollment, non-resident, audit, parking, and ASO. The Business Office also processes child development payments, RTD passes. Grant checks are distributed by this office and repayment collected for returned checks.

Campus Child Development Center

Southeast corner of parking lot 7, across from Campus Center (818) 719-6494.

The Campus Child Development Center serves two purposes: 1) To provide a high quality preschool level program for the children of Pierce students, and 2) To provide a model program as a field site for adult students studying Child Development and related fields.

The Child Development Center offers a developmentally appropriate program to children 2.9 years of age through five years of age and toilet trained, whose parents are enrolled at Pierce College. The Center is open from 7:45 a.m.-7:00 p.m. Monday through Thursday, and 7:45 -4:00 p.m. Friday. The following sessions are available: MWF, TTh or M-F 8:00-3/4:00 p.m.; MWF, TTh or M-F 8:00-12:00 noon; MWF, TTh or M-F 12:00-3/4:00 p.m. and 3:00-7:00 p.m. Monday-Thursday. The program is staffed by highly educated and experienced teachers, and offers a minimum of 7.5:1 ratio in each classroom. Our program runs as a State Preschool Program, offering primarily state-subsidized child care spaces. Our Center is NAECP accredited. (National Association of Early Childhood Programs).

The Campus Child Development Center also is utilized as a practicum site for students studying Child Development and related fields. Adult students have an opportunity to gain experience working with young children as they study to become early childhood educators and directors.

Los Angeles County Sheriff's Office

Pierce College is patrolled by Los Angeles County Sheriff's Deputies and Security Officers. The Sheriff's Deputies are Peace Officers pursuant to Penal Code section 830.1. The Sheriff's Security Officers are defined as "Public Officers," authorized by Penal Code section 831.4 and have received additional Peace Officer training per Penal Code section 832.

The Pierce College Sheriff's Office is responsible for reporting and investigating crimes, issuing traffic citations, responding to medical emergencies, traffic collisions and fire emergencies, as well as other incidents that require their assistance. Please report traffic accidents, injuries, thefts, lost and found items, or any unusual circumstances to the Sheriff's Office. The Sheriff's Office is located near the tennis courts next to Brahma Drive and is staffed twenty-four hours a day, seven days a week.

In case of an emergency there are Blue Emergency Phones at various locations around the campus. You may also use the on campus pay phones to contact the Sheriff's Office by dialing *80. These phones are to be used in cases of emergencies or to report serious matters requiring immediate attention.

Parking lots are patrolled for your protection by the campus Sheriff's Deputies, Sheriff's Security Officers and Law Enforcement Cadets. Please lock your vehicle and do not leave anything of value visible. Valuables should be locked in the trunk of the vehicle. Evening escorts are available for students and faculty. Requests for escorts can be pre-arranged by contacting the Campus Sheriff's Office at (818)719-6450 or Ext. 6450 from campus phones. This is to ensure a more timely and prompt service.

Students will need to seek outside assistance for any vehicle problems such as keys locked in the vehicle, out of gas and dead batteries.

The Campus Sheriff's Office issues citations for illegal parking and for traffic violations. Please observe all Parking and Traffic Regulations as posted. Parking citations are a minimum of \$30. A citation for parking in a handicapped zone is \$330. For further information on parking citations you may call the citation hotline at (818) 710-2550. All unpaid citations are sent to the D.M.V. for registration hold; penalties are added. Be sure to read the current schedule of classes for specific parking and safety rules.

You may inquire at the Campus Sheriff's Office regarding lost property. However, you may also need to check the location(s) the item(s) were presumed to be lost. The Library, Information Desk and the Bookstore each have their own temporary lost and found storage.

Dogs are not allowed on campus with the exception of guide dogs for the blind. Skateboards, roller skates and roller blades are not permitted on campus.

Student Right to Know

Pierce College in compliance with the Federal Students Right to Know and Campus Security Act of 1990 provides campus crime statistics in the college schedule of classes.

Counseling Services

The Counselors at Pierce College are trained in educational planning, career planning and personal counseling. Our goal is to help students clarify their goals, realistically evaluate their own strengths and challenges, and learn to develop their planning skills to achieve their goals.

Here is what we hope to accomplish with you, depending on your circumstances and needs:

- *Clarification of Issues/Problems*
The student will understand and/or articulate the need to define clearly the issue to be addressed in Counseling before moving on to the next steps.
- *Realistic Self-Assessment*
The student will be aware of and/or able to critically evaluate and integrate personal factors (interest, potential, limitations, financial, family, etc.) that may influence educational/career decisions.
- *Educational Planning*
The student will be aware of and/or able to create and put into effect a plan of action to reach an educational goal (integrating self knowledge, program demands and requirements).

Educational Planning and Counseling

Counselors assist students in setting educational goals, exploring alternatives, making decisions regarding their academic programs and understanding the effects of having made these decisions. Short-term courses are also offered to help students develop skills in such areas as decision making and personal development. Counselors are located in the main Counseling Office in the Administration Building. Appointments may be made in the Counseling Office.

Faculty advisors, located in most departments, will also help students with academic and career information related to courses and programs in the academic area of the advisor.

Personal Counseling

Students can obtain personal counseling from counselors in the Counseling Office. Counseling is available to students who feel a need for short-term help with personal problems or in a crisis situation. Assistance may be provided through a limited number of individual counseling sessions and referrals. To make an appointment to see a counselor, call 818-719-6440 or go to the Counseling Office in the Administration Building, ADM 1000.

Career Center

The Career Services provided are individual career counseling appointments, personal development classes and workshops in career planning and job seeking skills for those persons undecided about their career or educational goals. A library of occupational information, including a computerized career information system, is available. The Career Center is located in the Administration Building.

The Transfer Center

Elizabeth Atondo
Transfer Center Director
818-710-2516
eatondo@piercecollege.edu

The Transfer Center provides students with the resources they need to plan their educational goal of obtaining a bachelor's degree. Students can personally meet with representatives from UCLA, CSUN and UCSB to name just a few. We also have catalogs, web resources, applications and five workstations with internet connectivity. Please refer to the Transfer Information section of this catalog for more information.

Vocational Rehabilitation Services

Students who have a physical, emotional, or other disability may be eligible for the services of the State Department of Rehabilitation.

These services include vocational counseling and guidance, training (including payment of college costs), and job placement. Under certain circumstances students may also qualify for help with medical needs, living expenses and transportation and other services.

For further information appointments may be made with a counselor in the **Special Services Office**.

Veterans Advisement

Veterans Advisement is available to all veterans and veteran dependents who desire to use their benefits. The Veterans Office is in the lobby of the Financial Aid Office in the College Services Building.

Study Abroad Program

Los Angeles Community Colleges offer a unique opportunity to study in a foreign country while earning college credit. Students interested in obtaining further information should contact the Career/Transfer Center.

Disabled Students Programs and Services

Students with physical, psychological or learning disabilities are offered a wide range of services including registration, special parking and counseling. These services are also available to students with a temporary disability such as injury or post-operative recuperation. All services and equipment are provided free of charge to any qualifying disabled student.

Deaf and learning disabled students are offered additional services including special classes, tutoring and computer-assisted instruction.

The Disabled Students Office is located in the Administration Building, room 1024. The Office is open Monday through Friday from 7:30 a.m. until 4:30 p.m.

The following special services are offered:

- Interpreter services for the deaf
- Notetaking services
- Mobility assistance
- Specialized tutoring
- Registration assistance
- Special parking areas
- On-campus transportation
- Academic and career guidance
- Braille Printer
- Perkins Braille
- Print magnifier
- Specially adapted computers

Extended Opportunity Program And Services (EOPS) and C.A.R.E.

Extended Opportunity Programs and Services (EOPS) is a state-funded comprehensive support system which recruits and assists qualified low-income students who have educational disadvantages. EOPS provides academic counseling, career exploration, tutoring, priority registration, book services and workshops aimed at helping students succeed in college. Participants must be full-time students. EOPS participants who are single parents with children under the age of 14 may receive additional services if they qualify for C.A.R.E. (Cooperative Agencies Resources for Education).

EOPS/CARE Student Learning Outcomes

It is the goal of EOPS to ensure that each participating student is proficient in understanding the complexities of higher education, knowledgeable of resources necessary to be successful in their studies and to develop a "road map" to achieving their objectives. EOPS evaluates its effectiveness in providing quality services by identifying student learning outcomes and assessing the extent to which students have achieved those outcomes.

Counseling

- Students will:
 1. Identify their career objective
 2. Identify their academic objective
 3. Will follow their Student Educational Plan developed in conjunction with their EOPS Counselor

Support Services

- Students will enhance their academic success by:
 1. Participating in EOPS Tutoring
 2. Receiving books through the EOPS Book Service
 3. Participating in Academic Probation Workshops
- Students will develop a sense of self-worth and accomplishment by participating in the annual EOPS Graduation/Transfer ceremony.
- Students will be successful participants in EOPS by attending an EOPS New Student Orientation.

EOPS is located in The Village, Bldg 2, Room 8213. Office hours are 8 a.m. to 3:45 p.m., Monday through Friday. Early morning and evening appointments can be made by special arrangement.

Food Services

Cafeteria

The Cafeteria Building is located next to the Campus Center. Open Monday through Thursday. The main line Dining Room serves hot entrees, a sandwich deli, soup, fresh salad bar, and pastry. Cafeteria Hours: 6:45 a.m. to 7:00 p.m., Monday through Thursday, but subject to change. Closed Fridays.

Freudian Sip

Located next to the Student Store, Freudian Sip, a cybercafé, is an exciting gathering point for the Campus' Community and its visitors. Freudian Sip provides a vibrant, interactive environment of multimedia sights and sounds to accompany its diverse, high quality coffee house food and beverages. The 'Sip does catering, as well – from 5-1500 people. We look forward to serving you.

Freudian Sip Hours: 7 a.m. to 9 p.m., Monday through Thursday; 7 a.m. to 4 p.m., Friday; 8 a.m. to 12 p.m., Saturday. (Hours subject to change.)

Vending Machines

Located at various locations on campus. Serving hot and cold drinks, sandwiches, fruit and other miscellaneous snack items. Change machines are available in various vending machine locations.

Information or problems with any or all services, call (818) 719-6412 from 7 a.m. to 2 p.m., Monday through Thursday.

GAIN/CalWORKs Program

The Pierce College GAIN/CalWORKs Program serves students who are currently receiving CalWORKs for themselves and at least one child under the age of 18.

The program provides a variety of services designed to help students achieve academic success, economic self-sufficiency and career advancement. Among the services available through the program are:

- On-campus child care.
- Case management coordination and advocacy.
- Books & supplies, and transportation grants in partnership with Los Angeles County GAIN program.
- Work-study opportunities.
- Employment readiness, personal growth and informational workshops.
- Post-employment skills upgrading.
- Referrals to on-campus and community supportive services.
- TANF Child Development Careers Program.
- Completion of required GAIN and CCRC documentation.

The GAIN/CalWORKs office is located in the Village. For more information, please call (818) 719-6400

Health Services

A variety of health services are available in the Student Health Center located in the Campus Center. The center provides first aid, crisis intervention, health assessment, health counseling, health referrals and health information. Students are welcome to drop in or call (818) 710-4270 for an appointment to see a physician, the college nurse, or a nurse practitioner.

The Student Health Center can provide low cost family planning services, extensive gynecological care, and the testing for, diagnosis of, and treatment of sexually transmitted diseases. Most bacterial infections can be treated with low-cost antibiotics that the Health Center can supply. Free condoms and over-the-counter medications are also provided on an as needed basis.

Consultation and/or referral regarding personal and emotional problems affecting a student's educational progress are available through the Student Health Center or through personal counseling in the Counseling Office. In addition, a licensed psychologist is available to students for short-term personal counseling. Appointments are made through the Health Center at 710-4270.

It is strongly urged that an identifying emblem be worn by persons with any medical problems or allergies. Students with known physical impairments must limit enrollment to courses in which they may participate with safety.

Students are encouraged to obtain a medical insurance plan. Several commercial student sickness, accident and dental plans are available. A dental plan is also available. Information and applications for plans may be obtained in the Student Health Center.

Students who need medical assistance when the Student Health Center is closed should contact the Campus Sheriff.

Students participating in competitive sports are required to have a physical exam. The Health Center is not able to offer sports physicals based on restrictions found in the Education Code. Students should contact their coach/trainer for information regarding physical exams.

Please check our website at www.piercecollege.edu/offices/healthcenter for more information.

Help Center

The Help Center provides personal and crisis counseling for students whose problems are interfering with their academic, career, and/or social functioning. This service is provided by designated counselors in Counseling and Special Services.

The Center helps students with problems of depression, anxiety, suicidal thoughts, relationship issues, sexual abuse, and other problems. When appropriate, referrals are made to private clinicians, community mental health facilities, the Health Office, or other community agencies.

For appointments, please call (818) 719-6440, or drop by the Counseling Office.

International Students Program

International Education is a major undertaking of Pierce College. Our goal is to provide the unique support services needed by non-immigrant international students on F-1 visas. The college seeks to foster mutual respect and understanding for the diversity of cultures, languages and ideas of the people of the world. A warm welcome is extended to students from all over the world.

Students seeking to enter the college on an F1 visa need to contact the International Students Admissions Office as soon as they decide to study at Pierce College. Admissions requirements for international students are different from those for resident students and non-residents on other types of visas. The application package can be obtained from:

International Student/Admissions: PMB 304
Room 1001
Pierce College
6201 Winnetka
Woodland Hills, CA 91371 USA
website: www.piercecollege.edu
email: intlstu@piercecollege.edu

Application Deadlines — See page 12. See website and class schedules for exact dates.

Students are advised to apply 6-9 months in advance of the semester they wish to begin. New students are admitted for either the fall or spring semesters only, no summer or winter session admissions.

Upon admission, the student is notified of required arrival dates and scheduled for a mandatory orientation meeting. A counselor is available to assist students with academic, career, personal, visa and immigration questions.

All F-1 students must maintain their visa status by meeting specific requirements outlined by United States federal regulations under the Department of Homeland Security. Students must complete 12 units each semester, must maintain a 2.0 overall grade point average, must not accept unauthorized employment, must have a valid passport and must have a current I-20. Admitted students are required to seek advisement from the Designated School Official (DSO) in the International Students Program for any and all issues affecting their visa status.

Although the college does not have any dormitories, students can receive information about rentals and homestay programs from the International Students Program Office or our website. See links to Homestay Programs under "FAQ's - Frequently Asked Questions."

Instructional Media Center

The Instructional Media Center is located on the ground floor of the Library.

Office hours: Monday through Thursday, 7:45 a.m. - 4:30 p.m. and 5:00 p.m. - 10:00 p.m.; Friday, 7:45 a.m. - 4:00 p.m. and Saturday 8:00 a.m. - 12 noon.

Students may receive supplemental instruction in language, history, media arts, and other disciplines using the Media Center's library of audio and videotapes. Faculty may check out instructional materials such as VHS tapes and DVD's for use in their classes. Students are encouraged to supplement their studies by using the services of the Instructional Media Center.

The Learning Center (TLC)

The Learning Center is committed to helping students in need of academic support acquire the skills and tools necessary to meet their individual academic, vocational, or personal goals. All tutoring services are free to currently enrolled Pierce College students.

***Students who wish to print from TLC 1604 must purchase a print card at the Pierce College Bookstore (\$1 minimum).*

Services include:

COMPUTER LAB (TLC 1604): 63 computer stations are available for student use. Students may utilize word processing for class-related work, access the Internet, or take advantage of computer assisted instructional programs. Students will need to purchase a print card from the bookstore in order to print documents.

Hours: Monday - Thursday 8 a.m. - 8 p.m.
Friday 8 a.m. - 2 p.m.
Saturday - Hours added as needed

TUTORIAL PROGRAM (TLC 1613): The Learning Center tutoring program offers free individual and/or group tutoring in a variety of subject areas. Students must make appointments in advance; appointments are 30 minutes in length. Walk-ins will be seen only if tutors are available, on a first-come, first-served basis. Check the Learning Center website, call (818) 710-6414, or stop by the tutoring center for more information.

Hours: Monday - Thursday 9 a.m. - 8 p.m.
Friday 9 a.m. - 2 p.m., Saturday - closed

Winter and Summer Session Hours: To Be Announced.
For more information, please call (818) 710-6414

Learning Disabilities Program

The Learning Disabilities Program, located in the Disabled Students Office, assists college students with the essential tools needed for success in their classes. Many students need help in basic reading, spelling and arithmetic skills as well as individualized special techniques for the realization of their full potential academically or vocationally.

The student's problems are diagnosed, and an individual program is designed to meet their needs. Students advance at their own rate using a large variety of instructional materials. Special classes and tutorial sessions provide assistance. Specialized tutoring in regular classes can be provided by arranging for individualized adaptations with instructors.

Student Employment and Housing Services (The Job Center)

Employment: Students seeking employment are encouraged to use the Job Placement Center Services. The office is well known in the business community and employers are constantly placing job orders for skilled and non-skilled employment opportunities in diverse occupational fields. Referrals are available to all enrolled students, graduates, and the community for part-time, full-time, temporary and summer work. The Employment Development Department has a satellite office at this location. www.piercecollege.edu/offices/jobcenter

Housing: The office maintains a listing of room and board opportunities in nearby private homes in exchange for work or for rent, as well as sharing situations with other students. Occasionally, houses and guest houses are available. The college does not inspect accommodations which are listed and assumes no responsibility.

Location: The Job Placement Center VLGE 8200.

Student Store

Pierce College's Student Store is located next to parking lot #1 in the College Services Building. The store is a meeting place and an adjunct to both the academic and social life of the campus. It is an academically oriented resource, where the need for and interest in reading and study engendered in the classroom can be nurtured and reinforced. The store is also a social focal point on the campus, offering many goods and services required by the college community.

Pierce College's Student Store is owned and operated by the Los Angeles Community College District, under policies set down by the Board of Trustees.

The purpose of Pierce College's Student Store is to provide for the sale of book and supply requirements connected with the academic programs of the college. The Student Store is operated on sound business principles in the anticipation that its income will cover both its operating expenses and its attributable capital development costs.

Veterans Services

Veterans applying for educational benefits are responsible for knowing the VA eligibility requirements and regulations. In addition, they must meet the school admission requirements and supply the college with copies of **official transcripts** from previous training. Applications for VA educational benefits, as well as additional information, may be obtained from the Veterans Administration or the staff in our Veterans Office. The VA requires that students request the school's veterans counselor to determine transferable credits before starting their first semester at Pierce.

Programs at this college are approved for payment by the Veterans Administration through the Council of Private Postsecondary Education. To receive payment when repeating a class, students must obtain approval from the school's veterans counselor.

Educational Benefits

Programs at this College are first approved for payment by the Veterans Administration through the Council of Private Postsecondary Education. The Veteran may receive payment when repeating a class listed on the Educational Plan, providing that the Veteran meets the requirement of attaining a "C" or better in the selected course of study.

Overpayment to Veterans

The Veterans Administration holds veterans liable for overpayment received for reasons including failure to notify the VA and the school's Veterans Office when they drop a class or receive an incomplete grade. Veterans who receive overpayment should promptly notify the VA and the school's Veterans Office in the College Services Building. The VA allows veterans to drop classes prior to the "last day to drop classes" as published in the Schedule of Classes. Veterans who drop classes after this date must provide the VA with a letter of explanation. Any change of program or enrollment status must be reported to the Veterans Office at Pierce College. The Veterans Counselor in the Counseling Center must approve classes at the beginning of each semester.

Credit for Military Service

Pierce College grants up to six units of credit for military service. Credit will also be granted for some classes at special military schools. Granting of credit for elective units is based on the veteran's compliance with the following guidelines:

1. Current enrollment.
2. Having served at least 181 days in the armed services.
3. Presenting a copy of military separation paper (DD214) when petitioning for elective credit.

Tutoring

Veterans may apply to the Veterans Administration for reimbursement of tutorial services. Such reimbursement is limited to 12 months, and based on approval arranged through the Veterans Office. Veterans will need to obtain a letter of approval for tutoring in a specific subject.

Student Activities

Co-Curricular Activities

Co-Curricular or extra class activities are intended to provide students with the opportunity to be better prepared to fulfill the duties of citizenship in a democratic society and enrich their educational and personal development. This may be accomplished through extra class cultural activities, volunteer programs related to the instructional program, community-related affairs, athletics, and student government. Students learning to work with groups will develop skills to prepare them for cooperative and meaningful associations in both occupational and personal pursuits.

The development of a student activity program is a vital portion of the obligations that both faculty and administrators assume for students in any American college community. At Pierce, student activities are an integral part of the educational program.

Intercollegiate Athletics and Eligibility

Intercollegiate Athletics are an integral part of the total college program. Men and women compete in the Western States Conference in all sports. The sports offered for men are baseball, basketball, football, swimming, tennis and volleyball. The sports offered for women are soccer, softball, swimming, volleyball, and basketball.

Eligibility

All questions pertaining to athletic eligibility should be directed to the Director of Athletics at (818) 719-6421.

Student Publications

The Media Arts Department, through its journalism and photography disciplines, offers a variety of media experiences to its students. All publications are produced as a learning experience and as part of the college instructional program. Students generally must pass an entry-level class in order to enroll in the advanced courses which produce the publications.

The courses offered through the department are rigorous. Since we are training future journalists and photojournalists, we strongly believe in and enforce deadlines. Writing and photography assignments turned in past the deadline are given an "F."

The publications are all members of the California Newspaper Publishers Association, the Associated Collegiate Press and the Journalism Association of Community Colleges. They operate under the codes of ethics adopted by the Society of Professional Journalists and the National Press Photographers Association.

The editorial and advertising materials published by the newspaper, including any opinions expressed, are the responsibility of the student publications staff. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment of the U.S. Constitution. Accordingly, materials published, including any opinions expressed, should not be interpreted as the opinions of the L.A. Community College District, Pierce College, or any District or College officer or employee.

Specific guidelines providing for campus newspapers within the L.A. Community College District may be found in LACCD Board rules No. 9703 and No. 9704.

The weekly campus newspaper, *The Roundup*, is published on eleven Wednesdays during each of the Fall and Spring semesters. It is available online at www.therounduponline.net

The campus magazine, *The BULL*, is published semi-annually as resources permit. Both *The Roundup* and *The BULL* are distributed free to all students. It is available online at www.thebullmagazine.net.

Associated Students Organization (ASO)

The students of Pierce govern their own affairs through the organization known as the Associated Students Organization (A.S.O.). Each student who enrolls at the college may become a member. The Associated Students Organization provides a framework for many college student activities. Through active participation in student government and clubs, the student renders service, increases social and cultural awareness, improves leadership

abilities, and creates a close association with other students. Students are encouraged to serve on campus and A.S.O. committees. For information visit the Student Activities Office in the Student Community Center.

Qualifications for ASO Officers (Administrative Regulation E-22)

Administrative Regulation E-22 pertains to all officers of the Associated Students Organization (ASO).

Administrative Regulation E-22 does not apply to clubs, club representatives, ASO special committees and all-college committees, and student trustee.

1. The following standards governing candidate and officer eligibility for appointed and elected Associated Student Organization offices (ASO), and Heads of Standing Committees, as defined by ASO constitution and by laws, must be met:
 - A. The candidate or officer must be a currently paid member of the ASO, at the college where the election is being held, and have successfully completed no more than 80 degree-applicable units in the District.
 - B. The candidate may seek only one campus office within the District;
 - C. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester;
 - D. The candidate or officer must not be on academic or progress probation. Progress probation is defined as having recorded grade entries of "W" (withdrawal), "I" (Incomplete), "NC" (No Credit) for fifty percent or more of all units in which a student has enrolled. Academic probation results when a student fails to maintain an accumulated grade point average of 2.0.
 - E. The candidate or officer must be actively enrolled in, and must successfully complete six (6) units by the end of the semester. Students falling below this requirement must forfeit their office. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of six (6) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.
 - F. Exceptions to the maximum units requirement in Section 1A of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit.

Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer.

In order to be considered for an exemption a student who exceeds the requisite 80 degree-applicable unit maximum must satisfy at least one of the following conditions:

- The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.

— Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.

2. A candidate or officer is ineligible for ASO office:
 - A. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices in the District.
 - B. If a student, who exceeded the unit maximum and was granted an exception, fails to enroll in courses that are specifically required for associate degree, certificate or transfer requirements as specified in the college catalog.
3. An officer may serve a fifth semester if eligible at the time of assuming office with the approval of the College President or designee (e.g., has served three semesters and is a candidate for an office with a one-year term).
4. The Chief Student Services Officer and/or designee will verify a candidate or officer's eligibility. If the student disagrees with the findings, he/she can appeal through the student grievance procedures. Officers not adhering to the standards for office will be required to forfeit their positions.
5. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position (Board Rule Article VIII, 9801-9804).
6. Any candidate or officer with a disability may request an accommodation for the requirements of section I (E):
 - A. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of the Disabled Student Program and Service (DSP&S) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities, as appropriate.
 - B. Qualification for an accommodation will be based on the impact of the disability on the candidate's/officer's ability to take 6 units. However, a candidate or officer must be enrolled in a minimum of five units throughout his/her term in accordance with Education Code section 76071.
 - C. Procedures for requesting an accommodation under E-22:
 - Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.
 - Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.
7. Students enrolled in college credit and/or non-credit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.
8. Individual colleges may set forth standards for office in their ASO constitutions which are higher, but not lower, than those listed above with the exception of the accommodations listed in Section VI above.

Student Clubs & Organizations

Approximately 20 campus clubs and organizations have open membership to students who are members of the Associated Students Organization. Service clubs, special interest clubs, department-related organizations, and religious clubs offer a variety of opportunities for student involvement.

The club program is coordinated by the Associated Students Organization through the Club Council. Clubs which have been active at Pierce during the past semesters include: Alpha Gamma Sigma; Animal Health Technology; Armenian Students Association; Bible Fellowship Club; California Nursing Students Association; Club Latino United for Education; Dance Club; International Students Club; Kabataang Filipino; Muslim Student Association; Parents Club; Phi Theta Kappa; Pierce Hillel; Pre-Vet Club; Sign Language Club; and United African-American Student Association.

Information on clubs is available in the Associated Students Office or Student Activities Office in the Campus Center.

Student Trustee Election Procedure

The Board of Trustees of the Los Angeles Community College District has established that within its membership there shall be one nonvoting student Board member. The term of office of the Student Board member shall be one year commencing on June 1 and ending on May 31.

Qualifications:

Candidates for Student Trustee must:

1. Be currently enrolled and in good standing at one or more colleges in the District.
2. Be enrolled in 6 units. The student must maintain eligibility during his/her term of office. If eligibility is not maintained, forfeiture of office will be required.
3. Have completed a minimum of 12 units and a maximum of 80 transferable units of college work which includes a minimum of 12 units completed within the Los Angeles Community College District.

Exceptions on the maximum units requirement will be made for students enrolled in recognized Los Angeles Community College District programs where the combination of program units and prerequisites may exceed the 80 transferable units limit.

Exceptions will be decided upon by the Chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance.

In order to be considered for an exemption, a student, who exceeds the requisite 80 transferable unit maximum, must satisfy at least one of the following conditions:

1. The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the catalog at the student's primary college of attendance, caused the student to enroll in courses that exceeded the 80 transferable unit maximum.
2. Program prerequisites, as specified in the catalog at student's primary college of attendance, caused the student to exceed the 80 transferable unit maximum.
3. A returning student, who has already completed a college degree or certificate, and is enrolled in courses that are specifically required for the student's declared certificate, associate degree or transfer objective, as specified in the catalog at student's primary college of attendance.

For further information, contact the Student Activities office in the Campus Center.

Associate Degree Requirements

All Roads to the AA Degree Have The Following Common Requirements

1. **Unit Requirement:**
A minimum of 60 units in degree applicable courses.
2. **General Education Requirement:**
For every major, you have to complete a diversity of courses.
3. **Major Requirement:**
In addition to the GE requirements, each degree requires an area of emphasis or major.

An area of emphasis can be thought of as a broadly defined major.
4. **Scholarship Requirement:**
A minimum C (2.0) cumulative grade point average in all courses used toward the degree.
5. **Residency Requirement:**
A minimum of 12 of the units used toward the degree must be completed in residence at Pierce College.
6. **Competency Requirement:**
You must demonstrate competence in reading, written expression and mathematics.
 - Completion of one of the following courses with a grade of C or better meets the reading and written expression requirements:
 - English 28 or 101
 - Journalism 101
 - Competency may be met through credit-by-examination. Please see a counselor for details.
 - Completion of one of the following courses with a grade of C or better meets the mathematics competency requirements:
 - Math 115, 146
 - Any Math or Statistics course with a prerequisite of Math 115 or higher
 - Electronics 10, 12
 - Competency may also be met by achieving a satisfactory score on the Math Competency Exam

Procedure for requesting the degree:

You must file a petition for the degree in the Graduation Office. Please check the Schedule of Classes for deadlines. If you have completed coursework at other schools that you believe meets some of your degree requirements, you may petition for course substitution. Petitions are available in the Graduation Office. Please consult a counselor for guidance.

The requirements of the Associate degree are grouped into the following three parts.

Part A - GE (General Education) PLAN

There are four ways to meet your general education requirements. The GE path you pick depends on whether or not you plan to transfer, and in some cases, what major you are choosing. If you already know your major, you may want to do parts A and B simultaneously. Pick one of the following GE plans below. These plans are detailed on pages 50 through 53.

Which plan should you choose?

It depends on your academic and career goals. Meet with a counselor to determine which plan best meets your needs.

PLAN 1—CSU GE Plan

PLAN 2—IGETC GE Plan (Intersegmental General Education Transfer Curriculum)

PLAN 3—Career and Technical GE Plan
(available with majors of 36 units or more only)

PLAN 4—General Studies GE Plan
(not for transfer, available with majors of 35 units or less only)

Part B - AREA OF EMPHASIS OR MAJOR

Follow the requirements for EITHER a Major OR Area of Emphasis. Majors are listed on pages 92-93 and Areas of Emphasis are listed on page 54. If you intend to transfer, pick courses that satisfy major preparation requirements for your area (see www.ASSIST.org).

Part C - ELECTIVES

Pick Associate degree applicable courses as needed to reach 60 units and satisfy Associate degree requirements if desired.

FOR TRANSFER STUDENTS:

An Associate degree is NOT a requirement for transfer to either the California State University (CSU) or University of California (UC) campuses. Additionally, completion of the Associate degree does not meet the CSU and UC transfer admission requirements. Requirements for transfer admission to the CSU campuses can be found on the CSU Mentor website at www.csumentor.edu. Requirements for transfer admission to the UC campuses can be found on the UC transfer website at www.uctransfer.org.

For students whose goal is to transfer to a CSU or UC campus, first complete the admissions requirements as defined by the CSU or UC system. Once these requirements are met, including major requirements, students can pursue completing the Associate Degree. Students should see a Pierce Counselor to determine any additional classes that need to be completed.

Private and out-of-state colleges and universities have unique transfer requirements. Students should consult with these colleges for requirements.

Part A PLAN 1

Pierce College
CSU General Education Certified Plan 2008-2009

Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org. For additional information and requirements for transferring to a CSU campus visit the CSUMentor website @ www.csumentor.edu. A more expanded version of this information, along with information on grade requirement, international coursework, and the application of AP exams to the CSU GE Plan can be found on the Pierce Transfer website at www.piercecollege.edu and by coming in to talk to a Pierce academic counselor.

AREA A - COMMUNICATION in the ENGLISH LANGUAGE and CRITICAL THINKING

(9 semester or 12-15 quarter units. One course from each group.)

A-1: ORAL COMMUNICATION

Speech 101, 104, 121

A-2: WRITTEN COMMUNICATION

English 101

A-3: CRITICAL THINKING

Philosophy 5, 6, 7, 9; English 102, 103; Speech 104; Psychology 66.

AREA B - PHYSICAL UNIVERSE and ITS LIFE FORMS

(9 semester or 12-15 quarter units. At least one course each from Physical Universe, Life Science, and Mathematics/ Quantitative Reasoning. At least one of the science courses must contain a laboratory component that corresponds to the lecture course used. See Area B-3 below.)

B-1: PHYSICAL SCIENCE: Astronomy 1, 3; Chemistry 51, 60, 101, 102, 211, 212, 221; Environmental Science 1, 7; Geography 1, 3 (same as Meteorology 3); Geology 1, 2, 4, 10, 22ABCD (22ABCD must all be taken to receive certification credit); Meteorology 3 (same as Geography 3); Oceanography 1; Physical Science 4; Physics 6, 7, 11, 12, 66, 67, 101, 102, 103; Plant Science 103.

B-2: LIFE SCIENCE: Anatomy 1; Animal Science 511; Anthropology 101; Biology 3, 6, 7, 10, 11ABC, 12ABC, 18ABC, 39, 40, 46, 121, 123; Environmental Science 2; Microbiology 1, 20; Physiology 1, 8, 9; Plant Science 901, 940, 950; Psychology 2.

B-3: LABORATORY ACTIVITY: Anatomy 1; Animal Science 512; Anthropology 111; Astronomy 2, 3; Biology 3, 6, 7, 10, 11ABC, 12ABC, 18ABC, 40, 122, 123; Chemistry 51, 60, 101, 102, 211, 212, 221; Geography 15; Geology 4, 6, 7, 22ABCD (22ABCD must all be taken to receive certification credit); Microbiology 1, 20; Oceanography 10; Physical Science 4; Physics 6, 7, 66, 67, 101, 102, 103; Physiology 1, 8, 9. Psychology 73.

B-4: MATHEMATICS/QUANTITATIVE REASONING: Math 215, 227, 235, 238, 240, 245, 260, 261, 262, 291; Statistics 1, 7.

AREA C - ARTS, LITERATURE, PHILOSOPHY and FOREIGN LANGUAGE

(9 semester or 12-15 quarter units. At least one course from C1 and one course from C2.)

C-1ARTS (Art, Dance, Music, Theater): Art 101-103, 105, 109, 111, 137-139, 201, 300, 500, 501, 502, 708AB; Cinema 3, 104, 107; Dance 801, 802, 803, 804, 812, 814, 818; English 213 (same as Theater 125); Humanities 6, 11-14, 30, 31, 60, 61, 89; Music 111, 112, 121, 122, 226, 251, 299, 321-324, 341, 411-414, 501, 561, 571, 601, 611, 621, 651, 705, 721, 741, 755; Photography 9-11; Theater 100, 110, 125 (same as English 213), 270, 271, 273.

C-2 HUMANITIES (Literature, Philosophy, Foreign Language):

Anthropology 104 (same as Linguistics 1), 121; ASL 1, 2, 3, 4; English 102, 127, 203-209, 210, 211-216, 219, 239, 240, 250-252, 270; French 1-6; History 1, 2, 7, 43, 44, 86, 87; Humanities 2, 3, 6, 30, 31, 60, 61; Italian 1-6; Japanese 1-4, 8; Linguistics 1 (same as Anthropology 104);

Philosophy 1, 2, 12, 14, 15, 19, 20, 29, 30, 33, 35, 40, 41, 42; Spanish 1-6, 9, 11, 12, 15, 21, 22, 25, 26, 27, 65; Theater 125 (same as English 213).

AREA D - SOCIAL, POLITICAL & ECONOMIC INSTITUTIONS & BEHAVIOR, HISTORICAL BACKGROUND

(9 semester or 12-15 quarter units, with courses taken in at least two categories.)

CSU AMERICAN HISTORY AND INSTITUTIONS GRADUATION REQUIREMENT

(1 course from each group. 6 semester units or 9-12 quarter units.) By taking 1 course from each group, you have met the CSU Graduation Requirement and you may count the courses toward satisfying Area D.

History 11, 12, 13, 14, 41, 42, 43, 44, 52.

Political Science 1, 19.

D-1 Anthropology & Archeology: Anthropology 102, 105, 106, 109, 132, 141.

D-2 Economics: Economics 1, 2, 10 (same as History 15), 16, 30, 60.

D-3 Ethnic Studies: Chicano 2, 80; History 43, 44; Spanish 10, 26.

D-4 Gender Studies: Anthropology 109; History 52; Psychology 32.

D-5 Geography: Environmental Science 17; Geog 2, 7, 14 (same as Environmental Science. 17), 21, 22, 31.

D-6 History: EEconomics 10 (s/a History 15); History 3-6, 8, 11, 12, 13, 14, 15, 20, 21, 27, 29, 39, 40, 41, 42, 43, 44, 52, 76, 86, 87; Spanish 10, 16.

D-7 Interdisciplinary Social/Behavioral Science: Journalism 100; Speech 121, 122.

D-8 Political Science, Government and Legal Institutions: Adm Jus 1, 2, 4; Chicano 80; Law 3; Political Science 1, 2, 7, 14, 19, 37 (same as Soc 37), 42, 43.

D-9 Psychology: Child Development 1 (same as Psychology 11); Psychology 1, 3, 6, 11 (same as Child Development 1), 12, 13, 14, 16, 17, 32, 40, 41, 52, 66.

D-0 Sociology: Adm Jus 67; Sociology 1-4, 8, 11, 13, 15, 17, 21, 28, 29, 37 (same as Pol Sci 37).

AREA E - LIFELONG UNDERSTANDING and SELF-DEVELOPMENT

(3 semester or 4-5 quarter units. A maximum of 1 unit of Physical Education /Dance Activity Coursework may be counted toward the unit requirement.)

Dance Studies 801; Dance Techniques/Dance Specialties 101, 290, 401, 410, 431, 434, 437, 440, 441, 446, 710; activity courses maximum 1 unit; Environmental Science 1; Health 8, 9, 11; Personal Development 20, 40; Philosophy 19; Physical Education 90, 91, 100-700 activity courses (maximum of 1 unit); Psychology 3, 32, 36, 40, 41, 52, 60; Sociology 28.

Part A PLAN 2**Pierce College Intersegmental General Education Transfer Curriculum
(IGETC) 2008-2009**

Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website at www.assist.org. For additional information and requirements for transferring to a UC or CSU campus visit the CSUMentor website @ www.csumentor.edu and the UC transfer website at www.uctransfer.org. A more expanded version of this information, along with information on grade requirement, international coursework, and the application of AP exams to the IGETC Plan can be found on the Pierce transfer website at www.piercecollege.edu and by coming in to talk to a Pierce academic counselor.

AREA 1- ENGLISH COMMUNICATIONS:

(CSU - 3 courses required, one from each group below. UC- 2 courses required, 1 each from Group A & B.)

1- A: English Composition, 1 course, 3 semester units or 4-5 quarter units. English 101

1- B: Critical Thinking - English Composition, English Composition, 1 course, 3 semester units or 4-5 quarter units. English 102, 103; Philosophy 5; (English 101, with a grade of "C" or better, must be completed prior to English 102, 103; Philosophy 5)

1- C: Oral Communication (CSU requirement only) 1 course, 3 semester units or 4-5 quarter units. Speech 101, 104, 121.

AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING:

(1 course, 3 semester units or 4-5 quarter units)

Math 227, 235, 238, 245, 260, 261, 262, 291; Statistics 1, 7

AREA 3 - ARTS and HUMANITIES:

(3 courses required, at least 1 from each group below. 9 semester units or 12-15 quarter units)

3 - A: ARTS: Art 101, 102, 103, 105, 109, 111, 137, 138, 139, 500, 501, 502; Cinema 3, 104, 107; Dance 802, 803, 804; Music 111, 112, 121, 122; Theater 100, 110.

3 - B: HUMANITIES: Anthropology 104 (same as Linguistics 1), 121; ASL 3, 4; English 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213 (same as Theater 125), 214, 215, 216, 219, 239, 240, 250, 251, 252, 270; French 3, 4, 5, 6; History 1, 2, 7, 43, 44, 86, 87; Humanities 3, 6, 30, 31, 60; Italian 3, 4, 5, 6; Japanese 3; Linguistics 1 (same as Anthropology 104); Philosophy 1, 2, 12, 14, 15, 19, 20, 30, 33, 35, 40, 41, 42; Spanish 3, 4, 5, 6, 9, 12, 15, 25, 26, 65; Theater 125 (same as English 213).

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES:

(3 courses from at least 2 disciplines 9 semester units or 12-15 quarter units)

Adm Jus 1, 2, 4, 67; Anthropology 102, 105, 106, 109, 132; Chicano 2, 80; Child Development 1 (Same As Psychology 11); Economics 1, 2, 10 (same as History 15), 30, 60; Environmental Science 17 (same as Geography 14); Geography 2, 7, 14 (same as Environmental Science 17), 21, 22; History 3, 4, 5, 6, 8, 11, 12, 13, 14, 15 (same as Economics 10), 20, 21, 29, 39, 41, 42, 43, 44, 52, 76, 86, 87; Journalism 100; Law 3; Political Science 1, 2, 7, 14, 19, 37 (same as Soc 37), 42, 43; Psychology 1, 6, 11 (same as Child Development 1), 12, 13, 14, 32, 41, 52, 66; Sociology 1, 2, 3, 4, 8, 11, 13, 15, 21, 28, 29, 37 (same as Pol Sci 37); Spanish 10, 16; Speech 121, 122.

AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES:

(2 courses, 1 from each group, at least 1 must include a laboratory. Lab courses are **bold italic**. 7-9 semester units Or 9-12 quarter units. The lab selected must correspond to the lecture course used.)

5 - A: PHYSICAL SCIENCES: Astronomy 1, **2, 3**; Chemistry **60, 101, 102, 211, 212, 221**; Environmental Science 1, 7; Geography 1, 3 (same as Meteorology 3), **15**; Geology 1, 2, **6, 7, 10, 22ABCD** (22ABCD must all be taken to receive certification credit); Meteorology 3 (same as Geography 3); Oceanography 1, **10**; Physical Science **4**; Physics **6, 7, 11, 12, 66, 67, 101, 102, 103**.

5 - B: BIOLOGICAL SCIENCES: Anatomy **1**; Anthropology 101, **111**; Biology **3, 6, 7, 10**, 11ABC, 46, 121, **122**, 123; Environmental Science 2; Microbiology **1, 20**; Physiology **1, 8, 9**; Psychology 2, **73**.

AREA 6 - LANGUAGE OTHER THAN ENGLISH - UC Requirement Only

ASL 2, French 2, Italian 2, Japanese 2; Spanish 2. If language level 3 or higher is used to satisfy this requirement, it may not be used in AREA 3 - B.

High school: 2 years of the same foreign language with "C" or better GPA.
Other: See complete information @

www.piercecollege.edu/students/transfer. Click on IGETC.

AREA 7 - CSU GRADUATION REQUIREMENT IN U. S. HISTORY, CONSTITUTION and AMERICAN IDEALS

Not part of IGETC, but may be completed prior to transfer. 2 courses, 1 from each group, 6 semester units or 12 quarter units. Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

U.S. HISTORY REQUIREMENT

History 11, 12, 13, 14, 41, 42, 43, 44, 52.

FEDERAL STATE & LOCAL GOV'T REQUIREMENT

Political Science 1, 19.

Part A PLAN 3 Career and Technical GE (General Education) Plan

All students must meet the following common requirements (see page 49 for details).

1. Unit Requirement
2. General Education Requirement
3. Major Requirement
4. Scholarship Requirement
5. Residency Requirement
6. Competency Requirement

SECTION A: NATURAL SCIENCE -

Select 3 units from the following:

Anatomy 1
 Anml Sc 511
 Anthro 101, 111
 Astron 1, 2, 3
 Biology 3, 6, 7, 10, 11ABC, 12ABC, 18ABC, 39,
 40, 46, 121, 122, 123
 Chem 51, 60, 101, 102, 211, 212, 221
 Electron 2, 4A, 6A
 Env Sci 1, 2, 7
 Geog 1, 3, 15,
 Geol 1, 2, 4, 6, 10, 11, 17, 22ABCD,
 Meteor 3
 Micro 1, 20
 Oceano 1, 2, 10, 12, 14
 Phy Sci 1, 4, 14
 Physics 6, 7, 12, 66, 67, 101, 102, 103
 Physiol 1, 8, 9
 Plnt Sc 103, 711, 901, 910, 940, 950
 Psych 2, 73

SECTION B: SOCIAL AND BEHAVIORAL SCIENCE -

Select 3 units from the following:

History 11, 12, 13, 14, 41, 42, 43, 44, 52
 Pol Sci 1, 19, 30

SECTION C: HUMANITIES -

Select 3 units from the following:

ASL 1, 2, 3, 4, 40
 Anthro 104, 105, 121
 Art 101, 102, 103, 105, 109, 111, 119, 137, 138, 139,
 201, 202, 203, 400, 500, 501, 502, 503, 604, 605,
 606, 614, 700, 708AB
 Cinema 3, 18, 104
 Dance 290, 710, 801, 802, 803, 804, 812, 814, 818, 860
 English 102, 103, 127, 203, 204, 205, 206, 207, 208, 209,
 210, 211, 212, 213, 214, 215, 216, 219, 239,
 240, 250, 251, 252, 270,
 French 1, 2, 3, 4, 5, 6, 8, 10
 History 1, 2, 7, 31, 43, 44, 86, 87
 Human 1, 2, 3, 6, 11, 12, 13, 14, 30, 31, 60, 61, 89
 Italian 1, 2, 3, 4, 5, 6, 8
 Japan 1, 2, 3, 4, 8, 27
 Ling 1
 Music 101, 111, 112, 121, 122, 152, 181, 182,
 183, 184, 201, 202, 203, 226, 241, 251,
 299, 321, 322, 323, 324, 341, 411, 412,
 413, 414, 501, 531, 561, 571, 601, 602,
 603, 604, 611, 612, 613, 614, 621, 624,
 651, 705, 721, 741, 745, 755, 776, 777
 Philos 1, 2, 12, 14, 15, 19, 20, 29, 30, 33, 35,

40, 41, 42
 Photo 9, 10, 11, 27
 Soc 11
 Spanish 1, 2, 3, 4, 5, 6, 8, 9, 11, 12, 15, 21, 22,
 25, 26, 27, 65
 Theater 100, 110, 125, 265, 270, 271, 273, 300

SECTION D: LANGUAGE AND RATIONALITY - 6 units

1. Select 3 units from the following courses:

English 28, 101, 102, 103
 Journal 101, 108
 CAOT 31, 32

2. Select 3 units from the following courses:

Acctg 1
 CAOT 77
 Co Sci 501, 506, 507, 530, 572, 575
 Electron 10
 Geog 31, 32, 33
 GIS 31, 32, 33
 Math 115, 125, 146, 215, 227, 238, 240, 245, 259,
 260, 261, 262, 291
 Philos 5, 6, 7, 9
 Psych 26, 66
 Soc 4
 Speech 101, 103, 104, 121, 122
 Stat 1, 7
 Supv 11

SECTION E: HEALTH AND PHYSICAL EDUCATION ACTIVITY - 3 units minimum.

Health 8, 9, 10, 11 - 2 units maximum

Physical Education: Activity Course chosen from Phys Ed 100 to 700 or Phys Ed 90A, 90B, 91, 96, 665, 666, 675, 684, 690, 702, or Dance - 1 unit maximum

Students who have served in the US Armed Services or have completed Police or Fire Department recruit academy training programs may be eligible to waive the Health and P.E. graduation requirements. Contact the Graduation Office for details.

Coursework limitations to the above plan:

1. A student may not use more than two courses taught in any department to satisfy the general education requirements.
2. A student may not duplicate disciplines in selecting courses to meet the requirements in section D, for example, CAOT 31 and CAOT 32.
3. A single course may be listed in more than one general education area but may only be counted once.

Part A PLAN 4 General Studies GE (General Education) Plan

All students must meet the following common requirements (see page 49 for details).

1. Unit Requirement
2. General Education Requirement
3. Major Requirement
4. Scholarship Requirement
5. Residency Requirement
6. Competency Requirement

Section A: Natural Science -

Select 3 units from the following:

Anatomy 1
 Anml Sc 511
 Anthro 101, 111
 Astron 1, 2, 3
 Biology 3, 6, 7, 10, 11ABC, 12ABC, 18ABC, 39, 40, 46, 121, 122, 123
 Chem 51, 60, 101, 102, 211, 212, 221
 Electron 2, 4A, 6A
 Env Sci 1, 2, 7
 Geog 1, 3, 15
 Geol 1, 2, 4, 6, 10, 11, 17, 22ABCD
 Meteor 3
 Micro 1, 20
 Oceano 1, 2, 10, 12, 14
 Phy Sci 1, 4, 14
 Physics 6, 7, 12, 66, 67, 101, 102, 103
 Physiol 1, 8, 9
 Plnt Sc 103, 711, 901, 910, 940, 950
 Psych 2, 73

Section B: Social and Behavioral Sciences - 9 units

1. **Select 3 units from the following courses:**
 History 11, 12, 13, 14, 41, 42, 43, 44, 52
 Pol Sci 1, 19, 30
2. **Select 3 units from the following courses:**
 Addicst 15
 Administration of Justice 1, 2, 4, 67
 Anthro 102, 105, 106, 109, 132, 141
 Bus 1, 5
 Chicano Studies 2
 Child Dev 1
 Econ 1, 2, 10, 16, 30, 60
 Env. Sci. 17
 Geog 2, 7, 14, 21, 22, 31
 History 3, 4, 5, 6, 8, 11, 12, 13, 14, 15, 20, 21, 27, 30, 39, 40, 41, 42, 43, 44, 52, 86, 87
 Journal 100
 Law 3
 Mgmt 31, 33
 Plnt Sc 110
 Pol Sci 1, 2, 7, 14, 19, 30, 37, 42, 43
 Psych 1, 3, 6, 11, 12, 13, 14, 16, 17, 18, 32, 40, 41, 52, 66
 Soc 1, 2, 3, 4, 8, 11, 13, 15, 21 28, 29, 37
 Spanish 10, 16, 26
 Speech 121, 122
 Supv 6, 11
3. **Select 3 additional units from numbers 1 or 2 above.**

Section C: Humanities -

Select 3 units from the following:

ASL 1, 2, 3, 4, 40
 Anthro 104, 105, 121
 Art 101, 102, 103, 105, 109, 111, 119, 137, 138, 139, 201, 202, 203, 400, 500, 501, 502, 503, 604, 605, 606, 614, 700, 708AB
 Cinema 3, 18, 104
 Dance 290, 710, 801, 802, 803, 804, 812, 814, 818, 860
 English 102, 103, 127, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 219, 239, 240, 250, 251, 252, 270
 French 1, 2, 3, 4, 5, 6, 8, 10
 History 1, 2, 7, 31, 43, 44, 86, 87
 Human 1, 2, 3, 6, 11, 12, 13, 14, 30, 31, 60, 61, 89
 Italian 1, 2, 3, 4, 5, 6, 8
 Japan 1, 2, 3, 4, 8, 27
 Ling 1
 Music 101, 111, 112, 121, 122, 152, 181, 182, 183, 184, 201, 202, 203, 226, 241, 251, 299, 321, 322, 323, 324, 341, 411, 412, 413, 414, 501, 531, 561, 571, 601, 602, 603, 604, 611, 612, 613, 614, 621, 624, 651, 705, 721, 741, 745, 755, 776, 777
 Philos 1, 2, 12, 14, 15, 19, 20, 29, 30, 33, 35, 40, 41, 42
 Photo 9, 10, 11, 27
 Soc 11
 Spanish 1, 2, 3, 4, 5, 6, 8, 9, 11, 12, 15, 21, 22, 25, 26, 27, 65
 Theater 100, 110, 125, 265, 270, 271, 273, 300

Section D: Language and Rationality - 12 units

1. **Select 3 units from the following courses:**
 English 28, 101, 102, 103
 Journal 101, 108
 CAOT 31, 32
2. **Select 6 units from the following courses:**
 Acctg 1
 Co Sci 501, 530, 572, 575
 Electron 10
 Geog 31, 32, 33
 GIS 31, 32, 33
 Math 115, 125, 146, 215, 227, 238, 240, 245, 259, 260, 261, 262, 291
 Philos 5, 6, 7, 9
 Psych 26, 66
 Soc 4
 Speech 101, 103, 104, 121, 122
 Stat 1, 7
 Supv 11 2.

Select 6 units from the following courses:

Acctg 1
 Co Sci 501, 506, 507, 530, 572, 575
 Electron 10
 Geog 31, 32, 33
 GIS 31, 32, 33
 Math 115, 125, 146, 215, 227, 238, 240, 245, 259, 260, 261, 262, 291
 Philos 5, 6, 7, 9
 Psych 26, 66
 Soc 4
 Speech 101, 103, 104, 121, 122
 Stat 1, 7
 Supv 11

3. **Select 3 additional units from numbers 1 or 2 above.**

Section E: Health and Physical Education Activity - 3 units minimum.

Health 8, 9, 10, 11 – 2 units minimum
 Physical Education: Activity Course chosen from Phys Ed 100 through 700 or Phys Ed 90A, 90B, 91, 96, 665, 666, 675, 684, 690, or Dance 101, 290, 410, 441, 452, 710, 801, 860 – 1 unit minimum

Students who have served in the US Armed Services or have completed Police or Fire Department recruit academy training programs may be eligible to waive the Health and P.E. graduation requirements. Contact the Graduation Office for details.

Coursework limitations to the above plan:

1. A student may not use more than two courses taught in any department to satisfy the general education requirements.
2. A student may not duplicate disciplines in selecting courses to meet the requirements in sections B and D. For example, History 11 from B1 with History 3 from B2.
3. A single course may be listed in more than one general education area but may only be counted once.

Part B AREA OF EMPHASIS

An Area of Emphasis can be thought of as a broadly defined major. An AA degree with an Area of Emphasis replaces the Liberal Arts degree.

ARTS AND HUMANITIES

This area of emphasis represents the core courses for students majoring in the Arts and Humanities including Art History, Music, Theater, Journalism, Dance, Communications, and Modern Languages.

NOTE FOR TRANSFER STUDENTS: THE FOLLOWING LIST OF COURSE REQUIREMENTS DOES NOT MEET THE REQUIREMENTS TO TRANSFER TO A COLLEGE OR UNIVERSITY TO EARN YOUR BACHELOR'S DEGREE. YOUR FIRST PRIORITY IS TO MEET THE TRANSFER ADMISSION REQUIREMENTS AS DEFINED BY THE COLLEGE OR UNIVERSITY YOU PLAN TO ATTEND. YOU SHOULD MEET WITH A PIERCE COUNSELOR TO DEVELOP AN EDUCATIONAL PLAN TO ENSURE THAT YOU COMPLETE THE NECESSARY COURSEWORK TO MEET YOUR TRANSFER GOAL. ONCE THESE COURSES ARE COMPLETE YOUR COUNSELOR CAN HELP YOU DETERMINE THE FEASIBILITY OF COMPLETING THE PIERCE ASSOCIATE DEGREE.

Higher Order Skills

(Select 9 units in at least 3 areas)

- **Research:** English 101
- **Critical Reasoning:** English 102,103; Phil 5, 6, 7, 9; Psych 66; Speech 104
- **Communication:** Speech 101, 104, 121
- **Quantitative Reasoning:** (Select 1 of the following classes) Math 215, 227, 235, 238, 240, 245, 260, 261, 262, 263, 270, 275; Stats 1, 7

Engaging with the Creative World

(Select a minimum of 18 units from the following courses)

Knowledge of complexity:

Knowledge and Applications: History: 1, 2, 7, 43, 33, 86, 87; Humanities 6, 31, 60, 61; Art 603, 604, 605, 606, 615, 616, 617, 620, 621, 622, 650, 651; Dance 452, 814, 819, 820, 821, 860; English 127, 210,211,213 (same as Theater 125), 214, 215, 216, 251; Philosophy 1, 2, 12, 14, 15, 19, 20, 30, 33, 35, 40, 41, 42; Theater 100, 110, 125 (same as English 213)

Living in Community:

Culture: Art 101,102, 103, 105, 109; American Sign Language 1, 2, 3, 4, 5, 6, 10, 15, 16, 22, 23, 25, 30, 31, 40, 55, 65, 101; Dance 401, 431, 434, 437, 440, 441, 446; English 203, 204, 205, 206, 207, 208, 209, 210, 211, 218, 219, 239, 240, 250, 252, 270; French 1, 2, 3, 4, 5, 6, 8, 10; Italian 1, 2, 3, 4, 5, 6, 8, 10; Japanese 1, 2, 3, 4, 8, 27; Music 111, 112, 121, 122; Spanish 1, 2, 3, 4, 5, 6, 8, 9,10, 11, 12, 15, 16, 21, 22, 25, 26, 27, 65, 48, 49, 101

Aesthetic Reflection: Art 111, 119, 137, 138, 139; Dance 812; Theatre 100, 110

Creating a Meaningful Life: Art 201, 202, 203, 204, 205, 206, 207, 209, 300, 301, 302, 304, 305, 306, 307, 308, 501, 502, 503, 519, 700, 701, 702, 703, 708, 709, 710, 711; Cinema 3, 104, 107; Dance 101, 290, 410, 431, 801, 802, 803, 804, 818; Music 226, 251, 299, 321, 322, 323, 324, 411, 412, 413, 414, 501, 561, 571, 601, 611, 621, 651, 705, 721, 741, 755; Photography 9, 10, 11; Psych 60; PD 20, 40

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS

This area of emphasis represents the core courses for students majoring in the Sciences, Technology, Engineering, or Mathematics.

NOTE FOR TRANSFER STUDENTS: THE FOLLOWING LIST OF COURSE REQUIREMENTS DOES NOT MEET THE REQUIREMENTS TO TRANSFER TO A COLLEGE OR UNIVERSITY TO EARN YOUR BACHELOR'S DEGREE. YOUR FIRST PRIORITY IS TO MEET THE TRANSFER ADMISSION REQUIREMENTS AS DEFINED BY THE COLLEGE OR UNIVERSITY YOU PLAN TO ATTEND. YOU SHOULD MEET WITH A PIERCE COUNSELOR TO DEVELOP AN EDUCATIONAL PLAN TO ENSURE THAT YOU COMPLETE THE

NECESSARY COURSEWORK TO MEET YOUR TRANSFER GOAL. ONCE THESE COURSES ARE COMPLETE YOUR COUNSELOR CAN HELP YOU DETERMINE THE FEASIBILITY OF COMPLETING THE PIERCE ASSOCIATE DEGREE.

Higher Order Skills

(Select 2 from the following courses)

English 101, 102, 103; Phil 5, 6, 7, 9; Psych 66; Speech 101, 104, 121

(Select 2 from the following courses)

Math 215, 227, 235, 238, 240, 245, 260, 261, 262, 263, 270, 275; Statistics 1, 7

Engaging with the Scientific World

(Select a minimum of 18 units from the following courses)

Anatomy 1; Anthropology 101, 109, 111, 119, 141; Astronomy 1, 2, 3; Biology 3, 6, 7, 10, 11, 12, 40, 44, 46, 121, 122, 123; Chemistry 51, 60, 101, 102, 211, 212, 221; Computer Science 516, 532, 536, 539, 540, 546, 575; Environmental Science 1, 2, 7; Geography 1, 2, 3, 7, 14, 15, 20, 21, 31, 32, 33, 36, 38, 39; Geology 1, 4, 6, 7, 10; Math 215, 227, 235, 238, 240, 245, 260, 261, 262, 263, 270, 275; Meteorology 3; Microbiology 1, 20; Oceanography 1, 2, 10; Physics 6, 7, 12, 66, 67, 101, 102, 103; Physiology 1, 8, 9; Plant Science 103, 901; Psychology 2, 73

SOCIAL AND BEHAVIORAL SCIENCES

This area of emphasis represents the core courses for a variety of majors in the Social and Behavioral Sciences including Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology.

NOTE FOR TRANSFER STUDENTS: THE FOLLOWING LIST OF COURSE REQUIREMENTS DOES NOT MEET THE REQUIREMENTS TO TRANSFER TO A COLLEGE OR UNIVERSITY TO EARN YOUR BACHELOR'S DEGREE. YOUR FIRST PRIORITY IS TO MEET THE TRANSFER ADMISSION REQUIREMENTS AS DEFINED BY THE COLLEGE OR UNIVERSITY YOU PLAN TO ATTEND. YOU SHOULD MEET WITH A PIERCE COUNSELOR TO DEVELOP AN EDUCATIONAL PLAN TO ENSURE THAT YOU COMPLETE THE NECESSARY COURSEWORK TO MEET YOUR TRANSFER GOAL. ONCE THESE COURSES ARE COMPLETE YOUR COUNSELOR CAN HELP YOU DETERMINE THE FEASIBILITY OF COMPLETING THE PIERCE ASSOCIATE DEGREE.

Higher Order Skills

(Select 9 units, in at least 3 areas)

- **Research:** English 101, Journalism 101, 108, 202
- **Critical Reasoning:** English 102,103; Phil 5, 6, 7, 9; Psych 66; Speech 104
- **Communication:** Speech 101, 104, 121
- **Quantitative Reasoning:** Math 215, 227, 235, 238, 240, 245, 260, 261, 262, 263, 270, 275; Statistics 1, 7

Engaging with the Social World

The courses listed here provide students of the Social and Behavioral Sciences with knowledge of community and natural surroundings, interactions that influence behavior, aesthetic reflection, and culture as well as the ability to apply knowledge, become an informed participant in society, and create a meaningful life.

(Select a minimum of 18 units from the following courses)

Accounting 1, 2; Addiction Studies 15; AJ 1, 2, 4, 67; Anthropology 101, 102, 104 (same as Linguistics 1), 105, 106, 109, 111, 121, 119, 132, 141; Art 101, 102, 103, 105, 109, 111; Business 5; CAOT 32, 82; Chicano Studies 2, 80; Child Development 1 (same as Psychology 11); Economics 1, 2, 10, 16, 30, 60; Environmental Science 1, 7; Geography 1, 2, 3, 7, 14, 15, 20, 21, 22; Geography or GIS 31, 32, 33, 38, 39; History 1, 2, 3, 4, 5, 6, 11, 12, 13, 20, 27, 29, 39, 41, 42, 43, 44, 52, 86, 87; Journalism 100; Law 3; PD 20, 40; Political Science 1, 2, 5, 7, 14, 19, 37 (same as Sociology 37), 42, 43; Psychology 1, 2, 3, 6, 11 [same as Child Development 1], 12, 13, 14, 16, 17, 32, 40, 41, 52, 60, 66, 73; Sociology 1, 2, 3, 4, 8, 11, 13, 15, 21, 28, 29, 37 (same as Political Science 37), 42; Spanish 10, 16; Speech 121, 122

Department & Program Organization

Department & Subjects	Chairperson(s)	Phone/Office
AGRICULTURE AND NATURAL RESOURCES	Richard South	719-6463 AS 4103A
Animal Science	Floral Design & Management	
Equine Science/Horse Science	General Agriculture	
Horticulture & Landscaping	Natural Resources Management	
Pre-Veterinary Sciences	Veterinary Science & Technology	
ANTHROPOLOGICAL & GEOGRAPHICAL SCIENCES	Philip Stein	710-4104 FO 2905
Anthropology	Archeology	Geography
Geographic Information Systems	Linguistics	Meteorology
ART	David Oshima	719-6475 ART 3303D
Architecture	Art History	Ceramics
Architectural History	Fine Art	Graphic Design
Drawing	Sculpture	Web Design
Painting	3-D Animation	Digital Imaging
Multimedia		
BUSINESS ADMINISTRATION	David Braun	719-6479 BUS 3213E
Accounting	Business Management	Business Law
Finance	Real Estate	Marketing
International Business		Supervision
CHEMISTRY	Isidore Goodman	719-6464 CHEM 0804
CHILD DEVELOPMENT	Joleen Voss-Rodriguez	719-6402 VLGE 8330
COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES	Lyn Clark	710-4244 BUS 3210B
Administrative Professional	General Administrative	
Business Communication	Internet	
Computer Applications	Legal Office Procedures	
Computerized Accounting	Office Procedures	
Desktop Publishing	Web Site Construction	
COMPUTER SCIENCE & INFORMATION TECHNOLOGY	Lynne O'Hanlon	710-2933 COSC 1503
Computer and Network Technology	Programming for Business	
Programming for Computer Science		
COOPERATIVE EDUCATION	Ron Smetzer	710-4291 VLGE 8200
COUNSELING	Rudy Dompe	719-6440 ADM 1000
Personal Development		
ENGLISH	Donna Accardo	710-2879 FO 2501
English	English as a Second Language	
HISTORY/HUMANITIES	Eugene Larson	710-4305 FO 3101
HONORS PROGRAM	Barbara Anderson	719-6485 FO 2800
INDUSTRIAL TECHNOLOGY	Tom Fortune	710-4320 IT 3601
Automotive Service Technology	Drafting, Mechanical	
Electronics	Engineering, Mechanical	
Machine Shop-CNC	Welding	

Department & Subjects	Chairperson(s)	Phone/Office
LEARNING CENTER	Kathy Boddicker	710-2938 TLC 1602
Learning Skills	Computer Lab	Tutoring
LIBRARY SCIENCE	Florence Robin	719-6409 LIBRARY
LIFE SCIENCES	James Rikel	719-6465 LS 1715
Anatomy	Biology	
Microbiology	Oceanography (Marine Biology)	
Physiology		
MATHEMATICS	Bob Martinez	719-6468 MATH 1409E
MEDIA ARTS	Jill Connelly	710-4235 VLGE 8100
Broadcasting	Cinema	Journalism
Photography	Public Relations	
MODERN LANGUAGES	Damiano Marano	710-4319 FO 2706
American Sign Language	French	
Italian	Japanese	Spanish
MUSIC	Stephen Piazza	719-6476 MUS 3416A
NURSING	Joan Schneider	719-6477 VLGE 8203
Registered Nursing (ADN)		
LVN to RN		
P.A.C.E.	Art Gillis	710-2890 FO 2800
PHILOSOPHY/ SOCIOLOGY	Nicholas Habib	710-4371 BEH 1306B
Philosophy	Sociology	
PHYSICAL EDUCATION ATHLETICS	William Norton	719-6473
Athletics	Bob Lofrano	719-6421
Physical Education	Health Education	
PHYSICS & PLANETARY SCIENCES	William Duxler	710-2931 PHYS 0902
Astronomy	Environmental Science	
Geology	Oceanography	
Physical Science	Physics	
POLITICAL SCIENCE - ECONOMICS - CRIMINAL JUSTICE	Sharon Levick	710-4387 FO 3007
Chicano Studies	Economics	
Law	Political Science	
PSYCHOLOGY	Edward Mazeika	710-2891 BEH 1306C
Addiction Studies	Psychology	
Education	Statistics	
SERVICE LEARNING	Jim Dawson	710-2588
SPECIAL EDUCATION	Norm Crozer	719-6430 ADM 1024
SPEECH COMMUNICATION	Barbara Anderson	710-2524 FO 2704
THEATER ARTS & DANCE	Gene Putnam	710-2902 PAB 3539
Dance	Theater	

Educational Programs

Degree and Certificate Programs

Associate of Arts (AA) or Associate of Science (AS)

Pierce offers a wide variety of programs that are listed on the following pages. Please refer to the previous section, Associate Degree Requirements for a description of our degree options. Students should consult with a counselor to ensure that they are completing the coursework that best meets their educational goal.

Certificate of Achievement (C)

Pierce offers many state approved certificate programs that give students training in specific job skills. A grade of C or better is required in each course and at least 50% of the units required for the certificate must be completed in residence at Pierce College.

In addition, students may request certificate of achievements in general education breadth requirements for the California State University (CSU) or the Intersegmental General Education Transfer Curriculum (IGETC).

Department Skill Certificate (SC)

Department Skills Certificates document a student's achievement of specific skills or coursework within a discipline. These certificates require fewer than 18 units of coursework. A grade of C or better is required in each course. At least 50% of the units required for the certificate must be completed in residence at Pierce College. **These local department certificates do not go through state approval processes and will not appear on the students' official transcripts.**

	Degree	Certificate
General Education Breadth Requirement		
CSU		C
IGETC		C
Addiction Studies	AA	C
Agriculture		
Agriculture Business	AS	
Floral Design and Management	AS	C
General Agriculture	AS	C
Horse Science	AS	C
Horticulture		
General Horticulture	AS	
Greenhouse and Nursery Industry	AS	
Landscape Installation and Maintenance Industry	AS	
Landscape Planning and Design	AS	
Basic Gardening (Basic)		SC
Basic Gardening (Advanced)		C
Landscape Technician (Basic)		C
Landscape Technician (Advanced)		C

Professional Gardening		C
Pre-Veterinary Medicine	AS	
Veterinary Technology	AS	
American Sign Language (Interpreting)	AA	
Architecture		
Architecture Technology	AA	C
Art		
Fine Arts	AA	
Graphic Design	AA	C
Graphic Design for the Web		C*
Business Administration		
Accounting	AA	
Payroll Accounting		SC
Small Business Accounting		SC
Tax Preparation		SC
Finance		SC
General Business	AA	SC
International Business		C
International Trade		SC
Management and Supervision	AA	
Management		SC
Retail Management		C
Small Business Entrepreneur		SC
Marketing	AA	SC
Child Development		
Preschool Teacher		C
Associate Teacher		C
Preschool Certificate (Cert. A)		C*
Director Preschool (Cert. B)		C*
Infant Care Teacher (Cert. C)		C*
School Age Programs Teacher (Cert. D)		C*
Cinema		
		SC
Computer Applications & Office Technologies		
Administrative Professional	AA	C
General Administrative	AA	C
Legal Office Procedures	AA	C
Advanced Computer Applications		C
Basic Computer Applications		C
Basic Computerized Accounting		C*
Basic Internet		C*

* These certificates are approved by the Board of Trustees of the LA Community College District (pending state approval).

Educational Programs

Desktop Publishing		C*
Legal Office Skills		C*
Office Clerical		C*
Web Site Construction and Maintenance		C*
Computer Science		
Programming for Business	AA	C
Personal Computer Application Specialist		SC
Database Programming Specialist		SC
Programming for Computer Science	AS	C
Computer and Network Technology	AS	
Personal Computer Service Technology		C*
Network Technology		C*
Routing Technology		SC
Website Development		C*
Web Development, Programming and Scripting		C*
Criminal Justice	AA	
Electronics	AS	
Digital Option		C
Communications Option		C
Analog Option		C
French	AA	
Geographic Information Systems (GIS)		SC
Industrial Technology		
Automotive Service Technology	AS	C
Automotive Light Service Tech		C*
Automotive Emission Specialist		C*
Automotive Performance Applications		C*
Automotive Powertrain Specialist		C*
Drafting - Mechanical	AA	
Basic Drafting - Mechanical		SC
Advanced Drafting - Mechanical		SC
Numerical Control Programming	AS	C
Machine Shop Technology		SC
CNC Operator		SC
CNC Programming		SC
Basic Welding		SC
Advanced Welding		SC
Italian	AA	
Journalism	AA	
Latin American Studies	AA	SC
Mexican Studies		SC

Music	AA	
Nursing	AA	
Photojournalism	AA	SC
Pre-Engineering	AS	
Spanish	AA	SC
Hispanic Studies		SC
Spanish Translation		SC
Speech Communication		
Communication Studies		SC
Theater Arts		
Costume Option	AA	
Technical Theater Option	AA	C*
Women's Studies		SC

* These certificates are approved by the Board of Trustees of the LA Community College District (pending state approval).

Student Responsibility

The suggested sequence of courses in each program is the most desirable to follow; but the order may be changed, if necessary, as long as prerequisites are met. It is the student's responsibility to meet course prerequisites and graduation requirements. The general education and physical education requirements for the Associate Degrees are listed in the "Associate Degree Requirements" section of this catalog.

Students planning to transfer to bachelor degree program should consult a counselor to verify requirements.

Addiction Studies

Associate of Arts Degree with a Major in Addiction Studies

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree

The Addiction Studies Program is designed to provide education and training in the knowledge, skills, and attitudes, (TAP 21), necessary for persons to function effectively and efficiently at all professional hire levels and in all vocational areas and settings in the field of addictive diseases and life style disorders – whether in prevention, intervention, treatment, or recovery – consistent with identified nationally recognized core skills, competencies, standards, ethics and values required in the “professional practice of addiction counseling.”

The Addiction Studies Program meets and exceeds official education requirements of the California Office of Alcohol and Drug Programs, and of all certifying or credentialing organizations.

The Addiction Studies Program is accredited by the California Association of Alcohol and Drug Educators (CAADE).

Each “advanced counseling skills” three-unit course provides 54 hours of “officially approved” Continuing Education for licensed MFT/LCSW, RN, and certified CATC, CADC I & II, NCAC/MAC, and is required by the California Office of Alcohol and Drug Program regulations to be accepted by “all certifying organizations.” Advanced counseling skills courses: Addiction Studies 11, 14, 15, 17, 18, 19, 20, 21, 22, and 23.

MAJOR REQUIRED COURSES		UNITS
Addict 1	Understanding Addiction and Counseling	3
Addict 2	Drugs In Perspective: Pharmacology and Physiology	3
Addict 7	Addiction Treatment And Recovery	3
Addict 4	Addiction Counselor Training	3
Addict 5	Group Skills For Addiction Counselors	3
Addict 10	Addiction And The Family	3
Addict 13	Addictive Diseases & Lifestyle Disorders	3
Addict 16	Continuing Recovery: Specific Strategies And Basic Skills	3
Addict 9	Field Work For Addiction Personnel	3
Addict 91	Field Work For Addiction Personnel	3

MAJOR ELECTIVE COURSES		UNITS
Choose three of the following:		
Addict 11	Drinking Driver Programs Personnel Training	3
Addict 14	Addiction And Theories Of Human Development	3
Addict 15	Sociological Aspects Of Addiction	3
Addict 17	Women And Addiction	3
Addict 18	Addiction And Eating Disorders	3
Addict 19	Alcohol And Drug Education And Prevention	3
Addict 20	Domestic Violence Counselor	3
Addict 21	Problem Gambling Counselor Training	3
Addict 22	Prevention Specialist Training	3
Addict 23	Batterer's Intervention Facilitator Training	3

Choose one of the following:

Addiction Studies 15; Anthropology 102, ¹104, 109, ²121, 141; Child Development 1, 10; Psychology 1, 2, 3, 6, 11, 13, 14, 16, 32, 41, 52, 60, 66; Sociology 1, 2, 3, 8, 11, 13, 15, 21, 28.

Choose one of the following:

¹History 11, 12, 13, 14, 41, 42, 43, 44, 52;

¹Political Science 1, 19, 30

¹Also meets General Education Requirements, Plan 3, Section B

²Also meets General Education Requirements, Plan 3, Section C

³Also meets General Education Requirements, Plan 3, Section D

Certificate of Achievement

Complete the Major Required and Major Elective sections above.

Agriculture - Business

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree

This program is designed to offer students the opportunity to earn a degree in Agriculture-Business.

MAJOR REQUIRED COURSES		UNITS
Accounting 1	Introductory Accounting I	5
Business 1	Introduction to Business	3
Marketing 1	Principles of Selling	3
Management 13	Small Business Management I	3
Marketing 21	Principles of Marketing	3
Finance 8	Personal Finance and Investments	3

And one 3-unit course from the following list:

CAOT 31, 32, 55, 84, 85, 86

MAJOR ELECTIVE COURSES

Select any 23 units from the following list of courses:

Animal Science 120, 180, 181, 302, 401, 402, 410, 411, 412, 420, 421, 422, 423, 430, 431, 435, 436, 441, 460, 466, 470, 480, 501, 505, 506, 510, 511, 512, 515, 516, 530, 531, 596, 601, 602, 603, 611, 615, 616, 617, 620, 621, 630, 631, 640, 645, 650; Plant Science 103, 110, 701, 702, 703, 704, 708, 711, 714, 716, 721, 722, 724, 725, 729, 730, 742, 756, 757, 760, 761, 762, 800, 801, 802, 803, 804, 805, 806, 807, 808, 811, 812, 813, 815, 816, 817, 818, 819, 820, 821, 822, 823, 826, 840, 845, 848, 851, 852, 806, 901, 942, 960, 975

Agriculture - Floral Design and Management

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This program is designed to prepare a person as a floral designer, flower shop manager or owner. The program has been developed through an advisory committee of floral designers, cut flower business persons, and Pierce College faculty.

MAJOR REQUIRED COURSES		UNITS
*Plant Sci 701	Retail Floral Design and Practices I	2
*Plant Sci 702	Retail Floral Design and Practices II	2
*Plant Sci 703	Retail Floral Design and Practices III	2
*Plant Sci 704	Advanced Retail Floral Design and Practices	2
Plant Sci 708ABC	Floristry Projects	6

**These courses must be taken in sequence.*

MAJOR ELECTIVE COURSES

Select any 28 units from the following list of courses:

Students select related courses approved by the department. Suggested courses include, but are not limited to the following: Acctg 1, Plant Sci 711 or 712, 756, 760, 761, 762, 764, Art 201, 501, Bus 5, Mgmt 13, 28

Certificate of Achievement

This program teaches students the flowers and plants in Southern California used primarily in the florist trade. In laboratory work the student learns corsage making, flower arrangements, funeral offerings, and the use of plastic flowers. Lectures include shop management, buying, and salesmanship. Upon completion of the certificate program, the student is qualified to be employed in a flower shop.

MAJOR REQUIRED COURSES	UNITS
*Plant Sci 701 Retail Floral Design and Practices I	2
*Plant Sci 702 Retail Floral Design and Practices II	2
*Plant Sci 703 Retail Floral Design and Practices III	2
*Plant Sci 704 Advanced Retail Floral Design and Practices	2
Plant Sci 708ABC Floristry Projects	6

*These courses must be taken in sequence.

MAJOR ELECTIVE COURSES	16
Students select related courses approved by the department. Suggested courses include, but are not limited to the following: Acctg 1; Animal Sci 209; Plant Sci 711 or 712, 756, 760-762, 764; Art 201, 501; Bus 5, Mgmt 13	

Agriculture - General Agriculture

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This program is designed to give students a broad background to prepare them for many different occupations in the field of agriculture and agricultural business.

MAJOR REQUIRED COURSES	UNITS
Plant Sci 103 Introduction to Soils	3
Animal Sci 501 Principles of Animal Science	3
Plant Sci 714 Principles of Horticulture	3
Plant Sci 901 Natural Resources Conservation	3
Co Sci 530 Microcomputer Application Software	3

MAJOR ELECTIVE COURSES

Select one course from each group:

Animal Science 120, 180, 181; Plant Science 103, 110
 Animal Science 501, 505, 506, 510, 511, 512, 515, 516, 530, 531, 596
 Animal Science 601, 602, 603, 611, 615, 616, 617, 620, 621, 630, 631, 640, 645, 650,
 Plant Science 701, 702, 703, 704, 708, 711, 714, 716, 721, 722, 724, 725, 729, 730, 742, 756, 757, 760, 761, 762
 Plant Science 800, 801, 802, 803, 804, 805, 806, 807, 808, 811, 812, 813, 815, 816, 817, 818, 819, 820, 821, 822, 823, 826, 840, 845, 848, 851, 852, 806

Select 20 units from the courses below:

Animal Science 120, 180, 181, 302, 401, 402, 410, 411, 412, 412, 420, 421, 422, 423, 430, 431, 435, 436, 441, 460, 466, 470, 480, 505, 506, 510, 511, 512, 515, 516, 530, 531, 596, 601, 602, 603, 611, 615, 616, 617, 620, 621, 630, 631, 640, 645, 650; Plant Science 110, 701, 702, 703, 704, 708, 711, 716, 721, 722, 724, 725, 729, 730, 742, 756, 757, 760, 761, 762, 800, 801, 802, 803, 804, 805, 806, 807, 808, 811, 812, 813, 815, 816, 817, 818, 819, 820, 821, 822, 823, 826, 840, 845, 848, 851, 852, 806, 942, 960, 975

Certificate of Achievement

MAJOR REQUIRED COURSES	UNITS
Plant Sci 103 Introduction to Soils	3
Animal Sci 501 Principles of Animal Science	3
Plant Sci 714 Principles of Horticulture	3
Co Sci 530 Microcomputer Application Software	3

MAJOR ELECTIVE COURSES

Select 6 units from each of the groups below:

Animal Science 501, 505, 506, 510, 511, 512, 515, 516, 530, 531, 596
 Plant Science 800, 801, 802, 803, 804, 805, 806, 807, 808, 811, 812, 813, 815, 816, 817, 818, 819, 820, 821, 822, 823, 826, 840, 845, 848, 851, 852, 806

Pick 1 course from each group below

Animal Science 601, 602, 603, 611, 615, 616, 617, 620, 621, 630, 631, 640, 645, 650
 Plant Science 701, 702, 703, 704, 708, 711, 714, 716, 721, 722, 724, 725, 729, 730, 742, 756, 757, 760, 761, 762

Select 3 courses from the list below:

Business 1, 5, 10; Accounting 1, 2, 15, 17; Finance 1,2,8; International Business 1, 6, 22;
 Management 2, 6, 13, 31, 33; Marketing 1, 11, 21, 31; Real Estate 1, 3; Supervision 1

Agriculture - Horse Science

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This program is designed to prepare students for a variety of jobs in the horse industry and is molded around a core of horse science, agriculture, and general education courses. Extensive practical experience and field trips to many horse facilities in and near Los Angeles County complement the academic portion of the program.

ENTRY LEVEL COURSES	UNITS
Plant Sci 103 Introduction to Soils	3
Animal Sci 601 Horse Production	3
Animal Sci 602 Horse Husbandry	3

MAJOR REQUIRED COURSES

Animal Sci 501 Principles of Animal Science	3
Animal Sci 505 Animal Nutrition	3
Animal Sci 510 Animal Health and Disease Control	3
Animal Sci 511 Anatomy and Physiology of Animals	3
Animal Sci 603 Equine Management Techniques	10
Animal Sci 611 Farrier Science	2
Animal Sci 620 Basic Equitation	1
Animal Sci 621 Horseback Riding Laboratory	1
Animal Sci 630 Beginning Equine Training	2
Animal Sci 631 Advanced Equine Training	2
Animal Sci 650 Equine Health and First Aid	2

MAJOR ELECTIVE COURSES

Select 10 units from the list below:

Animal Science 120, 180, 181, 302, 401, 402, 410, 411, 412, 412, 420, 421, 422, 423, 430, 431, 435, 436, 441, 460, 466, 470, 480, 506, 512, 515, 516, 530, 531, 596, 615, 616, 617, 630, 631, 640, 645, 650;
 Plant Science 110, 701, 702, 703, 704, 708, 711, 714, 716, 721, 722, 724, 725, 729, 730, 742, 756, 757, 760, 761, 762, 800, 801, 802, 803, 804, 805, 806, 807, 808, 811, 812, 813, 815, 816, 817, 818, 819, 820, 821, 822, 823, 826, 840, 845, 848, 851, 852, 806, 901, 942, 960, 975

¹Meets General Education Requirements, Plan 3, Section A

Certificate of Achievement

MAJOR REQUIRED COURSES		UNITS
Animal Sci 501	Principles of Animal Science	3
Animal Sci 505	Animal Nutrition	3
Animal Sci 510	Animal Health and Disease Control	3
¹ Animal Sci 511	Anatomy and Physiology of Animals	3
Animal Sci 601	Horse Production	3
Animal Sci 602	Horse Husbandry	3
Animal Sci 620	Basic Equitation	1
Animal Sci 621	Horseback Riding Laboratory	1
Animal Sci 630	Beginning Equine Training	2

MAJOR ELECTIVE COURSES

Select any 6 units from the following list of courses:

Animal Science 120, 180, 181; Plant Science 103, 110; 501, 505, 506, 510, 511, 512, 515, 516, 530, 531, 596; 601, 602, 603, 611, 615, 616, 617, 620, 621, 630, 631, 640, 645, 650,

¹ Meets General Education Requirements, Plan 3, Section A.

Agriculture - Horticulture - General

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

ENTRY LEVEL COURSES		UNITS
¹ Plant Sci 103	Introduction to Soils	3
¹ Plant Sci 711	Botany for Horticulture	4
Plant Sci 714	Principles of Horticulture	3
Plant Sci 800	Plant Identification and Use I	3
Plant Sci 840	Introduction to Pest Management	3
Plant Sci 896ABC	Horticulture Projects ABC	1-6

MAJOR REQUIRED COURSES

Plant Sci 716	Arboriculture II(Care of Trees and Shrubs)	1
Plant Sci 742	A Practicum in Horticulture A	1
Plant Sci 756	Greenhouse Plant Production or	3
Plant Sci 757	Plant Propagation	3
Plant Sci 760	Indoor Plant Care and Maintenance I	1
Plant Sci 808	Residential Landscape Design	3
Plant Sci 812	Landscape Installation and Maintenance I	3

MAJOR ELECTIVE COURSES

Select 7 units from the following courses:

Plant Science 701, 702, 703, 704, 708, 711, 714, 716, 721, 722, 724, 725, 729, 730, 742, 756, 757, 760, 761, 762; 800, 801, 802, 803, 804, 805, 806, 807, 808, 811, 812, 813, 815, 816, 817, 818, 819, 820, 821, 822, 823, 826, 840, 845, 848, 851, 852, 806

¹ Meets General Education Requirements, Plan 3, Section A.

Horticulture- Greenhouse and Nursery Industry

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

ENTRY LEVEL COURSES		UNITS
¹ Plant Sci 103	Introduction to Soils	3
¹ Plant Sci 711	Botany for Horticulture	4
Plant Sci 714	Principles of Horticulture	3
Plant Sci 800	Plant Identification and Use I	3
Plant Sci 840	Introduction to Pest Management	3
Plant Sci 896A-C	Horticulture Projects A-C	1-6

MAJOR REQUIRED COURSES

Plant Sci 716	Arboriculture I (Care of Trees and Shrubs)	1
Plant Sci 742B	Practicum in Horticulture B	1
Plant Sci 756	Greenhouse Plant Production	3
Plant Sci 757	Plant Propagation	3
Plant Sci 760	Indoor Plant Care and Maintenance I	1
Plant Sci 808	Residential Landscape Design	3
Plant Sci 848	Training for Pest Control License	3

MAJOR ELECTIVE COURSES

Select 10 units from the list below:

Plant Science 701, 702, 703, 704, 708, 721, 722, 724, 725, 729, 730, 742, 761, 762, 800, 801, 802, 803, 804, 805, 806, 807, 811, 812, 813, 815, 816, 817, 818, 819, 820, 821, 822, 823, 826, 840, 845, 851, 852, 806

¹ Meets General Education Requirements, Plan 3, Section A.

Horticulture - Landscape Installation and Maintenance Industry

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

ENTRY LEVEL COURSES		UNITS
¹ Plant Sci 103	Introduction to Soils	3
¹ Plant Sci 711	Botany for Horticulture	4
Plant Sci 714	Principles of Horticulture	3
Plant Sci 800	Plant Identification and Use I	3
Plant Sci 840	Introduction to Pest Management	3
Plant Sci 896ABC	Horticulture Projects ABC	1-6

MAJOR REQUIRED COURSES

Plant Sci 716	Arboriculture I (Care of Trees and Shrubs)	1
Plant Sci 722	Care of Horticulture Equipment I	1
Plant Sci 808	Residential Landscape Design	3
Plant Sci 812	Landscape Installation and Maintenance I	3
Plant Sci 815	Blueprint Reading and Cost Estimating	2
Plant Sci 818	Basic Construction Techniques	3
Plant Sci 820	Irrigation Design and Installation	3
Plant Sci 822	Turf and Groundcover Management	3
Plant Sci 848	Training for Pest Control License	3

MAJOR ELECTIVES COURSES

Select 10 units from the following list of courses:

Plant Science 701, 702, 703, 704, 708, 721, 722, 724, 725, 729, 730, 742, 761, 762, 800, 801, 802, 803, 804, 805, 806, 807, 811, 812, 813, 815, 816, 817, 818, 819, 820, 821, 822, 823, 826, 840, 845, 851, 852, 806

¹ Meets General Education Requirements, Plan 3, Section A.

Horticulture - Landscape Planning and Design

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

ENTRY LEVEL COURSES		UNITS
¹ Plant Sci 103	Introduction to Soils	3
¹ Plant Sci 711	Botany for Horticulture	4
Plant Sci 714	Principles of Horticulture	3
Plant Sci 800	Plant Identification and Use I	3
Plant Sci 840	Introduction to Pest Management	3
Plant Sci 896ABC	Horticulture Projects ABC	1-6

MAJOR REQUIRED COURSES		
Plant Sci 801	Plant Identification and Use II	3
Plant Sci 802	Plant Identification and Use III	3
Plant Sci 806	Landscape Planning and Design	4
Plant Sci 807	Advanced Landscape Planning and Design	4
Plant Sci 812	Landscape Installation and Maintenance I	3
Plant Sci 815	Blueprint Reading and Cost Estimating	2
Plant Sci 818	Basic Construction Techniques	3
Plant Sci 820	Irrigation Design and Installation	3
Plant Sci 822	Turf and Ground Cover Management	3

MAJOR ELECTIVES COURSES

Select 4 units from the following list of courses:

Plant Science 701, 702, 703, 704, 708, 721, 722, 724, 725, 729, 730, 742, 761, 762, 800, 801, 802, 803, 804, 805, 806, 807, 811, 812, 813, 815, 816, 817, 818, 819, 820, 821, 822, 823, 826, 840, 845, 851, 852, 806

¹ Meets General Education Requirements, Plan 3, Section A.

Horticulture

Certificate of Achievement

These programs are designed to prepare a student for employment in the field of horticulture. Individuals are prepared for employment by various private companies in the horticulture industries, governmental agencies, or to become self-employed. These programs may also serve as continuing education for those already employed in some field of horticulture. Students with a casual interest in horticulture desiring to take classes for information and interest are also accepted. Select from Plant Sci 103, 700's & 800's series courses or other courses approved by the department.

	UNITS
*Certificate of Gardening (Basic)	10
Certificate of Gardening (Advanced)	20
Landscape Technician (Basic)	30
Landscape Technician (Advanced)	40
Professional Gardening Certificate	50

* The Certificate of Gardening (Basic) is a department skills certificate and will not appear on the students' official transcript.

Agriculture - Pre-Veterinary Medicine

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree

Department Subject Advisor: Dr. Lee Shapiro

PRE-VETERINARY MAJOR

The Pierce College Pre-Veterinary Program has articulation agreements with UC Davis School of Veterinary Medicine and several other colleges across the nation. This agreement allows our pre-veterinary students to apply directly into the graduate veterinary school after completing an AS degree and taking upper division genetics at another college/university. Work with licensed veterinarians is required for admission to Veterinary school, so that students understand the duties and responsibilities of a practitioner. The average student accepted into graduate veterinary schools complete between 2,000-4,000 hours of animal, veterinary and biomedical experience prior to being admitted. Experience should include work with large and small animals and a variety of species. Agriculture classes at Pierce College with corresponding laboratory sections are appropriate ways to gain experience even though many are not UC transferable for credit. We encourage pre-veterinary students to get involved in the laboratory classes with veterinary technology students.

MAJOR REQUIRED COURSES		UNITS
AnSci 181	Veterinary Field Work	3
² AnSci 120	Ethical Issues of Using Animals	3
AnSci 401	Orientation to Veterinary Science	1
AnSci 501	Principles of Animal Science	3
³ AnSci 505	Animal Nutrition	3
AnSci 511,512	Animal Anatomy and Physiology	4
Eng.101,102,103		9
Biol 6	General Biology 1 (Prerequisite college chemistry with lab)	5
Biol 7	General Biology 2	5
Chem 101,102	General Chemistry I and II	10
Chem 211,212	Organic Chemistry I and II	10
Chem 221	Biochemistry	5
Physics 6,7	General Physics I and II (Prerequisite Trigonometry)	8
Physiology 1	Introduction to Human Physiology 1	4
Micro 1	Introduction to Microbiology	5
Math 227	Statistics	4

PRE-VETERINARY EXPERIENTIAL TRAINING

Select a minimum of 3 units.
One of which must be a lab and one must be a lecture.

		UNITS
AnSci 410/411	Animal Nursing I/Laboratory	3
AnSci 420/421	Clinical Procedures in Animal Care I/Laboratory	3
AnSci 430/431	Veterinary Clinical Pathology/Lab	3
AnSci 435/436	Veterinary Radiography/Lab	3
⁴ AnSci 441	Large Animal Nursing Laboratory	2
AnSci 506	Urban Farm An Health Techniques	3
AnSci 515/516	Applied Animal Reproduction/Lab	3
AnSci 530/531	Poultry Production/Lab	3
AnSci 603	Equine Management Techniques	2
AnSci 650	Equine Health and First Aid	2

The Pierce Agriculture Department also offers electives for those veterinary science students who wish to develop particular areas of interest or for anyone who wants to enhance his or her knowledge of animals.

ELECTIVES (OPTIONAL)		UNITS
Animal Sci 450	Introduction to Animal Facilitated Therapy	1
Animal Sci 460	First Aid for Companion Animals	2
Animal Sci 466	Avian Care and Husbandry	1
Animal Sci 596	Agricultural Enterprise Projects	10
Animal Sci 601	Horse Production	3
Animal Sci 602	Horse Husbandry	3
Animal Sci 603	Equine Management Techniques	10
Animal Sci 650	Equine Health and First Aid	2

²Offered Spring semester of even numbered years only

³Offered Fall semester only

⁴Strongly recommended for all students

Agriculture - Veterinary Technology

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

Department Subject Advisor: Elizabeth White

Earning an AS degree in Veterinary Technology from Pierce College qualifies a student to sit for the national and state board exams. The comprehensive scope of the Veterinary Technology major provides the student with the skills and knowledge necessary for employment as a Registered Veterinary Technician in many different capacities and settings.

The curriculum integrates lecture classes with hands-on lab classes and outside clinical experiences, and meets or exceeds all American Veterinary Medical Association standards. Students are given ample opportunity to work with a wide variety of domestic animals here on campus. The coursework is separated into three categories: prerequisites, general education and advanced classes. Prior to being permitted to enroll in advanced level classes, students must complete all prerequisites and submit an application to the RVT Program Director. Students must earn at least a "C" in all categories of classes. The coursework can be completed in two years, (including summer sessions), but most students take longer to complete the program.

VETERINARY TECHNOLOGY MAJOR

The Veterinary Technology Major is accredited by the American Veterinary Medical Association. Academic counseling is strongly recommended prior to starting the RVT program.

ENTRY LEVEL CLASS FOR VETERINARY TECHNOLOGY MAJOR		UNITS
Animal Sci 180	Animal Care Experience	2
Animal Sci 181A	Field Work	1
Animal Sci 401	Intro to Vet Tech	1
Animal Sci 501	Principles of Animal Science	3
Animal Sci 510	Animal Health & Disease Control	3
Animal Sci 511/512	Anatomy/Physiology of Animals	3
Math 115	Elementary Algebra	5
Biology 3	Introduction to Biology	4
English 101	College Reading & Comprehension	3

General Education Classes

Co Sci 530 or	Personal Computer Application Software	3
CAOT 82	Microcomputer Software Survey	3
Chem 51	Fundamentals of Chemistry 1	4
Micro 20	General Microbiology	4

ADVANCED VETERINARY TECHNOLOGY CLASSES		UNITS
Animal Sci 402	Topics in Veterinary Technology	2
Animal Sci 410/411	Small Animal Nursing I/Lab	3
Animal Sci 412/413	Small Animal Nursing II/Lab	3
Animal Sci 420/421	Clinical Procedures I/Lab	3
Animal Sci 422/423	Clinical Procedures II/Lab	3
Animal Sci 430/431	Clinical Pathology/Lab	3
Animal Sci 435/436	Veterinary Radiography/Lab	3
Animal Sci 441	Large Animal Nursing	2
Animal Sci 470	Laboratory Animal Care	2
Animal Sci 480	Clinical Experience for Vet Techs	6

NOTE: Students enrolled in advanced level veterinary technology classes must participate in daily kennel duty, including weekends.

American Sign Language / Interpreting Program

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This program is designed to prepare for a career in interpreting for deaf and hearing people. Students will be trained in the various aspects of interpreting and upon completion of the program should be prepared to work in the field. As an interpreter one will function as a facilitator between the deaf person and the hearing person.

Prerequisites: American Sign Language 1 and 2;

Recommended Preparation: American Sign Language 101A and 101B.

MAJOR REQUIRED COURSES		UNITS
A S L 3	American Sign Language III	4
A S L 16	Creative Signing	2
A S L 30	Fingerspelling I	1
A S L 40	Introduction to Deaf Culture	3
¹ A S L 101C	American Sign Language Lab	1
*English 101	College Reading and Composition I	3
A S L 4	American Sign Language IV	4
A S L 101D	American Sign Language Lab	1
A S L 5	Introduction to Interpreting	3
A S L 31	Fingerspelling II	1
*Anthro 104	Human Language and Communication	3
*Speech 121	The Process of Interpersonal Communication	3
	Or	
*Speech 101	Oral Communication I	3
A S L 6	English-to-Sign Interpreting/Transliterating	4
A S L 10	Sign-to-English Interpreting/Transliterating	4
A S L 22	Professional Issues and Practice I	2
A S L 55	Interpreting	4
A S L 65	Transliterating	4
A S L 23	Professional Issues and Practice II	2

MAJOR REQUIRED ELECTIVES		UNITS
A S L 15	Linguistics of A S L	3
A S L 25	Conversational American Sign Language	2

¹ Required for ASL/Interpreting majors; optional for non-majors.

*Meets Associate Degree General Education Requirement.

Note: A S L 1 - 4, A S L 40, and Anthro 104 meet the Humanities requirement for graduation.

Architecture - Architecture Technology

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This program is designed to prepare students interested in obtaining employment as architectural technicians or transferring to schools of Architecture. The program has been developed through an advisory committee of architects, technicians, contractors, and Pierce College faculty. For General Education Subject Requirements, follow Plan 3. If an eventual 4-year degree is considered, be aware of the requirements different from Plan 3.

MAJOR REQUIRED COURSES		UNITS
Arch 110	Introduction to Architecture	1
Arch 172	Architectural Drawing I	3
Env Des 101	Elements of Architecture	3
Arch 111	Methods of Construction	2
^{2,3} Math 146	Technical Mathematics II	3
Arch 173	Architectural Drawing II	3
Arch 151	Materials of Construction	3
Arch 201	Basic Architectural Design I	3
Arch 162	Computer Aided Design and Drafting	3
Arch 271	Architectural Drawing III	3
Arch 152	Equipment of Buildings	3
Arch 202	Basic Architectural Design II	3
⁵ English 28	Intermediate Reading and Composition Or	3
⁵ English 101	College Reading and Composition I Architectural Elective	3
Arch 272	Architectural Drawing IV	3
Arch 121	Freehand Drawing I	2
Env Des 221	Architectural Rendering Art Elective	2
⁶ Health 10	Health Education	3
		2

¹Suggested Electives: Arch 291, 210, and Coop Ed.

²Math 116 or 115 or Math 125 may be substituted.

³Math 240 may be substituted

⁵Meets General Education Requirements, Plan 3, Section D1.

⁶Meets General Education Requirements, Plan 3, Section E.

Note: CA State Polytechnic Universities, San Luis Obispo and Pomona offer degrees in Architecture and Planning. See a counselor or department advisor for further information.

Certificate of Achievement

For students who wish to complete two classes (minimum) in one year to prepare for employment. A minimum of 37 units is required. Cannot be completed in one academic year.

MAJOR REQUIRED COURSES		UNITS
Arch 110	Introduction to Architecture	1
Arch 172	Architectural Drawing I	3
Arch 173	Architectural Drawing II	3
Arch 271	Architectural Drawing III	3
Env Des 101	Elements of Architecture	3
Arch 121	Freehand Drawing I	2
Env Des 221	Architectural Rendering	2
Arch 111	Methods of Construction	2
Arch 151	Materials of Construction	3
Arch 152	Equipment of Buildings	3
Arch 201	Basic Architectural Design I	3
Arch 202	Basic Architectural Design II	3
Arch 162	Computer Aided Design and Drafting	3
Math 146	Technical Mathematics II	3

Art

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

Students wishing to pursue an Associate in Arts Degree under Associate Degree Plan 3 must complete a minimum of 18 units in General Education as required in the College. In addition they must complete a core program of Basic Art Courses, and a program in depth chosen from one of the Art Concentrations listed below. An Associate in Arts Degree in Fine Arts would, therefore, typically include the following:

MAJOR REQUIRED COURSES

Required Basic Art Courses	18 Units
Art Course Concentration	18-21 Units
Elective Courses	6-7 Units

REQUIRED BASIC ART COURSES:

Art 101, 102, 201, 202, 501, 502	18 Units
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CERAMIC DESIGN CONCENTRATION

Art 700, 708, 708B, 709, 709B, 710, 710B, 711, 711B	18 Units
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SCULPTURE CONCENTRATION

Art 700, 701, 702, 703, 204	18 Units
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DRAWING CONCENTRATION

Art 203, 204, 205, 206, 300 or 307, 503	18 Units
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PAINTING CONCENTRATION

Art 300 or 307, 304 or 308, 203, 204, 205, 305 or 309, 503	21 Units
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Students wishing to survey a variety of traditional art media may elect the following course of study:

SURVEY OF ART COURSES

Art 204, 300 or 307, 503, 700, 721, 708	18 Units
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Art - Graphic Design

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

Students wishing to pursue an Associate in Arts degree under Associate Degree Plan 3 must complete a minimum of 18 units in General Education as required by the College. This program is planned for students who expect to make advertising art or graphic design their vocation. Satisfactory completion of the course of study below leads to the Associate in Arts Degree.

MAJOR REQUIRED COURSES

MAJOR REQUIRED COURSES		UNITS
Art 201	Drawing I	3
Art 501	Beginning Two-Dimensional Design	3
Art 604	Graphic Design I	3
¹ Art 103	Art Appreciation I	3
Art 605	Graphic Design II	3
Art 620	Illustration I	3
Art 606	Graphic Design III	3
Art 621	Illustration II ² Art Elective	3
Art 617	Graphic Communications IV	3
Art 622	Illustration for the Graphic Designer Art Elective	3

¹Meets humanities requirement for general education.

²Six units of art electives chosen from Art 204, 300, 502.

Certificate of Achievement - Graphic Design

This program provides specialized training in Graphic Design for employment. A minimum of 34 units is required.

MAJOR REQUIRED COURSES		UNITS
Art 201	Drawing I	3
Art 501	2D Design	3
Art 502	3D Design	3
Art 503	Intermediate Design	3
Art 604	Graphic Design I	3
Art 605	Graphic Design II	3
Art 606	Graphic Design III	3
Art 615	Graphic Communications II	4
Art 616	Graphic Communications III	4
Art 617	Graphic Communications IV	4
Art 620	Illustration I	3
Art 621	Illustration II	3
Art 622	Illustration for the Graphic Designer	3
Art 650	Graphic Design for the World Wide Web	3
Art 651	Animation for Web	3

Certificate of Achievement - Graphic Design for the Web

Approved by the Board of Trustees of LACCD (pending state approval).

This certificate is planned for students who expect to start a career in graphic design with a specialty in web design. Satisfactory completion of courses below leads to a certificate of achievement in Graphic Design for the Web. A minimum of 15 units is required.

MAJOR REQUIRED COURSES		UNITS
Art 501	Beginning Two-Dimensional Design	3
Art 604	Graphic Design I	3
Art 605	Graphic Design II	3
Art 650	Graphic Design for the World Wide Web	3
Art 651	Animation for the Web	3

Business Administration - Accounting

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This program is designed to prepare a student for entry into the business community as an accounting clerk or a middle-management trainee. It will provide the educational background for preparing the student to fulfill the needs of business in maintaining records, financial controls, and preparing informational reports for management decision-making processes and for governmental requirements.

Typical Positions: bookkeeper, accounting clerk, assistant auditor, financial analyst, and proprietor.

MAJOR REQUIRED COURSES		UNITS
² Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
Acctg 15	Tax Accounting I	3
Acctg 17	Payroll Accounting	2
Bus 1	Introduction to Business	3
Bus 5	Business Law I	3
Finance 1	Principles of Finance	3
Mgmt 13	Small Business Management I	3
¹ CAOT 32	Business Communications	3
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3

MAJOR ELECTIVE COURSES (15 UNITS MINIMUM)		UNITS
*Bus 10	Fundamentals of Tax Return Preparation	3
Finance 2	Investments	3
Finance 8	Personal Finance	3
Int Bus 1	International Trade	3
Mgmt 2	Organization and Management Theory	3
Mgmt 33	Personnel Management	3
Market 1	Principles of Selling	3
Market 21	Principles of Marketing	3
Supv 1	Elements of Supervision	3
Coop Ed	Work Experience	1-4

**Volunteer Income Tax Assistance Courses, TBA.*

¹CAOT 32 meets Language and Rationality (D1) General Education requirement. (Does not meet English competency requirements. See page 49 for details.)

²Acctg 1 meets Language and Rationality (D2) General Education requirement. (Does not meet Math competency requirements.)

Certificate in Payroll Accounting

Department skill certificates will not appear on the students' official transcripts.

This certificate prepares students for basic entry-level bookkeeping and other support positions in payroll administration. Courses offer exposure to relevant computer applications. All of these courses may be used to apply toward the fulfillment of the Associate in Arts Degree in Business Administration - Accounting, and most are UC:CSU transferable.

MAJOR REQUIRED COURSES		UNITS
Bus 1	Introduction to Business	3
Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
Acctg 17	Payroll Accounting	2

Certificate in Small Business Accounting

Department skill certificates will not appear on the students' official transcripts.

This certificate prepares students for basic entry-level bookkeeping and other support positions in small and medium sized businesses. Courses offer exposure to relevant computer applications. All of these courses may be used to apply toward the fulfillment of the Associate in Arts Degree in Business Administration - Accounting, and most are UC:CSU transferable.

MAJOR REQUIRED COURSES		UNITS
Bus 1	Introduction to Business	3
	or	
Mgmt 13	Small Business Management I	3
Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3

Certificate in Tax Preparation

Department skill certificates will not appear on the students' official transcripts.

This certificate prepares students for basic entry-level bookkeeping and other support positions in the tax preparation industry. Courses offer exposure to relevant computer applications. Most of these courses may be used to apply toward the fulfillment of the Associate in Arts Degree in Business Administration - Accounting, and most are UC:CSU transferable.

MAJOR REQUIRED COURSES		UNITS
Bus 1	Introduction to Business	3
Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
Acctg 15	Tax Accounting I	3
	or	
Bus 10	Fundamentals of Tax Return Preparation (Volunteer Income Tax Assistance course)	3

Business Administration - Finance

Certificate in Finance

Department skill certificates will not appear on the students' official transcripts.

This certificate prepares students for basic entry-level positions in the financial services industry, including banking, insurance, brokerage and real estate. Each course offers exposure to relevant computer applications. Many of these courses may be used to apply toward the fulfillment of the Associate in Arts Degree in Business Administration, and all are CSU transferable.

MAJOR REQUIRED COURSES		UNITS
Bus 1	Introduction to Business	3
Acctg 1	Introductory Accounting I	5
Finance 1	Principles of Finance	3
Finance 2	Investments	3
Finance 8	Personal Finance	3

Business Administration - General Business

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This program is designed to provide a broad formal business education for those students thinking of starting their own business. It provides great latitude in course selection to allow students to tailor the program to their goals.

MAJOR REQUIRED COURSES		UNITS
² Acctg 1	Introductory Accounting I	5
Bus 1	Introduction to Business	3
Bus 5	Business Law I	3
Mgmt 2	Organization and Management Theory	3
Mgmt 13	Small Business Management I	3
Market 1	Principles of Selling	3
Market 11	Fundamentals of Advertising	3
Market 21	Principles of Marketing	3
¹ CAOT 32	Business Communications	3
CAOT 82	Microcomputer Software Survey in the Office	3

MAJOR REQUIRED COURSES (15 UNITS MINIMUM)		UNITS
Acctg 2	Introductory Accounting II	5
Finance 1	Principles of Finance	3
Finance 2	Investments	3
Finance 8	Personal Finance	3
Int Bus 1	International Trade	3
Mgmt 6/PR 6	Public Relations	3
Mgmt 31	Human Relations for Employees	3
Mgmt 33	Personnel Management	3
Market 31	Retail Merchandising	3
Real Es 1	Real Estate Principles	3
Supv 1	Elements of Supervision	3

¹CAOT 32 meets Language and Rationality (D1) General Education requirement. (Does not meet English competency requirements. See page 49 for details.)

²Acctg 1 meets Language and Rationality (D2) General Education Requirement. (Does not meet Math competency requirements. See page 49 for details.)

Certificate in General Business

Department skill certificates will not appear on the students' official transcripts.

This certificate prepares students for entry-level employment and offers other majors a basic preparation in business administration. Courses offer exposure to relevant computer applications. All of these courses may be used to apply toward the fulfillment of the Associate in Arts Degree in Business Administration, and all are CSU transferable.

MAJOR REQUIRED COURSES		UNITS
Bus 1	Introduction to Business	3
Bus 5	Business Law I	3
Acctg 1	Introductory Accounting I	5
Mgmt 2	Organization and Management Theory	3
	or	
Mgmt 13	Small Business Management I	3
Market 1	Principles of Selling	3
	or	
Market 21	Principles of Marketing	3

Business Administration - International Business

Certificate of Achievement

The Pierce College Business Administration Department International Certificate Program is designed to enable the student to function in many types of international jobs within a reasonable amount of time by offering courses with immediate practical value.

MAJOR REQUIRED COURSES		UNITS
Int Bus 1	Introduction to International Trade	3
Int Bus 6	International Marketing	3
Int Bus 18	Basics of Exporting	1
Int Bus 19	Basics of Importing	1
Int Bus 22	International Management	3
Geog 2	Cultural Elements of Geography	3
Bus 1	Introduction to Business	3
Market 21	Principles of Marketing	3

Certificate in International Trade

Department skill certificates will not appear on the students' official transcripts.

This certificate is designed to introduce students to basic business concepts as well as the area of international business. This certificate is the first part of our state recognized International Business Certificate Program.

MAJOR REQUIRED COURSES		UNITS
Int Bus 1	Introduction to International Trade	3
Int Bus 22	International Management	3
Bus 1	Introduction to Business	3
Market 21	Principles of Marketing	3

Business Administration - Management And Supervision

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This program is designed to meet the needs of 1) employed persons desiring to prepare for supervisory positions, and 2) supervisors and other management personnel who wish to gain knowledge which will enable them either to perform their duties more effectively or to advance to more responsible positions. This course of study was developed with the assistance of the Business Advisory Committee and recommended by the Bureau of Industrial Education of the California State Department of Education. Those courses applied towards the Certificates of Achievement are also applicable for this Degree.

Typical Positions: Various supervisory and managerial positions in the industrial and commercial community.

MAJOR REQUIRED COURSES		UNITS
² Acctg 1	Introductory Accounting I	5
Bus 1	Introduction to Business	3
Bus 5	Business Law I	3
Mgmt 2	Organization and Management Theory	3
Mgmt 31	Human Relations for Employees	3
Mgmt 33	Personnel Management	3
Market 21	Principles of Marketing	3
¹ CAOT 32	Business Communications	3
CAOT 82	Microcomputer Software Survey in the Office	3

MAJOR ELECTIVE COURSES (12 UNITS MINIMUM)		UNITS
Acctg 2	Introductory Accounting II	5
Finance 1	Principles of Finance	3
Finance 2	Investments	3
Finance 8	Personal Finance	3
Mgmt 6	Public Relations	3
Mgmt 13	Small Business Management I	3
Market 1	Principles of Selling	3
Supv 1	Elements of Supervision	3
Int Bus 1	International Trade	3
Int Bus 6	International Marketing	3
Int Bus 11	International Management	3

¹CAOT 32 meets Language and Rationality (D1) General Education requirement. (Does not meet English competency requirements.)

²Acctg 1 meets Language and Rationality (D2) General Education Requirement. (Does not meet Math competency requirements.)

Certificate in Management

Department skill certificates will not appear on the students' official transcripts.

This certificate prepares students for first level management jobs, support positions in personnel management, and positions in any firm utilizing self-managed teams. Courses offer exposure to relevant computer applications. Many of these courses may be used to apply toward the fulfillment of the Associate in Arts Degree in Business Administration - Management, and all are CSU transferable.

MAJOR REQUIRED COURSES		UNITS
Bus 1	Introduction to Business	3
Bus 5	Business Law I	3
Acctg 1	Introductory Accounting I	5
Mgmt 2	Organization and Management Theory	3
Plus 3 additional units from:		
Mgmt 6	Public Relations	3
Mgmt 31	Human Relations for Employees	3
Mgmt 33	Personnel Management	3
Supv 1	Elements of Supervision	3

Certificate in Small Business Entrepreneur

Department skill certificates will not appear on the students' official transcripts.

This certificate prepares students who intend to open and operate their own small business or accept a management position in a small business. Courses offer exposure to relevant computer applications. All of these courses may be used to apply toward the fulfillment of the Associate in Arts Degree in Business Administration - Management, and all are CSU transferable.

MAJOR REQUIRED COURSES		UNITS
Bus 1	Introduction to Business	3
Bus 5	Business Law I	3
Acctg 1	Introductory Accounting I	5
Mgmt 13	Small Business Management I	3
Market 1	Principles of Selling	3

Business - Retail Management

Certificate of Achievement

The retail management certificate will result in two awards: one certificate issued by the Business Administration Department and another industry certificate issued by the Western Association of Food Chains. This curriculum prepares students for careers as managers in various retail sectors.

		UNITS
CAOT 31	Business English	3
Market 21	Principles of Marketing	3
CAOT 85	Microcomputer Office Applications: Spreadsheet	3
Acctg 1	Introductory Accounting I	5
Mgmt 2	Organization and Management Theory	3
Market 31	Retail Merchandising	3
Speech 101	Oral Communication I	3
Mgmt 31	Human Relations for Employees	3
Mgmt 33	Personnel Management	3
Math 115	Elementary Algebra	5
	Total	34



Business Administration - Marketing

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This program was developed to prepare students to enter the broad area of marketing for the business enterprise. Upon successful completion of this program, the student has a background in the principles and practices involved in the distribution of products and services from producers through middlemen to the ultimate consumer. Career opportunities include sales, public relations, purchasing, and management.

Typical positions: Retail, wholesale and industrial sales; buyer; merchandising supervision; proprietor.

MAJOR REQUIRED COURSES		UNITS
² Acctg 1	Introductory Accounting I	5
Bus 1	Introduction to Business	3
Bus 5	Business Law I	3
Mgmt 6	Public Relations	3
Mgmt 13	Small Business Management I	3
Market 1	Principles of Selling	3
Market 11	Fundamentals of Advertising	3
Market 21	Principles of Marketing	3
¹ CAOT 32	Business Communications	3
CAOT 82	Microcomputer Software Survey in the Office	3

MAJOR REQUIRED ELECTIVES (15 UNITS MINIMUM)		UNITS
Int Bus 1	International Trade	3
Mgmt 2	Organization and Management Theory	3
Mgmt 31	Human Relations for Employees	3
Market 31	Retail Merchandising	3
Supv 1	Elements of Supervision	3
Coop Ed	Work Experience	1-4
Int Bus 6	International Marketing	3

¹CAOT 32 meets Language and Rationality (D1) General Education requirement.

²Acctg 1 meets Language and Rationality (D2) General Education Requirement. (Does not meet English and Math competency.)

Certificate in Marketing

Department skill certificates will not appear on the students' official transcripts.

This certificate prepares students for basic entry-level positions in sales, retailing, and other aspects of marketing. Courses offer exposure to relevant computer applications. All of these courses may be used to apply toward the fulfillment of the Associate in Arts Degree in Business Administration - Marketing, and most are CSU transferable.

MAJOR REQUIRED COURSES		UNITS
Bus 1	Introduction to Business	3
Market 1	Principles of Selling	3
Market 11	Fundamentals of Advertising	3
Market 21	Principles of Marketing	3
Int Bus 6	International Marketing	3
	or	
Mgmt 6	Public Relations	3

Child Development

The Child Development Program offers the student several options. Completion of each program leads to an occupational certificate, transfer option and/or Associate in Arts degree. All child development classes are applicable to the State Child Development Permit. The Child Development Program is planned to meet the needs of those students wishing to prepare for employment or who are presently employed in the field of Early Childhood Education. The curriculum prepares students to teach in programs for young children, which include: Private, Parent-Cooperative, Head Start, Children's Centers, and Infant or School-age Programs. Each student should analyze these programs for their differences as well similarities before choosing a specific option. Students with background in Child Development are able to pursue professional opportunities in both educational and business fields.

Website: www.piercecollege.edu/departments/childev

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This degree is intended for students wish to receive an AA degree AND who plan to transfer to a 4-year institution. The student must complete 61 units with 25 units in Child Development. Students must also meet the general education requirements listed in either the CSU General Education Certified Plan or the IGETC for UC transfer.

All courses must be completed with a grade of "C" or better.

MAJOR REQUIRED COURSES:		UNITS
CD 1	Child Growth and Development **	3
CD 2	Early Childhood Principles & Practices	3
CD 3	Creative Experiences I	3
CD 4	Creative Experiences II	3
CD 11	Home, School, & Community Relations	3
CD 22	Practicum in Child Development I	4

MAJOR ELECTIVES:

Any TWO of the following to complete 25 units in the major:

CD 10	Child Health	3
CD 42	The Child in the Multicultural Society	3
CD 34	Observation & Assessment of Children	3

** CD 1 should be taken as the General Education requirement for:

Area D9 on the CSUN General Education Certified Plan, or

Area 4 for IGETC

Students who complete this AA degree are eligible to apply for the Teacher Level Permit through the California Department of Education Commission on Teacher Credentialing. With this AA degree, no work experience is required for the Teacher Level Permit.

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This degree is 60 units with 37 units in Child Development. Students must also meet the general education requirements for the Occupational/Vocational Associate Degree. This degree is not intended for students who wish to transfer.

All courses must be completed with a grade of "C" or better.

MAJOR REQUIRED COURSES:	UNITS
CD 1 Child Growth & Development	3
CD 2 Early Childhood Principles & Practices	3
CD 3 Creative Experiences I	3
CD 4 Creative Experiences II	3
CD 11 Home, School, & Community Relations	3
CD 22 & CD 23 Practicum in Child Development I & II	8
CD 65 Adult Supervision	2

MAJOR ELECTIVES:	UNITS
Choose TWO specialization classes (6 units):	
CD 30 & 31 Infant/Toddler Studies I & II (3 units each)	6
CD 44 & 45 Special Needs I & II (3 units each)	6
CD 46 & 47 School Age Programs I & II (3 units each)	6
CD 38 & 39 Administration & Supervision I & II (3 units each)	6
Choose TWO of the following for a total of 37 units:	
CD 10 Child Health	3
CD 42 The Child in a Multicultural Society	3
CD 34 Observation and Assessment of Children	3

**These courses have a prerequisite*

Students who complete this AA degree are eligible to apply for the "Teacher Level" Child Development Permit through the California Department of Education Commission on Teacher Credentialing. Note: No work experience is required for the Teacher Level with an AA degree in Child Development.

This AA degree meets all of the education requirements for the "Master Teacher Level" on the Child Development Permit. Students will need to have completed the required 350 days of work experience when applying for the Master Teacher Level P.

Certificate of Achievement in Child Development Occupation - Preschool Teacher

MAJOR REQUIRED COURSES	UNITS
CD 1 Child Growth and Development	3
CD 2 Early Childhood Principles and Practices	3
CD 3 Creative Experiences for Children I	3
or	
CD 4 Creative Experiences for Children II	3
CD 10 Child Health	3
CD 11 Home, School and Community Relations	3
CD 42 The Child in a Multi-Cultural Society	3
*CD 22 & 23 Practicum in Child Development I & II	(4-4)
*Eng 28 Intermediate Reading & Composition (or higher)	3

In addition, student will select one course from below to complete 30 or 32 units in the major.

CD 30 Infant Studies	3
CD 38 Administration of Early Childhood Programs I	3
CD 46 School Age Programs	3

(All courses must be completed with a grade of "C" of better.)

**These courses have a prerequisite*

With additional G.E. units and required experience, the student will be eligible for the Child Development Permit as defined under Title 5. Meeting this requirement will enable the student to teach in federal and state preschool programs.

Certificate of Achievement - Child Development Associate Teacher

MAJOR REQUIRED COURSES	UNITS
CD 1 Child Growth and Development	3
CD 2 Early Childhood Principles and Practices	3
CD 3 Creative Experiences for Children I	3
or	
CD 4 Creative Experiences for Children II	3
CD 10 Child Health	3
CD 11 Home, School and Community Relations	3
*CD 22 & 23 Practicum in Child Development I & II	(4-4)

In addition, student will select one course from below to complete 24 or 25 units in the major.

CD 30 Infant Studies	3
CD 38 Administration of Early Childhood Programs I	3
CD 42 The Child in a Multi-Cultural Society	3
CD 46 School Age Programs	3

(All courses must be completed with a grade of "C" of better.)

**These courses have a prerequisite*

With additional G.E. units and required experience, the student will be eligible for the Child Development Permit as defined under Title 5. Meeting this requirement will enable the student to teach in federal and state preschool programs.

Preschool Certificate of Achievement

Approved by the Board of Trustees of LACCD (pending state approval).

MAJOR REQUIRED COURSES	UNITS
CD 1 Child Growth and Development	3
CD 2 Early Childhood Principles and Practices	3
CD 11 Home, School and Community Relations	3
Plus, any course from the following:	
CD 3 Creative Experiences for Children I	3
CD 4 Creative Experiences for Children II	3

Completion of 12 units meets the State Department of Social Services minimum requirements for Child Care Center fully qualified teacher in private, for-profit centers as defined in Title 22. *(All courses must be completed with a grade of "C" of better.)*

Director, Preschool Certificate of Achievement

Approved by the Board of Trustees of LACCD (pending state approval).

MAJOR REQUIRED COURSES	UNITS
CD 1 Child Growth and Development	3
CD 3 Creative Experiences for Children I	3
or	
CD 4 Creative Experiences for Children II	3
CD 11 Home, School and Community Relations	3
CD 38 Administration of Early Childhood Programs I	3
or	
CD 39 Administration of Early Childhood Programs II	3
Plus, any course from the following:	
CD 2 Early Childhood Principles and Practices	3
CD 10 Child Health	3
CD 42 The Child in a Multi-Cultural Society	3

Completion of 15 units meets the State Department of Social Services minimum requirements for Child Care Center Director in private, for-profit centers as defined in Title 22. *(All courses must be completed with a grade of "C" of better.)*

Infant Care Teacher Certificate of Achievement

Approved by the Board of Trustees of LACCD (pending state approval).

MAJOR REQUIRED COURSES		UNITS
CD 1	Child Growth and Development	3
CD 3	Creative Experiences for Children I	3
	or	
CD 4	Creative Experiences for Children II	3
CD 11	Home, School and Community Relations	3
CD 30	Infant Studies I	3
	or	
CD 31	Infant Toddler Studies II	3
Plus, any course from the following:		
CD 2	Early Childhood Principles and Practices	3
CD 10	Child Health	3
CD 42	The Child in a Multi-Cultural Society	3

Completion of 15 units meets the State Department of Social Services minimum requirements for Infant Care Teacher in private, for-profit and nonprofit centers as defined in Title 22. (All courses must be completed with a grade of "C" or better.)

School Age Programs Teacher, Child Care Certificate of Achievement

Approved by the Board of Trustees of LACCD (pending state approval).

MAJOR REQUIRED COURSES		UNITS
CD 1	Child Growth and Development	3
CD 3	Creative Experiences for Children I	3
	or	
CD 4	Creative Experiences for Children II	3
CD 11	Home, School and Community Relations	3
CD 46	School Age Programs I	3
	or	
CD 47	School Age Programs II	3
Plus, any course from the following:		
CD 2	Early Childhood Principles and Practices	3
CD 10	Child Health	3
CD 42	The Child in a Multi-Cultural Society	3

Completion of 15 units meets the State Department of Social Services minimum requirements for Child Care Center School Age Programs Teacher/Aide in private, for-profit and non-profit centers as defined in Title 22. (All courses must be completed with a grade of "C" or better.)

Cinema

Certificate in Film

Department skill certificates will not appear on the students' official transcripts.

Cinema courses at Pierce are survey courses, providing an overview of various aspects of film. Courses are a combination of lecture and screening of entire movies and portions of film. Grading is rigorous. Cinema 3, 107 and Photo 10 transfer to CSUN for film majors. Photo 10 is a required course for film majors at CSUN.

MAJOR REQUIRED COURSES		UNITS
Cinema 3	History of Motion Pictures and Television	3
Cinema 104	History of Documentary Films	3
Journalism 99	Visual Communication in Media	3
Cinema 107	Understanding Motion Pictures	3
Journal 100	Social Values in Mass Communication	3
Plus 3 units from		
Photo 10	Beginning Photography	3
Philos 42	Philosophy of Cinema	3
English 240	Literature and the Motion Pictures	3

Computer Applications and Office Technologies - General Administrative

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

Students may obtain an Associate in Arts degree in Computer Applications and Office Technologies by completing the courses shown in the following certificate program AND by satisfying all the requirements shown in the college catalog under Associate Degree Requirements, Plan 3, page 52.

Certificate of Achievement

The General Administrative Program prepares students for employment in business, government, and educational offices using automated systems and procedures. Emphasis is placed on the development of language skills and the use of computer-based word processing, spreadsheet, database, and accounting software in the performance of office functions. In addition, students are prepared to assume general office duties and decision-making office responsibilities. Completion of this program enables students to qualify for intermediate office positions and lays the foundation for entry into office management positions.

ENTRY-LEVEL COURSES		UNITS
¹ CAOT 2	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 34	Business Terminology	2
CAOT 82	Microcomputer Software Survey for the Office (MS Office 2007)	3

MAJOR REQUIRED COURSES		UNITS
Acctg 1	Introductory Accounting I	5
CAOT 39	Word Processing: Keyboarding and Operations (MS Word 2007)	3
³ CAOT 67	Microsoft Outlook for the Office	1
CAOT 78	Microcomputer Accounting Applications for the Electronic Office (QuickBooks 2008)	3
CAOT 85	Microcomputer Office Applications: Spreadsheet (MS Excel 2007)	3
² CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to the Internet for CAOT	3

CAPSTONE COURSES		UNITS
CAOT 32	Business Communications	3
CAOT 71	Voice-Recognition Software With Document Applications	3
³ CAOT 79	Word Processing Applications	3
² CAOT 86	Microcomputer Office Applications: Database (MS Access 2007)	3

Select two courses from the following: (5-6) Units

² CAOT 88	Microcomputer Office Applications: Desktop Publishing (Adobe InDesign CS3)	3
³ CAOT 107	Microcomputer Office Applications: Web Design for the Office	3
³ CAOT 108	Presentation Design for the Office (MS PowerPoint 2007)	2
CAOT 109	Web Multimedia for the Office (Adobe Dreamweaver and Flash CS3)	3
CAOT 113	Introduction to Adobe Photoshop for the Office (CS3)	3

¹See course description for course prerequisites and corequisites. Students who have not acquired the necessary skills should enroll in CAOT 1 or 9.

²Offered in the Fall semester only.

³Offered in the Spring semester only.

Computer Applications and Office Technologies - Legal Office Procedures

Associate in Arts Degree

Associate Degree programs **DO NOT** necessarily constitute the first two years of a program leading to a bachelor's degree.

Students may obtain an Associate in Arts degree in Computer Applications and Office Technologies by completing the courses shown in the following certificate program AND by satisfying all the requirements shown in the college catalog under Associate Degree Requirements, Plan 3, page 52.

Certificate of Achievement

The Legal Office Procedures program prepares students for employment in a legal office. Emphasis is placed on the development of language skills, the spellings and meanings of legal terminology, and the preparation of legal proceedings and cases. Extensive instruction in computer-based word processing programs and applications along with an introduction to other computerized office functions prepares students to obtain a position in a legal office.

ENTRY-LEVEL COURSES		UNITS
¹ CAOT 2	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 34	Business Terminology	2
CAOT 82	Microcomputer Software Survey for the Office (MS Office 2007)	3

MAJOR REQUIRED COURSES		UNITS
Acctg 1	Introductory Accounting I	5
Bus 5	Business Law I	3
CAOT 39	Word Processing: Keyboarding and Operations (MS Word 2007)	3
³ CAOT 66	Voice-Recognition Software for Computer Input	1
³ CAOT 67	Microsoft Outlook for the Office	1
CAOT 85	Microcomputer Office Applications: Spreadsheet (MS Excel 2007)	3
² CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to the Internet for CAOT	3

CAPSTONE COURSES		UNITS
CAOT 23F	Legal Procedures IF	2
CAOT 23G	Legal Procedures IG	3
CAOT 32	Business Communications	3
² CAOT 71	Voice-Recognition Software With Document Applications	3
³ CAOT 79	Word Processing Applications	3

¹See course description for course prerequisites and corequisites. Students who have not acquired the necessary skills should enroll in CAOT 1 or 9.

²Offered in the Fall semester only.

³Offered in the Spring semester only.

Computer Applications and Office Technologies - Administrative Professional Associate in Arts Degree

Associate degree programs **DO NOT** necessarily constitute the first two years of a program leading to a bachelor's degree.

Students may obtain an Associate in Arts degree in Computer Applications and Office Technologies by completing the courses shown in the following certificate program AND by satisfying all the requirements shown in the college catalog under Associate Degree Requirements, Plan 3, page 52.

Certificate of Achievement

The Administrative Professional Program prepares students for supervisory and managerial positions in business offices. This curriculum is directed toward enabling a candidate to complete successfully an examination developed and administered by the International Association for Administrative Professionals (IAAP) to attain the designation Certified Professional Secretary (CPS). Completion of this curriculum, acceptable scores on the CPS examination, and at least two years of successful office experience qualify the student for certification. CPS certification is the first step toward qualification for Certified Administrative Professional (CAP) certification.

ENTRY-LEVEL COURSES		UNITS
Acctg 1	Introductory Accounting I	5
Bus 1	Introduction to Business	3
¹ CAOT 2	Computer Keyboarding II	3
CAOT 31	Business English	3

MAJOR REQUIRED COURSES		UNITS
Bus 5	Business Law I	3
Econ 2	Principles of Economics 2	3
Mgmt 2	Organization and Management Theory	3
CAOT 39	Word Processing: Keyboarding and Operations (MS Word 2007)	3
³ CAOT 67	Microsoft Outlook for the Office	1
CAOT 78	Microcomputer Accounting Applications for the Electronic Office (QuickBooks 2008)	3
CAOT 85	Microcomputer Office Applications: Spreadsheet (MS Excel 2007)	3
² CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to the Internet for CAOT	3

CAPSTONE COURSES		UNITS
CAOT 32	Business Communications	3
² CAOT 71	Voice-Recognition Software With Document Applications	3
³ CAOT 79	Word Processing Applications	3
² CAOT 86	Microcomputer Office Applications: Database (MS Access 2007)	3
³ CAOT 108	Presentation Design for the Office (MS PowerPoint 2007)	2

¹See course description for course prerequisites and corequisites. Students who have not acquired the necessary skills should enroll in CAOT 1 or 9.

²Offered in the Fall semester only.

³Offered in the Spring semester only.

Computer Applications and Office Technologies - Basic Computerized Accounting

Certificate of Achievement

Approved by the Board of Trustees of LACCD (pending state approval).

Students are prepared for entry-level employment in business, government, or educational offices. Certificate holders will be able to use automated systems and procedures for bookkeeping and accounting applications, processing financial data, and creating managerial reports.

		UNITS
Acctg 1	Introductory Accounting I	5
CAOT 78	Microcomputer Accounting Applications for the Electronic Office (QuickBooks 2008)	3
CAOT 85	Microcomputer Office Applications: Spreadsheet (MS Excel 2007)	3
² CAOT 92	Computer Windows Applications	2

**For an Associate in Arts degree or a two-year certificate in Accounting, refer to listing under Business Administration: Accounting.*

²Offered in the Fall semester only.

Computer Applications and Office Technologies - Basic Computer Applications

Certificate of Achievement

Students are prepared for employment in business, government, and educational offices using computerized systems and procedures. Emphasis is placed on developing skills in the use of word processing, spreadsheet, and database software to perform routine office functions. Completion of this program enables students to qualify for entry-level positions in an automated office and lays the foundation for further study and advancement in office occupations.

ENTRY-LEVEL COURSES		UNITS
¹ CAOT 2	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 34	Business Terminology	2
CAOT 82	Microcomputer Software Survey for the Office (MS Office 2007)	3
CAOT 100	Windows-Based Computer Applications (MS Office 2007)	3
MAJOR REQUIRED COURSES		UNITS
CAOT 39	Word Processing: Keyboarding and Operations (MS Word 2007)	3
³ CAOT 66	Voice-Recognition Software for Computer Input	1
CAOT 85	Microcomputer Office Applications: Spreadsheet (MS Excel 2007)	3
² CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to the Internet for CAOT	3
CAPSTONE COURSES		UNITS
² CAOT 86	Microcomputer Office Applications: Database (MS Access 2007)	3

¹See Pierce College Catalog course description or CAOT Web site (www.piercecollege.edu/departments/CAOT) for course prerequisites and corequisites. Students who have not acquired the necessary skills should enroll in CAOT 1 or 9.

²Offered in the Fall semester only.

³Offered in the Spring semester only.

Computer Applications and Office Technologies - Advanced Computer Applications

Certificate of Achievement

After completing the Basic Computer Applications certificate program, students are prepared for entry-level positions in an automated office. The Advanced Computer Applications certificate adds four courses, which lay the foundation for obtaining additional knowledge and skills in the Internet, advanced word processing functions, desktop publishing, and Web site development. Students completing this certificate are qualified for intermediate positions in an automated office.

ENTRY-LEVEL COURSES		UNITS
¹ CAOT 2	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 34	Business Terminology	2
CAOT 82	Microcomputer Software Survey for the Office (MS Office 2007)	3
CAOT 100	Windows-Based Computer Applications (MS Office 2007)	3
MAJOR REQUIRED COURSES		UNITS
CAOT 39	Word Processing: Keyboarding and Operations (MS Word 2007)	3
³ CAOT 66	Voice-Recognition Software for Computer Input	1
CAOT 85	Microcomputer Office Applications: Spreadsheet (MS Excel 2007)	3
² CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to the Internet for CAOT	3
CAPSTONE COURSES		UNITS
² CAOT 86	Microcomputer Office Applications: Database (MS Access 2007)	3
Select five courses from the following:		
³ CAOT 79	Word Processing Applications	3
² CAOT 88	Microcomputer Office Applications: Desktop Publishing (Adobe InDesign CS3)	3
CAOT 96	Adobe Creative Suite CS3 Survey for the Office and Web	3
³ CAOT 107	Microcomputer Office Applications: Web Design for the Office	3
³ CAOT 108	Presentation Design for the Office (MS PowerPoint 2007)	2
CAOT 109	Web Multimedia for the Office (Adobe Dreamweaver and Flash CS3)	3
CAOT 113	Introduction to Adobe Photoshop CS3 for the Office	3
³ CAOT 114	Adobe Acrobat CS3 for the Office and the Web	2
³ CAOT 120	Adobe Illustrator CS3 for the Office and the Web	3

¹See Pierce College Catalog course description or CAOT Web site (www.piercecollege.edu/departments/CAOT) for course prerequisites and corequisites. Students who have not acquired the necessary skills should enroll in CAOT 1 or 9.

²Offered Fall semester only.

³Offered Spring semester only.

Computer Applications and Office Technologies - Basic Internet

Certificate of Achievement

Approved by the Board of Trustees of LACCD (pending state approval).

Students may obtain a certificate of achievement specializing in the Internet by completing the courses shown below. Completion of this program provides students with the skills required by business offices for using the Internet to locate and capture information as well as for maintaining intranet and Internet Web pages.

ENTRY-LEVEL COURSES		UNITS
CAOT 82	Microcomputer Software Survey for the Office (MS Office 2007)	3
CAOT 100	Windows-Based Computer Applications (MS Office 2007)	3
MAJOR REQUIRED COURSES		UNITS
CAOT 39	Word Processing: Keyboarding and Operations (MS Word 2007)	3
¹ CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to the Internet for CAOT	3
CAPSTONE COURSES		UNITS
² CAOT 79	Word Processing Applications	3
² CAOT 107	Microcomputer Office Applications: Web Design for the Office	3
CAOT 109	Web Multimedia for the Office (Adobe CS3 Dreamweaver and Flash)	3

¹Offered Fall semester only.

²Offered Spring semester only.

Computer Applications and Office Technologies - Desktop Publishing

Certificate of Achievement

Approved by the Board of Trustees of LACCD (pending state approval).

Provides students with the knowledge and skills to create professional-looking documents for business, government organizations, and educational institutions using high-end desktop publishing and imaging software.

MAJOR REQUIRED COURSES		UNITS
Art 604	Graphic Design I	3
CAOT 39	Word Processing: Keyboarding and Operations (MS Word 2007)	3
CAOT 96	Adobe Creative Suite CS3 Survey for the Office and the Web	3
CAPSTONE COURSES		UNITS
¹ CAOT 88	Microcomputer Office Applications: Desktop Publishing (Adobe InDesign CS3)	3
CAOT 113	Introduction to Adobe Photoshop for the Office	3
² CAOT 114	Adobe Acrobat CS3 for the Office and the Web	2
² CAOT 120	Adobe Illustrator CS3 for the Office and the Web	3

¹Offered Fall semester only.

²Offered Spring semester only.

Computer Applications and Office Technologies - Legal Office Skills

Certificate of Achievement

Approved by the Board of Trustees of LACCD (pending state approval).

Provides the knowledge and skills needed to obtain an entry-level position in a legal office. Students will obtain word processing and communication skills as well as knowledge of legal office vocabulary and practical experience in preparing legal documents. Covers legal office procedures and legal office protocols.

MAJOR REQUIRED COURSES		UNITS
Bus 5	Business Law I	3
CAOT 31	Business English	3
CAOT 39	Word Processing: Keyboarding and Operations (MS Word 2007)	3
CAPSTONE COURSES		UNITS
CAOT 23F	Legal Procedures IF	2
CAOT 23G	Legal Procedures IG	3
CAOT 32	Business Communications	3

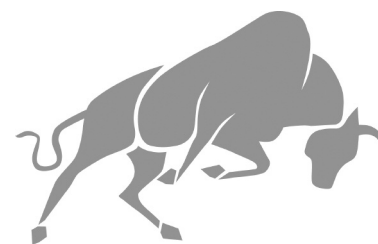
Computer Applications and Office Technologies - Office Clerical

Certificate of Achievement

Approved by the Board of Trustees of LACCD (pending state approval).

Prepares students for entry-level office positions. Students will attain skills in computer keyboarding, proofreading, editing, and business letter formatting. They will be provided hands-on training in the Windows operating system and applications software, which includes document creation with word processing (Microsoft Word), basic spreadsheet applications (Microsoft Excel), and Internet applications. Students will develop reading, writing, business grammar, punctuation, and business oral communication skills. Students will learn indexing rules for filing. They will comprehend office records management and proper business telephone etiquette. They will possess knowledge of dress codes and work ethics. Students will be able to apply job-search techniques, including the content and format of a job application, cover letter, and résumé. Emphasis is placed on skills that promote success in the workplace.

MAJOR REQUIRED COURSES		UNITS
CAOT 1	Computer Keyboarding I	3
¹ CAOT 55	Career Skills for the Workplace 2000	3
CAOT 100	Windows-Based Computer Applications (MS Office 2007)	3
CAOT 130	Communication Skills in the Workplace	3



Computer Applications and Office Technologies - Web Site Construction and Maintenance

Certificate of Achievement

Approved by the Board of Trustees of LACCD (pending state approval).

In the high-tech office environment, administrative professionals are often required to construct and maintain Internet Web sites and organizational intranet sites. Courses in the Web Site Construction and Maintenance Certificate of Achievement prepare students to assume this responsibility. Besides learning how to use and apply Web site authoring tools, students will acquire knowledge and skill in applying graphic design principles.

MAJOR REQUIRED COURSES		UNITS
Art 604	Graphic Design I	3
² CAOT 107	Microcomputer Office Applications: Web Design for the Office	3
² CAOT 108	Presentation Design for the Office (PowerPoint 2007)	2

CAPSTONE COURSES		UNITS
CAOT 109	Web Multimedia for the Office (Adobe Dreamweaver and Flash CS3)	3
CAOT 113	Introduction to Adobe Photoshop CS3 for the Office	3
² CAOT 114	Adobe Acrobat CS3 for the Office and the Web	2

²Offered Spring semester only.

Computer Science and Information Technology

Associate Degree Programs

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

The Computer Science Department offers courses and curricula in several areas of emphasis in the computer field. The student may elect to complete the course work required to transfer to a four-year institution or may complete an occupationally oriented two-year curriculum. Students interested in completing the first two years of a bachelor's degree program should consult a member of the computer science staff or request copies of the transfer curricula from the department chairperson's office.

The department offers three areas of specialization at the associate degree level. They are Programming for Business, Programming for Computer Science, and Computer and Network Technology. Associate degree curricula require the completion of a specific pattern of course work. Any substitutions or variations must have prior approval of the department.

These occupational programs do not necessarily constitute the first two years of a Bachelor's degree transfer program in these fields. Consult a counselor for transfer requirements.

PROGRAMMING FOR BUSINESS

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

The intent of this degree program is to provide graduates with the skills needed to produce computer programs in a business/industrial environment or transfer to a 4-year institution.

NOTE: Math 115 or 1 year of high school algebra with a grade of "C" or better is a required prerequisite to becoming a computer science major. Verification required upon request.

MAJOR REQUIRED COURSES		UNITS
Co Sci 501	Introduction to Computers & Their Uses	3
Co Sci 575	Programming Fundamentals for Computer Science	3
Co Sci 530	Personal Computer Application Software	3
Co Sci 572	Intro to Personal Computer Hardware and Operating Systems	3
	Or	
Co Sci 552	Programming in Java	3
Co Sci 547	Introduction to Digital Imaging Using Photoshop	3
Acctg 1	Introduction to Accounting I	5
Co Sci 508	Visual BASIC	3
Co Sci 533	Databases Using Access and SQL	3
Philos 9	Symbolic Logic 1	3
	or	
	Math Elective (120 or higher)	3-5
Co Sci 541	Advanced Visual Basic and Database Programming	3
Co Sci 550	Website Development Using Dreamweaver and Javascript	3
Co Sci 560	Business Systems Design Using Oracle Developer	3

Technical Electives: Choose 12 units from one of the following sequences that will not duplicate the required courses listed above.

1) *Advanced Programming - Co Sci 516, Co Sci 536, Co Sci 539, Co Sci 540 and Co Sci 552*

2) *Web/Network OS - Co Sci 534, Co Sci 548, Co Sci 553, Co Sci 554, Co Sci 555 and Co Sci 587*

3) *Information Systems - Acctg 2, Bus 5, Econ 1 and Econ 2*

Certificate of Achievement

Programming for Business

Prerequisites: Math 115 or one year of high school algebra with a grade of "C" or better.

A minimum of 12 units must be taken in the Computer Science Department at Pierce College within the last 5 years.

MAJOR REQUIRED COURSES		UNITS
¹ Co Sci 508	Visual BASIC	3
Co Sci 530	Personal Computer Application Software	3
¹ Co Sci 533	Databases Using Access and SQL	3
¹ Co Sci 541	Advanced Visual Basic and Database Programming	3
¹ Co Sci 560	Business Systems Design Using Oracle Developer	3
Co Sci 572	Introduction to Personal Computer Hardware and Operating Systems	3
	Or	
¹ Co Sci 552	Programming in Java	3
Acctg 1	Introductory Accounting	5
	Total	23

¹See Catalog course description for pre-requisites.

Certificate in Personal Computer Application Specialist

Department skill certificates will not appear on the students' official transcripts.

		UNITS
Co Sci 530	Personal Computer Application Software	3
¹ Co Sci 533	Databases Using Access and SQL	3
Co Sci 572	Introduction to Personal Computer Hardware and Operating Systems	3
	Total	9

Certificate in Database Programming Specialist

Department skill certificates will not appear on the students' official transcripts.

		UNITS
¹ Co Sci 508	Visual BASIC	3
¹ Co Sci 541	Advanced Visual Basic and Database Programming	3
¹ Co Sci 560	Business Systems Design Using Oracle Developer	3
	Total	9

¹See catalog course description for prerequisites.

PROGRAMMING FOR COMPUTER SCIENCE

Associate in Science Degree

Associate Degree programs **DO NOT** necessarily constitute the first two years of a program leading to a bachelor's degree.

The intent of this degree program is to provide graduates with the skills needed to produce computer programs in a technical environment or transfer to a 4-year institution.

See a Pierce counselor in the first semester for transfer education advisement. The student must also contact the transfer institution to determine entrance level.

NOTE: Math 115 or one year of high school algebra with a grade of "C" or better is a prerequisite for this program. Verification is required upon request. However Math 262 (Calculus II) is a graduation requirement.

MAJOR REQUIRED COURSES		UNITS
² Co Sci 501	Introduction to Computers & Their Uses	3
Co Sci 575	Programming Fundamental for Computer Science	3
Co Sci 516	Beginning Computer Architecture and Organization	3
Co Sci 552	Programming in Java	3
Math 261	Calculus I	5
Phil 9	Symbolic Logic	3
Co Sci 536	Introduction to Data Structures	3
Co Sci 539	Programming in C	3
Co Sci 540	Object Oriented Programming in C++	3
Math 262	Calculus II	5
Co Sci 532	Advanced Data Structures and Introduction to Databases	3
Co Sci 546	Advanced Computer Architecture and Organization	3
	³ Technical Electives	3

²Satisfies General Education Requirement, Plan 3-D2. (Does not meet math competency requirement. See page 49 for details.)

Recommendations: Proficiency in typing or keyboarding.

³**Technical Electives:** Choose one class from the following list:

Co Sci 508, 530, 572, 547, 548, 550, 555, Math 263, 270, 275.

Certificate of Achievement - Programming for Computer Science

All of these courses may be used to apply toward fulfillment of the requirements for an Associate degree in Programming for Computer Science.

Prerequisites: Math 115 or one year of high school algebra with a grade of "C" or better. Verification required upon request.

Completion of the program listed below with a minimum of 15 computer science units taken at Pierce College within the last 5 years.

MAJOR REQUIRED COURSES		UNITS
Co Sci 575	Programming Fundamentals for Computer Science	3
¹ Co Sci 516	Beginning Computer Architecture and Organization	3
¹ Co Sci 536	Introduction to Data Structures	3
¹ Co Sci 539	Programming in C	3
¹ Co Sci 540	Object Oriented Programming in C++	3
¹ Co Sci 552	Programming in Java	3
	Total	18

¹See Catalog course description for prerequisites.

COMPUTER AND NETWORK TECHNOLOGY

Associate in Science Degree Program

Associate Degree programs **DO NOT** necessarily constitute the first two years of a program leading to a bachelor's degree.

The intent of this program is to produce graduates with the balanced knowledge of hardware and software required to install, operate, maintain and trouble-shoot personal computers and computer networks in a variety of work environments.

Associate in Science graduates will be prepared to install, operate, maintain and trouble-shoot systems and networks for the service divisions of large computer manufactures and computer applications organizations.

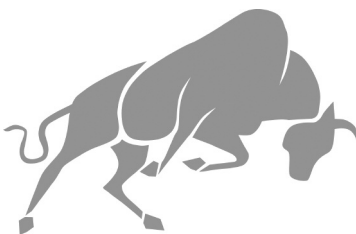
NOTE: One year of high school algebra or Math 115 with a grade of "C" or better is a prerequisite for this program. Verification is required upon request.

MAJOR REQUIRED COURSES		UNITS
Co Sci 530	Personal Computer Application Software	3
Co Sci 572	Introduction to Personal Computer Hardware and Operating Systems	3
¹ Co Sci 587	Introduction to Computer Networks	3
Electrn 4A, 4B	Fundamentals of Electronics I	4
¹ Co Sci 534	Operating Systems	3
¹ Co Sci 581	Personal Computer Upgrades and Repair	3
¹ Co Sci 514	Network Operations and Systems	3
¹ Co Sci 578	Routing Systems Design and Programming	3
Electrn 6A, 6B	Fundamentals of Electronics II	4
¹ Co Sci 535	Network Configuration and Control Systems	3
¹ Co Sci 537	Routing Systems, Devices and Protocols	3

¹See course description for prerequisites.

Technical Electives: Choose 12 units from any of the courses listed below:

- 1) Programming: Co Sci 508, 533, 539, 541, 560
- 2) Web Development: Co Sci 553, 554, 547, 548, 550, 555
- 3) Elect 8A, 8B, 44, 45, 72A, 72B, 74A, 74B.



Certificate of Achievement - Personal Computer Service Technology

Approved by the Board of Trustees of LACCD (pending state approval).

This program was developed in cooperation with the Computer Technology advisory committee for students who wish to take a technical program to prepare themselves for employment in the computer technology field.

Prerequisite: Math 115 or one year of high school algebra with a grade of "C" or better. Verification required upon request.

MAJOR REQUIRED COURSES		UNITS
Co Sci 530	Personal Computer Application Software	3
Co Sci 572	Introduction to Personal Computer Hardware and Operation Systems	3
¹ Co Sci 581	Personal Computer Upgrade and Repair	3
¹ Co Sci 587	Introduction to Computer Networks	3
	Total	12

¹See catalog course description for prerequisites.

Certificate of Achievement - Network Technology

Approved by the Board of Trustees of LACCD (pending state approval).

This program was developed in cooperation with the Computer Technology advisory committee for students who wish to take a technical program to prepare themselves for employment in the computer network technology field.

MAJOR REQUIRED COURSES		UNITS
¹ Co Sci 587	Introduction to Computer Networks	3
¹ Co Sci 534	Operating Systems	3
¹ Co Sci 514	Network Operations and Systems	3
¹ Co Sci 535	Network Configuration and Control Systems	3
	Total	12

¹See catalog course description for prerequisites.

Certificate in Routing Technology

Department skill certificates will not appear on the students' official transcripts.

This program is designed for students who desire to extend their existing network training or background to further focus on the prominent routing technology, preparing them for employment in this field.

		UNITS
¹ Co Sci 587	Introduction to Computer Networks	3
¹ Co Sci 578	Routing Systems Design and Programming	3
¹ Co Sci 537	Routing Systems, Devices and Protocols	3
	Total	9

¹See catalog course description for prerequisites.

Certificate of Achievement - Website Development

Approved by the Board of Trustees of LACCD (pending state approval).

This program was designed for students who wish to develop skills which will enable them to create and administer web sites using various server side programming languages and prepare for employment in this field.

		UNITS
¹ Co Sci 534	Operating Systems	3
¹ Co Sci 553	Web Page Development	3
¹ Co Sci 554	Server-Side Programming for the World Wide Web	3
Co Sci 547	Introduction to Digital Imaging Using Photoshop	3
	Total	12

¹See catalog course description for prerequisites.

Certificate of Achievement - Web Development, Programming and Scripting

Approved by the Board of Trustees of LACCD (pending state approval).

This program is designed for students who desire to develop skills which will enable them to create and administer websites using Web Development software, client side and server side programming and scripting.

MAJOR REQUIRED COURSES		UNITS
Co Sci 548	Web Development Using Flash and ActionScript	3
Co Sci 550	Web Development Using Dreamweaver and JavaScript	3
Co Sci 553	Introduction to Web Development	3
Co Sci 554	Server-Side Programming for the Web	3
Co Sci 555	Web Development Using JavaScript and AJAX	3
	Total	15

Criminal Justice

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree

Criminal Justice is a career-oriented liberal arts major focusing upon the inter-relationship among crime, the criminal justice system and society as a whole. As such, there are many potential career opportunities in this field, such as:

Community Agencies	Crime Prevention	Private Security
Corrections	Forensic Science Services	Psychological Services
Counseling	Police Services	Research
Court & Legal Services	Policy Development	Social Work

The Associate in Arts Degree in Criminal Justice may also be used as undergraduate preparation for transfer to a Baccalaureate program at a four-year institution.

Associate in Arts Degree Requirements

There are two ways to earn an Associate of Arts Degree in Criminal Justice:

- Completion of Plan 4 - General Studies, inclusive of the Criminal Justice Core (18 units)
- Completion of Plan 1 or Plan 2 - Transfer (IGETC or CSU General Education Certified Plan), inclusive of the Criminal Justice Core (18 units)

MAJOR REQUIRED COURSES (18 UNITS)

CRIMINAL JUSTICE CORE		UNITS
AJ 1	Introduction to Criminal Justice	3
AJ 2	Concepts of Criminal Law	3
AJ 3	Legal Aspects of Evidence	3
AJ 4	Principles and Procedures of the Justice System	3
AJ 5	Criminal Investigation	3
AJ 67	Community Relations and Diversity	3

CRIMINAL JUSTICE CORE - REQUIRED 18 UNITS FOR THOSE STUDENTS WISHING TO TRANSFER TO CALIFORNIA STATE UNIVERSITY, LOS ANGELES (CSULA) IN CRIMINAL JUSTICE

AJ 1	Introduction to Administration of Justice	3
AJ 2	Concepts of Criminal Law	3
AJ 4	Principles and Procedures of the Justice System	3
AJ 67	Community Relations & Diversity	3
AJ 75	Introduction to Corrections	3
AJ 160	Police Organization and Administration	3

CRIMINAL JUSTICE ELECTIVES (OPTIONAL)

AJ 8	Juvenile Justice	3
AJ 49	Narcotics and Vice Control	3
AJ 75	Introduction to Corrections	3
AJ 160	Police Organization and Administration	3

For specific transfer institution requirements or course substitutions and questions please see Prof. Kathy Oborn, Faculty Advisor

Electronics

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

Representatives from the electronics industry and Pierce College faculty have collaborated to design this course of study. Completion of this program prepares the student for employment as an electronics technician.

TECHNICAL REQUIREMENTS	UNITS
¹ Electron 4A Fundamentals of Electronics IA	3
Electron 4B Fundamentals of Electronics IB	1
Electron 28 Electronic and Electro-Mechanical Drafting I	2
¹ Electron 6A Fundamentals of Electronics IIA	3
Electron 6B Fundamentals of Electronics IIB	1
Electron 8A Electron Devices A	3
Electron 8B Electron Devices B	1
Electron 26 Linear Circuits	3
Electron 63 Circuit Analysis Laboratory	1
Electron 44 Communications Electronics	3
Electron 45 Communications Electronics Laboratory	1
Electron 72A Digital Circuits IA	3
Electron 72B Digital Circuits IB	1
Electron 48A Integrated Circuits	3
Electron 48B Integrated Circuits Laboratory	1
Electron 74A Microprocessors	3
Electron 74B Microprocessors Laboratory	1
Electron 60 Microwave Fundamentals	3
Electron 61 Microwave Fundamentals Laboratory	1
Electron 81 Projects Laboratory (1 unit repeated 3 times)	

For additional electives, see Electronics Department Advisor. See Catalog descriptions for prerequisites and corequisites.

¹Meets General Education Requirements, Plan 3, Section A.
Please refer to the discipline webpage: www.piercecollege.edu/departments/electronics

Certificate of Achievement

In collaboration with industry, the College staff has developed the program as shown below which leads to a Certificate in Electronics with a specialization option in Digital, Communications, or Analog electronics. The certificate program has been designed to provide students with marketable skills at the completion of 24 units. If they wish, students may continue their education and obtain an Associate in Science Degree. To complete the Certificate Program, the core courses and one specialization option must be completed.

CERTIFICATE PROGRAM CORE REQUIREMENTS:	UNITS
Electron 4A Fundamentals of Electronics IA	3
Electron 4B Fundamentals of Electronics IB	1
Electron 6A Fundamentals of Electronics IIA	3
Electron 6B Fundamentals of Electronics IIB	1
Electron 8A Electron Devices A	3
Electron 8B Electron Devices B	1
Electron 28 Electronic and Electro-mechanical Drafting	2
Electron 81 Projects Laboratory (1 Unit repeated twice)	2

Certificate Specialization Options:

DIGITAL OPTION:	UNITS
Electron 72A Digital Circuits IA	3
Electron 72B Digital Circuits IB	1
Electron 74A Microprocessors	3
Electron 74B Microprocessors Laboratory	1

COMMUNICATIONS OPTION:	UNITS
Electron 44 Communications Electronics	3
Electron 45 Communications Electronics Laboratory	1
Electron 60 Microwave Fundamentals	3
Electron 61 Microwave Fundamentals Laboratory	1

ANALOG OPTION:	UNITS
Electron 26 Linear Circuits	3
Electron 63 Circuit Analysis Laboratory	1
Electron 48A Integrated Circuits	3
Electron 48B Integrated Circuits Laboratory	1

French

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

The main objective of the French program is to enable the students to acquire competence in the ability to understand, speak, read, and write French, and to develop an understanding and appreciation of the multicultural French speaking world.

Students are placed in French courses according to their years of previous study. In general one year of high-school French is equivalent to one semester at Pierce. Native speakers are encouraged to enroll in French 4, 5, or 6.

All French courses are taught primarily in the language. However; the instructor may choose to clarify certain concepts in English when necessary. By the end of the first year, students are able to use the basic structure of the language and the practical vocabulary learned to converse on everyday topics, as well as to read and write at an elementary level.

French 3 combines with French 8 (Conversational French) to increase oral proficiency and also continues to raise the students' ability to read and write.

In French 4, 5, and 6, students gradually acquire more ease in expressing themselves orally and in writing. Combining a review of grammar with discussions and analysis of literary texts of increasing difficulty, these courses give students a broad overview of France and French-speaking countries and prepare them to live abroad.

International Education

Students are encouraged to participate in the International Education summer program of study in Paris offered by Pierce College.

Career Opportunities

French is adapted to careers in international business or trade, telecommunications, fashion, the gourmet food industry, medical research, international law, diplomacy and the foreign service, aerospace technology, as well as in the arts and the humanities.

MAJOR REQUIRED COURSES	UNITS
Three courses chosen from the following:	
French 1, 2, 3 4, 5, or 6	Elementary, Intermediate, Advanced French And 15
French 8	Conversational French Or 2
French 81	Practical French for Business 3

RECOMMENDED ELECTIVES:

(These courses can also be applied towards General Education requirements under Associate Degree Requirements, Plan 3): Linguistics 1; English 203, 204; Anthropology 102; History 50; Art 102, 103; Humanities 12, 13.



Geographic Information Systems (GIS)

Certificate in Geographic Information Systems

Department skill certificates will not appear on the students' official transcripts.

The GIS Certificate is designed to provide the skills and knowledge necessary for immediate entry-level employment for persons interested in Geographic Information Systems (GIS) and automated mapping technology. It will also provide the needed upgrading and retraining of current employees in this rapidly expanding technological field.

MAJOR REQUIRED COURSES		UNITS
Geog 31/GIS 31	Introduction to Geographic Information Systems	3
Geog 32/GIS 32	GIS Applications: Arc View	3
Geog 36/GIS 36	GIS Cartography and Base Map Development	3
Geog 38/GIS 38	Spatial Analysis and Modeling	3
One 3-unit course from the Recommended Courses List		3
One 1-unit course from the Recommended Courses List		1

RECOMMENDED COURSES		
Geog 39/GIS 39	GIS for Science, Business, and Government	3
Geog 33/GIS 33	Intermediate GIS Applications: Arc View	3
Geog 37/GIS 37	Introduction to Global Positioning System (GPS)	1
Geog 40/GIS 40	GIS Internship	1

Industrial Technology - Automotive Service Technology

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

Faculty Advisor: T. H. Rosdahl

MAJOR REQUIRED COURSES		UNITS
AST 1	Automotive Engines	5
AST 2	Suspension, Brakes and Power Systems	5
AST 3	Engine Diagnostics and Tune-Up	5
AST 4	Starting and Charging Systems/ Automotive Electrical Circuits	5
AST 5	Standard Transmissions, Clutches, Drive Lines and Differentials	3
AST 6	Automatic Transmission Electronic Diagnostics and Repair	5
AST 7	Air Conditioning	3
AST 20	Advanced Engine Diagnostics and Performance	4
AST 23	Enhanced Clean Air Car	4
¹ AST 32	Automotive Service Technology Projects Laboratory – Chassis and Suspension Systems	1
² AST 34	Automotive Service Technology Projects Laboratory Electrical Circuits	2
AST 36	Automotive Service Technology Laboratory Standard Transmissions, Clutches, Drive Lines and Differentials/Air Conditioning	1
Plus 3 additional units from the following Automotive courses:		
AST 41	Precision Lower-End Engine Blueprinting and Assembly	3
AST 42	Performance Chassis and Suspension Systems	3
AST 43	Dyno Tuning for Performance	3
AST 44	Precision Upper-End Engine Assembly	3
AST 45	Chassis, Suspension and Interior Fabrication Techniques	3

¹AST 52 may be substituted for AST 32.

²AST 54 may be substituted for AST 34.

Certificate of Achievement

For students who wish to complete a minimum of classes in one year to prepare for employment. A minimum of 44 units is required.

MAJOR REQUIRED COURSES		UNITS
AST 1	Automotive Engines	5
AST 2	Suspension, Brakes and Power Systems	5
AST 3	Engine Diagnostics and Tune-Up	5
AST 4	Starting and Charging Systems/ Automotive Electrical Circuits	5
AST 5	Standard Transmissions, Clutches, Drive Lines and Differentials	3
AST 6	Automatic Transmission Electronic Diagnostics and Repair	5
AST 7	Air Conditioning	3
AST 20	Advanced Engine Diagnostics and Performance	4
AST 23	Enhanced Clean Air Car	4
¹ AST 32	Automotive Service Technology Projects Laboratory- Chassis and Suspension Systems	1
² AST 34	Automotive Service Technology Projects Laboratory Electrical Circuits	2
AST 36	Automotive Service Technology Laboratory Standard Transmissions, Clutches, Drive Lines and Differentials/ Air Conditioning	1
Plus 3 additional units from the following Automotive courses:		
AST 41	Precision Lower-End Engine Blueprinting and Assembly	3
AST 42	Performance Chassis and Suspension Systems	3
AST 43	Dyno Tuning for Performance	3
AST 44	Precision Upper-End Engine Assembly	3
AST 45	Chassis, Suspension and Interior Fabrication Techniques	3

¹AST 52 may be substituted for AST 32.

²AST 54 may be substituted for AST 34.

Certificate of Achievement - Automotive Light Service Technician

Approved by the Board of Trustees of LACCD (pending state approval).

This certificate program prepares the student for employment in a service station, tire store, brake/front end shop, or a general service garage.

MAJOR REQUIRED COURSES		UNITS
AST 2	Suspension, Brakes and Power Systems	5
AST 4	Starting and Charging Systems/Automotive Electrical Circuits	5
AST 7	Air Conditioning	3

Certificate of Achievement - Automotive Emission Specialist

Approved by the Board of Trustees of LACCD (pending state approval).

This certificate program prepares the student to become a California Smog Check Technician.

MAJOR REQUIRED COURSES		UNITS
AST 3	Engine Diagnosis and Tune-Up	5
AST 20	Automotive Electronic Computer Control Systems	3
AST 21	Computer-Controlled Electronic Fuel Injection Systems	3
AST 23	Enhanced Area Clean Air Car Course	3

Certificate of Achievement - Automotive Powertrain Specialist

Approved by the Board of Trustees of LACCD (pending state approval).

This certificate program prepares the student to become an Automotive Heavy Line Technician.

MAJOR REQUIRED COURSES		UNITS
AST 1	Automotive Engines	5
AST 5	Standard Transmissions, Clutches, Drive Lines, and Differentials	3
AST 6	Automatic Transmissions	5

Certificate of Achievement - Automotive Performance Applications

Approved by the Board of Trustees of LACCD (pending state approval).

The Automotive Performance Application certificate is designed for students who desire advanced in-depth instruction in various aspects of the automobile. This certificate helps students prepare for entrance and advancement in the automotive performance industry.

MAJOR REQUIRED COURSES		UNITS
AST 41	Precision Lower-End Engine Blueprinting and Assembly	3
AST 42	Performance Chassis and Suspension Systems	3
AST 43	Dyno Tuning For Performance	3
AST 44	Precision Upper-End Engine Assembly	3
AST 45	Chassis, Suspension and Interior Fabrication Techniques	3

Industrial Technology - Drafting - Mechanical

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

Faculty Advisor: R. Smetzer

This associate degree prepares the student for entry level employment as a draftsman in engineering and manufacturing industries, as well as for positions existing with federal, state, and local government agencies. With the addition of practical industrial experience, draftsmen may eventually become designers in their chosen area of concentration.

MAJOR REQUIRED COURSES		UNITS
Ind Tek 105	Industrial Print Reading	3
Ind Tek 110	Mechanical Computer-Assisted Drafting I	3
Ind Tek 115	Mechanical Computer-Assisted Drafting II	3
Ind Tek 130	Technology of Metal Machining Process I	3
Ind Tek 140	Fundamentals of CNC Technology	3
¹ Math 146	Technical Mathematics II	3
² Ind Tek 205	Technical Descriptive Geometry	3
Ind Tek 210	Mechanical Computer-Assisted Drafting III	3
Ind Tek 215	Mechanical Computer-Assisted Drafting IV	3
Ind Tek 310	Mechanical Computer-Assisted Drafting V	3
Ind Tek 315	Mechanical Computer-Assisted Drafting VI	3
Ind Tek 346	CAM Programming Using Surfcam	3
Ind Tek 410	Mechanical Computer-Assisted Drafting VII	3
Ind Tek 415	Mechanical Computer-Assisted Drafting VIII	3

¹Math 115 may be substituted for Math 146.

² Math 120 may be substituted for Ind Tek 205.

Certificate in Basic Drafting-Mechanical

Department skill certificates will not appear on the students' official transcripts.

The Basic Drafting-Mechanical certificate program provides the vocational student with training in the foundational aspects of mechanical computer-assisted drafting.

MAJOR REQUIRED COURSES		UNITS
Ind Tek 105	Industrial Print Reading	3
Ind Tek 110	Mechanical Computer-Assisted Drafting I	3
Ind Tek 115	Mechanical Computer-Assisted Drafting II	3
Ind Tek 210	Mechanical Computer-Assisted Drafting III	3
Ind Tek 215	Mechanical Computer-Assisted Drafting IV	3

Certificate in Advanced Drafting-Mechanical

Department skill certificates will not appear on the students' official transcripts.

The Advanced Drafting-Mechanical certificate program gives the occupational student training in the upper-level skills of mechanical computer-aided drafting.

MAJOR REQUIRED COURSES		UNITS
Ind Tek 205	Technical Descriptive Geometry	3
Ind Tek 310	Mechanical Computer-Assisted Drafting V	3
Ind Tek 315	Mechanical Computer-Assisted Drafting VI	3
Ind Tek 410	Mechanical Computer-Assisted Drafting VII	3
Ind Tek 415	Mechanical Computer-Assisted Drafting VIII	3

Industrial Technology - Numerical Control Programming

Associate in Science Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

Faculty Advisor: R. Smetzer

Numerical Control is a system (sometimes referred to as CAM - Computer-Aided Manufacturing) using specially prepared instructions, developed by the N/C Programmer, to control the operation of various manufacturing equipment such as machine tools, inspection machines, woodworking machines, laser machines, and robots. The following associate degree is offered at the suggestion of the Industry Advisory Committee for Numerical Control. General Education requirements follow Associate Degree Requirements, Plan 4 in this catalog. Courses may be taken in any sequence, but recommended preparation should be met. Students majoring in this area must meet each semester with Numerical Control Faculty Advisor R. D. Smetzer.

MAJOR REQUIRED COURSES		UNITS
Ind Tek 105	Industrial Print Reading	3
Ind Tek 130	Technology of Metal Machining Processes I	3
Ind Tek 140	Fundamentals of CNC Technology	3
Math 146	Technical Mathematics II	3
(The above may provide entry level employment opportunities.)		
Ind Tek 230	Technology of Metal Machining Processes II	3
Ind Tek 244	CNC Programming and Machine Operation - Lathe	3
Ind Tek 346	CAM Programming using Surf CAM	3
Ind Tek 248	CNC Programming and Machine Operation - Mill	3
Ind Tek 330	Technology of Metal Machining Processes III	3

¹Math 115 may be substituted for Math 146.

Certificate of Achievement

The Certificate Program is designed for students wishing to complete only the technical requirements of the Numerical Control Programming Associate Degree program, secure employment and possibly complete the Numerical Control Programming Associate Degree while employed and attending Pierce College part time. It is also designed to enable mechanical drafting, tool design, machine shop, and other majors to secure certification in Numerical Programming as a second area of expertise. The notes applying to the Associate Degree apply also to the certificate program. Courses may be taken in any sequence as long as the prerequisites and recommended preparation coursework are met. However, the first five courses listed provide a possible entry-level employment package. Students working on this certificate program must meet each semester with R. D. Smetzer, NC Faculty Advisor.

MAJOR REQUIRED COURSES		UNITS
IndTek 105	Industrial Print Reading	3
Ind Tek 130	Technology of Metal Machining Processes I	3
Ind Tek 140	Fundamentals of CNC Technology	3
Ind Tek 230	Technology of Metal Machining Processes II	3
Ind Tek 346	CAM Programming using Surf CAM	3
Ind Tek 244	CNC Programming and Machine Operation - Lathe	3
Ind Tek 248	CNC Programming and Machine Operation - Mill	3
Ind Tek 330	Technology of Metal Machining Processes III	3
	Industrial Technology Course	3
¹ Math 146	Technical Mathematics II	3

¹Math 115 may be substituted for Math 146.

Certificate in Machine Shop Technology

Department skill certificates will not appear on the students' official transcripts.

For students who wish to complete technical coursework in the Machine Shop program and prepare for employment as a conventional machine tool operator. Courses may be completed in any order, but recommended preparation should be met.

MAJOR REQUIRED COURSES		UNITS
IndTek 105	Industrial Print Reading	3
Ind Tek 130	Technology of Metal Machining Processes I	3
Ind Tek 230	Technology of Metal Machining Processes II	3
Ind Tek 330	Technology of Metal Machining Processes III	3
Plus 3 additional units from:		
Ind Tek 332	Projects Laboratory in Metal Machining Processes I	3
Ind Tek 140	Fundamentals of CNC Technology	3
¹ Math 146	Technical Mathematics II	3

¹Math 115 may be substituted for Math 146.

Certificate in CNC Operator

Department skill certificates will not appear on the students' official transcripts.

For students who wish to complete technical coursework in the Machine Shop/CNC program and prepare for employment as a CNC machine tool operator. Courses may be completed in any order, but recommended preparation should be met.

MAJOR REQUIRED COURSES		UNITS
IndTek 105	Industrial Print Reading	3
Ind Tek 130	Technology of Metal Machining Processes I	3
Ind Tek 140	Fundamentals of CNC Technology	3
Ind Tek 230	Technology of Metal Machining Processes II	3
Plus 3 additional units from:		
Ind Tek 244	CNC Programming and Machine Operation - Lathe	3
Ind Tek 248	CNC Programming and Machine Operation - Mill	3

Certificate in CNC Programming

Department skill certificates will not appear on the students' official transcripts.

For students who wish to complete technical coursework in Numerical Control and prepare for entry-level employment as a CNC machine tool programmer. Courses may be completed in any order, but recommended preparation should be met.

MAJOR REQUIRED COURSES		UNITS
Ind Tek 244	CNC Programming and Machine Operation - Lathe	3
Ind Tek 248	CNC Programming and Machine Operation - Mill	3
Ind Tek 346	CAM Programming Using Surf CAM	3
¹ Math 146	Technical Mathematics II	3
Plus 3 additional units from:		
Ind Tek 444	Projects Laboratory - CNC Lathe Programming	3
Ind Tek 448	Projects Laboratory - CNC Mill Programming	3
Ind Tek 931 or 941	Cooperative Work Experience Education	3-4

¹Math 115 may be substituted for Math 146.

Credit By Examination

Students may enter the program at a level appropriate to their previous industrial experience and training. See Credit by Exam policies in this catalog.

Industrial Technology - Welding

Faculty Advisor: R. Smetzer

The Welding program will provide intensive vocational training in all common types of welding. The student has the opportunity to learn oxy-acetylene, shielded metal arc, gas tungsten arc, and gas metal arc welding methods and can earn a Certificate of Achievement.

Certificate in Basic Welding

Department skill certificates will not appear on the students' official transcripts.

The Basic Welding certificate program provides the vocational student with training in the foundational skills of oxy-acetylene and shielded metal arc welding.

MAJOR REQUIRED COURSES		UNITS
Ind Tek 105	Industrial Print Reading	3
Ind Tek 161	Oxy-Acetylene Welding I	3
Ind Tek 162	Oxy-Acetylene Welding II	3
Ind Tek 261	Arc Welding I	3
Ind Tek 262	Arc Welding II	3

Certificate in Advanced Welding

Department skill certificates will not appear on the students' official transcripts.

The Advanced Welding certificate program gives the occupational student training in the skills of gas tungsten arc welding, gas metal arc welding, and flux core arc welding.

MAJOR REQUIRED COURSES		UNITS
¹ Math 146	Technical Mathematics II	3
Ind Tek 361	Inert Gas Arc Welding I	3
Ind Tek 362	Inert Gas Arc Welding II	3
Ind Tek 461	Advanced Arc Welding I	3
Ind Tek 462	Advanced Arc Welding II	3

¹Math 115 may be substituted for Math 146.

Italian

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

The main objective of the Italian program is to enable the students to acquire competence in understanding, speaking, reading and writing the Italian language. The objective of the program is also to develop an understanding and appreciation of the culture, history and literature of Italy.

Students are placed in Italian courses according to their previous study. In general one year of high-school Italian is equivalent to one semester at Pierce. Native speakers are encouraged to enroll in Italian 4, 5, or 6.

All Italian courses are taught primarily in the language. However, the instructor may choose to clarify certain concepts in English when necessary. By the end of the first year, students are able to use the basic structure of the language and the practical vocabulary learned to converse on everyday topics, as well as to read and write at an elementary level.

Italian 3 combines with Italian 8 (conversational Italian) to increase oral proficiency and also continues to raise the students ability to read and write.

In Italian 4, 5, 6, students gradually acquire more ease in expressing themselves orally and in writing. Combining a review of grammar with discussion and analysis of literary texts of increasing difficulty, these courses give students a broad overview of Italy and the Italian people and prepare students to live abroad.

International Education

Students are encouraged to participate in the International Education summer program of study in Florence offered by Pierce College.

Career Opportunities

Italian will enhance careers in international business or trade, fashion, medical research, the gourmet food industry. Italian is especially desirable for students of classic or opera music, art and humanities.

MAJOR REQUIRED COURSES		UNITS
Three courses chosen from the following:		
Italian 1, 2, 3, 4, 5, or 6	Elementary, Intermediate, Advanced Italian	15
Italian 8	Conversational Italian	2
Italian 10	Italian Civilization and Culture	3
	Total	20

RECOMMENDED ELECTIVES:

(These courses can also be applied towards General Education requirements under Associate Degree Requirements, Plan 4) Linguistics 1; English 203, 204; History 50; Anthropology 102; Art 102, 103; Humanities 12, 13.

Also recommended: International Business 1.

Journalism

See also Photojournalism for a different AA degree option.

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

Journalism courses are taken by those planning careers in communications, i.e. reporting, broadcast news and public relations. Because of its emphasis on concise, clear writing, journalism is also one of the most popular majors for pre-law students.

Students will learn how to recognize news, conduct interviews and work on the college print and online publications. Special emphasis is placed on meeting deadlines, accuracy and fairness.

Jobs in the field of journalism almost always require a bachelor's degree, though it does not necessarily have to be in journalism.

MAJOR REQUIRED COURSES		UNITS
Broadcast 1	Fundamentals of Radio and Television Broadcasting	3
Co Sci 551	Introduction to the Internet and the World Wide Web	1
	or	
Lib Sci 102	Internet Research Methods	1
Journal 100	Social Values in Mass Communications	3
¹ Journal 101	Collecting and Writing News	3
Journal 108	Article Writing	3
	or	
Journalism 220	Magazine Editing	3
Journal 202	Advanced Newswriting	3
Journal 218	Practical Editing	3
² Photo 10	Beginning Photography	3
Photo 20	Beginning Photojournalism	4
	or	
Multimedia 801	Multimedia Storytelling	3
MAJOR ELECTIVE COURSES (SELECT 6 UNITS MINIMUM)		UNITS
Art 500	Introduction to Design	3
Co Sci 501	Introduction to Computers & Their Uses	3
Coop Ed	Cooperative Work Experience Education	3
English 101	College Reading and Composition I and/or	3
English 102	College Reading and Composition II	3
Geography 2	Cultural Elements of Geography	3
Journal 106	Mechanics of Expression	3
Journal 217	Publication Laboratory	2
Journal 219	Techniques for Staff Editors	1
Photo 11	Advanced Photography	4
Photo 21	News Photography	4
Poli Sci 1	The Government of The United States	3
Poli Sci 7	Contemporary World Affairs	3
Pub Rel 1	Principles of Public Relations	3
	or	
Mgmt 6	Public Relations	3

See Associate Degree Requirements section.

¹Journal 101 meets the Associate Degree general education requirement of section D-1.

²Photo 10 meets the Associate Degree general education requirement of Section C.

Latin American Studies

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

Faculty Advisor Prof. Richard Mc Millan
Phone 710-2893, Faculty Office 3003

The considerable value of an understanding of Latin America is generally evident today. The Latin American Studies Program offers a broad and flexible interdisciplinary approach designed to provide a comprehensive understanding of Latin America. The curriculum leads to the Associate in Arts degree with a major in Latin American studies that transfers to private and public four-year colleges and universities.

This major can lead to careers in government, foreign service, law, international business, journalism and many other fields after obtaining the Bachelor of Arts and/or Master of Arts degrees.

The following areas of knowledge are central to the Associate's degree in Latin American studies:

- knowledge and understanding of the major historical, cultural, social, political, and economic problems facing the Latin American community;
- knowledge of chief historical factors that gave rise to existing institutions and processes;
- an informed awareness of literature, art, and music in Latin America, including familiarity with the work of several recognized Latin American artists and authors.

In addition, students completing the degree in Latin American studies are expected to acquire;

- reading and speaking ability in Spanish;
- the ability to engage in thoughtful dialogue about Latin America with educated Latin Americans;
- the ability to locate Latin American ideas, historical events, and cultural phenomena in the Latin American context from which they originate; and
- the ability to communicate competently in effective English prose.

REQUIREMENTS FOR ASSOCIATE IN ARTS DEGREE

Satisfaction of the regular transfer and college requirements for the Associate Degree. Contact the Counseling Office for additional information.

1. Demonstrated proficiency in Spanish (successful completion of Spanish 4 or higher, and Spanish 27).
2. A total of 24 hours from designated courses. Of these 24 hours, 9 must be in the area of social sciences (History 5 & 6 and Spanish 10) and 6 in the area of humanities (Spanish 12, 15, 25, or 26) with the remaining 9 in Spanish proficiency courses.
3. In addition, students may elect to take some of the breadth courses offered in the college including Anthropology 102 and Geography 2 or 10.
4. Latin American studies majors are strongly encouraged to include a study abroad semester or summer in their academic program. For further information concerning these programs abroad, contact Dean Paul Whalen in Academic Affairs at 719-6444.

MAJOR REQUIRED COURSES		UNITS
History 5	History of the Americas I	3
History 6	History of the Americas II	3
Spanish 4	Intermediate Spanish II or higher	5
Spanish 10	Latin-American Civilization	3
Spanish 27	Cultural Awareness through Advanced Conversation	3
	or	
Spanish 8	Conversational Spanish	2
Two courses from the following:		6
Spanish 12	Contemporary Mexican Literature	3
Spanish 15	Great Books of Latin American Literature	3
Spanish 16	Mexican Civilization	3
Spanish 25	Spanish American Short Story in Translation	3
Spanish 26	Understanding Latin America through Film	3
Spanish 65	Mexican Literature and Culture	3

RECOMMENDED BREADTH ELECTIVES		UNITS
Anthro 102	Human Ways of Life: Cultural Anthropology	3
Geography 2	Cultural Elements of Geography	3
Geography 22	Introduction to Geography of Latin America	3

Certificate in Latin American Studies

Department skill certificates will not appear on the students' official transcripts.

This certificate offers students a broad background encompassing historical, cultural, linguistic, and geographic aspects of Latin America.

MAJOR REQUIRED COURSES		UNITS
Spanish 4	Intermediate Spanish II	5
Spanish 10	Latin American Civilization	3
Spanish 26	Understanding Latin America Through Film	3
Spanish 15	Great Books of Latin America	3
Plus one of the following:		
Spanish 8	Conversational Spanish	2
Spanish 12	Contemporary Mexican Literature	3
Spanish 25	Spanish American Short Story in Translation	3

Certificate in Mexican Studies

Department skill certificates will not appear on the students' official transcripts.

This certificate provides the student with the basic understanding of contemporary Mexico and its peoples, as well as an understanding of the major historical, cultural, social, political, and economic problems facing the Mexican community.

MAJOR REQUIRED COURSES		UNITS
Spanish 4	Intermediate Spanish II	5
Spanish 12	Contemporary Mexican Literature	3
Spanish 16	Mexican Civilization	3
Spanish 26	Understanding Latin America Through Film	3
Spanish 65	Mexican Literature and Culture	3



Music

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This program is designed for students desiring the Associate in Arts Degree in Music. Students planning to transfer should consult with a counselor regarding the elective provisions. Non-transfer students should use the elective provisions to take related courses.

MAJOR REQUIRED COURSES		UNITS
Music 201	Harmony I	3
Music 211	Musicianship I	2
Music 321	Elementary Piano I	2
	Performance Organization (Music 501, 531, 721, 741, 745)	1
Music 161	Introduction to Electronic Music	3
Music 181	Applied Music I	.5
Music 202	Harmony II	3
Music 212	Musicianship II	2
Music 250	Music Performance Workshop	.5
	Performance Organization (see above)	1
Music 121 or 122	Music History and Literature I or II	3
Music 182	Applied Music II	.5
Music 203	Harmony III	3
Music 213	Musicianship III	2
Music 250	Music Performance Workshop	.5
	Performance Organization (see above)	1
Music 121 or 122	Music History and Literature I or II	3
Music 183	Applied Music III	.5
Music 250	Music Performance Workshop	.5
	Performance Organization (see above)	1

Nursing

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

Pierce College offers an Associate in Arts Degree Nursing Program accredited by the California Board of Registered Nursing and the National League for Nursing Accrediting Commission (see p. 4 for information on accrediting agencies). The graduate is prepared to function as an entry-level nurse. Upon completion of the prescribed curriculum, the graduate is qualified to apply for licensure as a registered nurse in the State of California.

Nursing students receive clinical experience concurrently with classroom instruction. Nursing faculty teach and supervise clinical experiences. Local hospitals and other community health care agencies provide the clinical facilities where students, under supervision, administer direct nursing care to patients. Students must provide their own transportation.

Students must first be admitted into the Nursing Program before they may take nursing courses. Details are available in the Counseling Office (818-719-6440) and the Nursing Department (818-719-6477).

The following programs are also available for qualified individuals seeking career mobility: LVN-to-RN, LVN 30 Unit Option, Transfer and Challenge options, and Foreign Nurse Graduate placement. These programs provide a certificate of completion or an Associate in Arts degree with a major in Nursing. See the Department of Nursing for detailed information.

Portions of completed coursework from this program may be applied toward the attainment of a bachelor's degree in nursing. See a counselor for advice and information on transfer and G.E. certification.

Students must complete all of the following general education prerequisites prior to entering the program:

REQUIREMENTS FOR ADMISSION

Students must complete all general education prerequisites with a grade of "C" or better prior to applying to the program. Also, students must be in good academic standing and not be on academic or progress probation. Eligibility to be considered for the lottery is based upon state guidelines designed to increase the probability of student success. These guidelines reflect: overall college grade point average (GPA) of 2.5 for prerequisites, an overall GPA of 2.5 for Human Anatomy, Physiology and Microbiology, and no more than one repetition of any of these courses.

GENERAL EDUCATION

MAJOR REQUIRED COURSES		UNITS
Psych 1	General Psychology	3
	or	
Psych 6	Human Behavior	3
Anatomy 1	Intro to Human Anatomy	4
	and	
Physiol 1	Intro to Human Physiol	4
	or	
Physiol 8 & 9	Integrated Human Anatomy and Physiol	8
Micro 1	Intro to Microbiology	5
	or	
Micro 20	General Microbiology	4
English 101	College Reading and Composition	3
Soc 1	Intro to Sociology	3
	or	
Soc 2	American Social Problems	3
	or	
Anthro 102	Human Ways of Life: Cultural Anthropology	3
Speech 101	Oral Communication I	3
Psych 41	Life Span Psychology	3
	Math Competency (see Associate Degree requirements)	

Biology 44 and Chemistry 51 or Physiology 1 and 8 are the prerequisites for Microbiology 1 or 20 at LAPC. Courses meeting the general education requirements above may be taken at LAPC or at other institutions. To receive credit, course equivalency must be approved through the LAPC Counseling Department.

APPLICATION PROCEDURE

Upon completion of prerequisite coursework application forms may be obtained at the Department of Nursing office. Applications are accepted once per year from January 15 to March 15.

SELECTION PROCEDURE

Eligible applicants are selected for the program by random lottery and will be notified by mail. Eligibility for random lottery selection is based upon state guidelines designed to increase the probability of student success. These guidelines reflect GPA in overall college courses, all English courses, Anatomy, Physiology and Microbiology. Repetition of Anatomy, Physiology, and Microbiology courses will also be taken into consideration.

MAJOR REQUIRED COURSES		UNITS
Nursing 400	Adult Health Care I	4
Nursing 402	Pharmacology	1
Nursing 407	Geriatric Health Care	3
Nursing 408	Psychosocial Aspects of Health Care	1
Nursing 403	Adult Health Care II	5
Nursing 405	Psychiatric Health Care	4
Nursing 404	Maternal and Newborn Health Care	4
Nursing 406	Adult Health Care III	5
Nursing 414	Adult Health Care IV	5
Nursing 415	Pediatric Health Care	4
Nursing 441	History, Trends and Issues of Nursing	1

Courses in government, humanities (3 units each) and physical education (1 unit), must be completed prior to graduation. Refer to Associate Degree Requirements in this Catalog. Health Education is not required for Nursing Students.

The faculty strongly encourages the completion of a Certified Nursing Assistant (CNA) program to enhance learning experiences.

For further information concerning course planning contact the Counseling Department at (818) 719-6440 or the Nursing Department at (818) 719-6477.

NURSING DEPARTMENT POLICIES

All nursing and required general education courses must be completed with a grade of "C" or better. The Nursing curriculum for the Associate Degree follows Associate Degree Requirements, Plan 3.

Specific program policies governing grading, withdrawal, readmission, probation and dismissal are available in the Nursing Student Handbook and from the Department of Nursing.

The California Board of Registered Nursing may deny a license regulated by the Business and Professional Code, Section 480, on such grounds as: being convicted of a crime, acts of dishonesty; fraud or deceit, etc. Applicants who have questions regarding limitations related to licensure should contact the California Board of Registered Nursing (www.rn.ca.gov).

Photojournalism

Also see *Journalism for a different AA degree option.*

Associate in Arts Degree (An option under Journalism)

Associate Degree programs **DO NOT** necessarily constitute the first two years of a program leading to a bachelor's degree.

The photo program at Pierce has switched to digital cameras and processing. Darkrooms with chemicals for developing film and printing pictures are no longer used. We now have a state-of-the-art digital photo lab where students can use Mac computers for image processing and printing, as is currently done in the industry.

MAJOR REQUIRED COURSES		UNITS
Broadcast 1	Fundamentals of Radio and Television Broadcasting	3
Journal 100	Social Values in Mass Communications	3
² Journal 101	Collecting and Writing News	3
Journal 202	Advanced Newswriting	3
¹ Photo 10	Beginning Photography	3
Photo 11	Advanced Photography	4
Photo 20	Beginning Photojournalism	4
Photo 21	News Photography	4
Photo 49	Advanced Photographic Digital Imaging	6
	or	
Multimedia 801	Multimedia Storytelling	3
MAJOR ELECTIVE COURSES (SELECT 9 UNITS MINIMUM)		UNITS
Art 500	Introduction to Design	3
Art 502	Beginning Two-Dimensional Design	3
Cinema 3	History of Motion Pictures and Television	3
Cinema 104	History of Documentary Films	3
Cinema 107	Understanding Motion Pictures	3
Co Sci 501	Introduction to Computers and Their Uses	3
Coop Ed	Cooperative Work Experience Education	3
English 101	College Reading and Composition I	3
Journal 217	Publication Laboratory	2
Journal 218	Practical Editing	3
Journal 220	Magazine Editing	3
Photo 16	Commercial Photography	3
Pub Rel 1	Principles of Public Relations	3
	or	
Mgmt 6	Public Relations	3

See Associate Degree requirement section.

¹Photo 10 meets the graduation General Education Requirements, of Plan 3, Section C.

²Journal 101 meets the graduation General Education Requirements, of Plan 3, Section D1.

Certificate in Photojournalism

Department skill certificates will not appear on the students' official transcripts.

Completion of this certificate provides a student with the basics of photography and photojournalism, including shooting and developing black and white film, the functions of the mass media, the fundamentals of gathering news and the history and aesthetics of photography. Students will also be introduced to PhotoShop, the computer program by which film is scanned and prepared for publication, and will have an opportunity to take photos for publication in the school newspaper.

MAJOR REQUIRED COURSES		UNITS
Photo 10	Beginning Photography	3
Photo 20	Beginning Photojournalism	4
Journal 100	Social Values in Mass Communication	3
Journal 101	Collecting and Writing News	3
Plus one of the following courses:		
Photo 11	Advanced Photography	4
Photo 17	Introduction to Color Photography	3
Photo 21	News Photography	4

Pre-Engineering

Associate in Science Degree

Associate Degree programs **DO NOT** necessarily constitute the first two years of a program leading to a bachelor's degree.

A student may receive an Associate in Science degree in pre-engineering by taking at least 36 units from the subjects listed below, completing 18 units in general education as per Associate Degree Requirements, Plan 3 and completing 60 units overall. This degree is designed for the student planning to transfer to a four year college or university as an engineering major.

Just taking any 36 units, however, will not qualify one for admission to upper division Engineering. Students are urged to see a counselor for qualifying courses.

MAJOR REQUIRED COURSES

COURSES WHICH QUALIFY FOR THE 36 UNITS

Chem 101, 102
Co Sci 515, 516, 539
Math 261, 262, 263, 270, 275
Physics 101, 102, 103
Philosophy 9

Students must have at least 1 course from each of the categories above.

Students should see counselor or department chair for preferred courses from above list.

Sign Language

See American Sign Language

Spanish

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree

The main objectives of the program in Spanish are to develop competence in the ability to understand, speak, read, and write Spanish, and to provide through the knowledge of Spanish an understanding and appreciation of the language and culture.

Students are placed in Spanish courses according to their years of previous study. In general, one year of high school Spanish is equated to one semester of Pierce College work. Thus recent high school graduates with one, two, three, or four years of high school Spanish will enroll in Spanish 2, 3, 4, or 5 respectively. Exceptions to this basic placement formula may be made after consultation with the Spanish Faculty. Proficient native speakers should enroll in Spanish 4, 5, or 6.

All courses in Spanish, unless specifically stated, are taught in the foreign language. By the end of the first year, students attain mastery of the basic structure of the language and ability to converse on everyday topics as well as read and write on an elementary level.

In the second year, Spanish 3 and 4, emphasis is put on gradually raising the student's ability to speak, read, and write. Spanish 27, Cultural Awareness Through Advanced Conversation, combines with Spanish 4 to increase oral proficiency and prepares a student to live in a foreign country.

Spanish 5 and 6 stress composition and analysis and appreciation of many short literary selections, short stories, and films.

The courses taught in English, including Latin American Civilization, Understanding Latin America Through Film, Contemporary Mexican Literature, Great Books of Latin America, Mexican Literature and Culture, The Spanish American Short Story, and Mexican Civilization combine a panoramic overview with a close look at a specific country or topic.

Students are encouraged to participate in programs of study abroad during the summer or semester abroad program.

Career Opportunities

Spanish is particularly useful in international business or trade, community or social service, and in foreign service. Majoring in Spanish is excellent preparation for graduate and professional study in law, medicine, government, social welfare, international relations, journalism, or education.

MAJOR REQUIRED COURSES		UNITS
Spanish 4	Intermediate Spanish I or higher and	5
Spanish 10	Latin-American Civilization	3
Spanish 27	Cultural Awareness through Advanced Conversation or	3
Spanish 8	Conversational Spanish	2
Any two of the following courses:		
Spanish 12	Contemporary Mexican Literature	3
Spanish 15	Great Books of Latin America	3
Spanish 16	Mexican Civilization	3
Spanish 25	Spanish American Short Story	3
Spanish 26	Understanding Latin America Through Film	3
Spanish 65	Mexican Literature and Culture	3

MAJOR ELECTIVE COURSES

Anthro 102	Human Ways of Life: Cultural Anthropology	3
Ling 1	Introduction to Language and Linguistics	3
History 5	History of the Americas I	3
History 6	History of the Americas II	3

Certificate in Spanish

Department skill certificates will not appear on the students' official transcripts.

This certificate provides the student with a reading and speaking ability in Spanish; the ability to engage in thoughtful dialogue about Latin America; the ability to locate Latin American ideas, historical events, and cultural phenomena in the Latin American context from which they originate.

MAJOR REQUIRED COURSES		UNITS
Spanish 4	Intermediate Spanish II	5
Spanish 10	Latin American Civilization	3
Spanish 26	Understanding Latin America Through Film	3
Spanish 16	Mexican Civilization or	3
Spanish 65	Mexican Literature and Culture	3
Plus one of the following:		
Spanish 12	Contemporary Mexican Literature	3
Spanish 15	Great Books of Latin American Literature	3
Spanish 25	Spanish American Short Story in Translation	3

Certificate in Hispanic Studies

Department skill certificates will not appear on the students' official transcripts.

This certificate provides the student with a reading and speaking proficiency in Spanish; the ability to engage in thoughtful dialogue about Spain; the ability to locate Spanish ideas, historical events, and cultural phenomena in the Spanish context from which they originate.

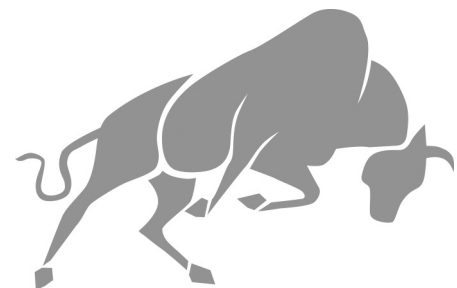
MAJOR REQUIRED COURSES		UNITS
Spanish 5	Advanced Spanish I	5
Spanish 8	Conversational Spanish	2
Spanish 9	Hispanic Civilization	3
Spanish 11	Great Books of Spanish Literature	3
Spanish 48	Introduction to Spanish Translation I	3

Certificate in Spanish Translation

Department skill certificates will not appear on the students' official transcripts.

This certificate program provides the student with an academic grounding in translation theory and practice. The emphasis of this program is on translation into English. Students interested in obtaining further translation credentials are encouraged to discuss their options with the faculty translation advisor.

MAJOR REQUIRED COURSES		UNITS
Spanish 5	Advanced Spanish I	5
Spanish 8	Conversational Spanish	2
Spanish 9	Hispanic Civilization Or	3
Spanish 10	Latin American Civilization and Culture	3
Spanish 48	Introduction to Spanish Translation I	3
Spanish 49	Introduction to Spanish Translation II	3



Speech Communication

Certificate in Communication Studies

Department skill certificates will not appear on the students' official transcripts.

A certificate of achievement in Communication Studies prepares students for greater success in academic and professional settings. Courses from Speech Communication and related disciplines provide students a broader perspective of communication. Communication courses provide greater understanding of, as well as skill development in the area of communication.

MAJOR REQUIRED COURSES		UNITS
Speech 101	Oral Communication I	3
Select a minimum of 9 units from the following:		
Speech 104	Argumentation	3
Speech 121	Interpersonal Communication	3
Speech 122	Communication Across Cultures	3
CAOT 32	Business Communications	3
Broadcast 1	Fundamentals of Radio and Television Broadcasting	3
Multimedia 110	Visual Communication	3

Theater Arts

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

This program is designed to meet the requirements of the Associate in Arts Degree and to provide instruction in theater history, literature, acting, and technical stage work. Public performances of plays are given with opportunities for practical experience. Second semester students may participate in drama productions by enrolling in Theater 232, Play Production or Theater 250, Children's Theater. Students who have taken or are concurrently enrolled in Theater 270, Beginning Acting, may participate in theater productions. Theater majors must also have taken or are concurrently enrolled in Theater 342, Technical Stage Production, or Theater 411, Costuming.

MAJOR REQUIRED COURSES		UNITS
¹ Theater 100	Introduction to the Theater	3
Theater 240	Voice and Articulation for the Theater	3
Theater 270	Beginning Acting	3
² Theater 342	Technical Stage Production	2
	or	
Theater 411	Costuming for the Theater	3
Theater 232	Play Production	2
	or	
Theater 250	Children's Theater Production	2
	or	
Theater 292	Rehearsals and Performances	2
Theater 271	Intermediate Acting	2
² Theater 342	Technical Stage Production	2
	or	
³ Theater 411	Costuming for the Theater	3
	Recommended Electives	3
Theater 110	History of World Theater	3
Theater 232	Play Production	2
	or	
Theater 250	Children's Theater Production	2
	or	
Theater 292	Rehearsals and Performances	2
Theater 230	Acting for the Camera	3
	or	
Theater 273	Advanced Acting	2
Theater 450	Beginning Stage Make-up	2
Theater 125	Dramatic Literature	3
Theater 225	Beginning Direction	3
	or	
Theater 232	Play Production	2
	or	
Theater 250	Children's Theater Production	2
	or	
Theater 292	Rehearsals and Performances	2
Theater 300	Introduction to Stage Craft	3
	Recommended Electives	3

Recommended Electives: Theater 225, 230, 265, 279, 280, 340
¹Meet Associate Degree General Education Requirement - Humanities
²Prerequisite for Theater 232 - Play Production
³Recommended one semester Theater 342 followed by one semester of any costume class

Theater - Costume Option

Associate in Arts Degree

Associate Degree programs DO NOT necessarily constitute the first two years of a program leading to a bachelor's degree.

MAJOR REQUIRED COURSES		UNITS
¹ Theater 100	Introduction to Theater	3
Theater 270	Beginning Acting	3
Theater 300	Introduction to Stage Craft	3
Theater 411	Costuming for the Theater	2
Theater 315	Introduction to Theatrical Scenic Design	3
Theater 411	Costuming for the Theater	2
Theater 450	Beginning Stage Make-up	2
	Recommended Electives	4
Theater 310	Introduction to Theatrical Lighting	3
Theater 411	Costuming for the Theater	2
	Recommended Electives	4
Speech 101	Oral Communication I	3
Theater 342	Technical Stage Production	2
Theater 411	Costuming for the Theater	2
	Recommended Electives	4

Recommended Electives: Theater 110, 125, 320, 340

¹Meets Associate Degree General Education Requirement Humanities.



Theater - Technical Theater Option

Associate in Arts Degree

Associate Degree programs **DO NOT** necessarily constitute the first two years of a program leading to a bachelor's degree.

MAJOR REQUIRED COURSES	UNITS
¹ Theater 100 Introduction to the Theater	3
Theater 270 Beginning Acting	3
Theater 300 Introduction to Stage Craft	3
Theater 342 Technical Stage Production	2
Theater 315 Introduction to Theatrical Scenic Design	3
Theater 342 Technical Stage Production	2
Theater 450 Beginning Stage Make-up	2
Recommended Electives	2
Theater 310 Introduction to Theatrical Lighting	3
Theater 342 Technical Stage Production	2
Speech 101 Oral Communication I	3
Theater 411 Costuming for the Theater	3

Recommended Electives: *Theater 110, 125, 320, 340*

Certificate of Achievement – Technical Theater

Approved by the Board of Trustees of LACCD (pending state approval).

This is a two year program in Technical Theater that provides in-depth course work and hands-on experience and training in several areas of current technical theater production. There is detailed instruction and experience in stage management, computer-aided drafting and design, intelligent lighting systems design and programming, scenery and prop construction, scenic painting, the use of stage equipment and machinery, costume-making and design. This certificate will provide employment opportunities for students at entry level positions in the entertainment industry depending upon the current and projected job market. Such positions include intelligent light programmers, operators and technicians, theater, film and television electricians, costume makers, scenic shop technicians, scenic artists, stage managers and front of house positions for theaters, and various positions in the theater, film, and television vendor supply industry.

Students will be required to show proficiency in computer skills, basic reading, math and writing skills, and display problem solving ability.

MAJOR REQUIRED COURSES	UNITS
TA 300 Introduction to Stagecraft	3
TA 342 Technical Stage Production	2
TA 310 Introduction to Theatrical Lighting	3
TA 315 Introduction to Theatrical Scenic Design	3
TA 320 Computer-aided Drafting and Design for Theater	3
TA 340 Theater Management-On and Off Stage or	2
TA 411 Costuming for Theater or	3
TA 450 Theatrical Stage Makeup	2
Total Units	17

¹Meets Associate Degree General Education Requirement Humanities

Women's Studies

Offered by the History/Humanities Department

Certificate in Women's Studies

Department skill certificates will not appear on the students' official transcripts.

The Women's Studies certificate program is designed to enable students to integrate courses in several disciplines and achieve a broad understanding of the complex roles of women in American society, past, present, and future.

MAJOR REQUIRED COURSES	UNITS
Anthropology 109 Gender, Sex and Culture	3
English 239 Women in Literature	3
History 52 The Role of Women in the History of the U.S.	3
Psychology 32 Psychology of Women	3
Plus 3 units from the following:	
English 252 The English Bible as Literature	3
Health 8 Women's Personal Health	3
Political Sci 19 Women in Politics	3
Psychology 16 Intimacy, Marriage, and Family Relationships	3
Psychology 52 Psychological Aspects of Human Sexuality	3

Cooperative Work Experience Education

(CWEE) combines on-the-job experience with regular classroom instruction. It is designed to expand skills and knowledge and to improve self understanding by integrating classroom study with planned supervised work experience. CWEE is based on the principle that well educated individuals develop most effectively by incorporating related education and work experience. These structured experiences in business, industry; government and human services bring an enrichment to college studies which enhances the student's total development. It is called CWEE because the educational objectives are carefully planned and coordinated with the student's employer to provide realistic employment experience. The objectives are:

1. To provide opportunity for the student to secure employment on a part-time or full-time basis.
2. To gain realistic work experience that is meaningfully related to the student's college study program.
3. To provide the student opportunity to acquire knowledge, skills, and attitudes essential for successful employment.

Benefits of Cooperative Work Experience Education

The student:

1. Has the opportunity to learn or improve employment skills under actual working conditions.
2. Gains perspective on career goals through application of classroom theory to "real life experience."
3. Builds self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.
4. Has opportunities to test personal abilities in work environments.
5. Has a more realistic approach to the job market.
6. Will gain a better understanding of human relations.
7. Will learn to apply Management By Objectives (MBO).
8. May refer to work experience education on future job applications.
9. Benefits financially while learning.
10. Can begin a career earlier.

Cooperative Work Experience Education Credit Guide

CALIFORNIA STATE UNIVERSITY: APPROVED Cooperative Work Experience Education SUBJECT AREAS

Los Angeles Community College District policy provides that a maximum of eight (8) semester units in Cooperative Work Experience Education courses completed in the subject areas listed below may be applied toward the California State University 56 unit admission requirement.

Accounting	Industrial Arts
Administration of Justice	Jewish Studies
Afro-American Studies	Journalism
Agriculture	Law
Air Conditioning Technology	Linguistics
Aircraft Electronics Technology	Management
Animal Husbandry	Mathematics
Anthropology	Mechanical Drafting
Architecture	Medical Record Science
Art	Merchandise Display (Visual Merchandising and Display)
Astronomy	Merchandising (Marketing)
Aviation Maintenance Technician	Meteorology
Biology	Microbiology
Botany	Mineralogy
Broadcasting	Music
Business	Natural Resources Management
Business Data Processing	Nursing
Chemistry	Oceanography
Chicano Studies	Philosophy
Child Development	Photography
Cinema	Photography, Commercial (Photography-T)
Commercial Art	Physical Education
Computer Applications and Office Technologies (CAOT)	Physics
Computer Maintenance Technician	Physiology
Computer Science - Information Technology	Political Science
Computer Technology	Psychology
Drafting	Public Service
Economics	Real Estate
Education	Recreation
Electronics	Respiratory Therapy
Electronics Technician	Restaurant Management
Electronics Technology	Sign Graphics
Engineering	Social Science
English	Sociology
Environmental Science	Speech Communication
Family and Consumer Studies	Statistics
Fire Science	Technical Illustration
Foreign Languages	Television
Geography	Theater
Geology	Transportation
Health	Urban Planning
History	Water Systems
Humanities	Technology
	Zoology

Transfer Information

The Transfer Center

The Pierce College Transfer Center has resources and services to make the transition from Pierce to a four-year college/university easier. Representatives from many public and private universities, including UCLA, CSUN, CSU Los Angeles and UC Santa Barbara meet regularly with prospective students to advise them regarding admissions, program planning, and other support services.

For additional information on these and other transfer-related activities, visit the Transfer Center in the Administration Building, room 1006. You can also contact the Transfer Center Director, Elizabeth Atondo, at 818-710-2516 or eatondo@piercecollege.edu

Transfer Information Websites:

As a student, the internet is one of your most important resources for transfer information. We have workstations available to use in our center if you don't have internet access at home. So, please stop by and let us help.

You can use the Pierce College Transfer website as a portal to transfer information for the UC's, CSU's, privates and out-of-state colleges and universities:

Pierce College Transfer Website:

www.piercecollege.edu

University of California Transfer Information:

www.uctransfer.org

California State University Transfer Information:

CSU Mentor: www.csumentor.edu

California Private and Independent Transfer Information:

AICCU: www.aiccupmentor.org

Which courses transfer?

California Public Institutions: UC and CSU

ASSIST: As a prospective transfer student, it is important to make sure that the community college courses you take are acceptable to the university for transfer credit. ASSIST is California's official statewide repository of transfer information for the California State University and University of California systems.

www.assist.org

Pierce College and University of California Transfer Partnerships

Pierce has Transfer Admission Guarantees with many UC campuses. Complete details can be found @ www.uctransfer.org

Pierce College and California State University Transfer Partnerships

Pierce has a transfer agreement with CSU Northridge. Please visit the transfer website @ www.piercecollege.edu for details.

Pierce College and California Private Institution Transfer Partnerships

Through the Pierce Honor's Program, we have transfer agreements with some private universities. The requirements for the Honor's program at Pierce, as well as additional information, can be found on the Pierce College Transfer website or at the Honor's Office.

Develop an Educational Plan

The most important action you can take to ensure success is to meet early with a Pierce counselor and develop an educational plan. This plan will include courses you need to meet transfer requirements. Using and updating an educational plan throughout your attendance at Pierce will ensure the most direct path to transfer and earning a baccalaureate degree.

The Counseling Center

Prospective transfer students are encouraged to meet with a counselor in order to develop and refine educational plans and career goals. Each counselor is well-equipped to assist students in planning transfer-related coursework.

In addition to serving students in the Counseling Center, the counseling staff offers a number of Personal Development 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 the Personal Development section of Course Descriptions in this catalogue for additional information.

The Counseling Center is located in room in the Administration 1000.

General Education Agreements

The California State University and the University of California systems have developed systemwide general education agreements which enable community college transfer students to complete lower division courses that satisfy general education requirements at many CSU's and UC's.

Pierce College Intersegmental General Education Transfer Curriculum (IGETC) 2008-2009

Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website at www.assist.org. For additional information and requirements for transferring to a UC or CSU campus visit the CSUMentor website @ www.csumentor.edu and the UC transfer website at www.uctransfer.org. A more expanded version of this information, along with information on grade requirement, international coursework, and the application of AP exams to the IGETC Plan can be found on the Pierce transfer website at www.piercecollege.edu and by coming in to talk to a Pierce academic counselor.

AREA 1- ENGLISH COMMUNICATIONS:

(CSU - 3 courses required, one from each group below. UC- 2 courses required, 1 each from Group A & B.)

1- A: English Composition, 1 course, 3 semester units or 4-5 quarter units. English 101

1- B: Critical Thinking - English Composition, English Composition, 1 course, 3 semester units or 4-5 quarter units. English 102, 103; Philosophy 5; (English 101, with a grade of "C" or better, must be completed prior to English 102, 103; Philosophy 5)

1- C: Oral Communication (CSU requirement only) 1 course, 3 semester units or 4-5 quarter units. Speech 101, 104, 121.

AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING:

(1 course, 3 semester units or 4-5 quarter units)

Math 227, 235, 238, 245, 260, 261, 262, 291; Statistics 1, 7

AREA 3 - ARTS and HUMANITIES:

(3 courses required, at least 1 from each group below. 9 semester units or 12-15 quarter units)

3 - A: ARTS: Art 101, 102, 103, 105, 109, 111, 137, 138, 139, 500, 501, 502; Cinema 3, 104, 107; Dance 802, 803, 804; Music 111, 112, 121, 122; Theater 100, 110.

3 - B: HUMANITIES: Anthropology 104 (same as Linguistics 1), 121; ASL 3, 4; English 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213 (same as Theater 125), 214, 215, 216, 219, 239, 240, 250, 251, 252, 270; French 3, 4, 5, 6; History 1, 2, 7, 43, 44, 86, 87; Humanities 3, 6, 30, 31, 60; Italian 3, 4, 5, 6; Japanese 3; Linguistics 1 (same as Anthropology 104); Philosophy 1, 2, 12, 14, 15, 19, 20, 30, 33, 35, 40, 41, 42; Spanish 3, 4, 5, 6, 9, 12, 15, 25, 26, 65; Theater 125 (same as English 213).

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES:

(3 courses from at least 2 disciplines 9 semester units or 12-15 quarter units)

Adm Jus 1, 2, 4, 67; Anthropology 102, 105, 106, 109, 132; Chicano 2, 80; Child Development 1 (Same As Psychology 11); Economics 1, 2, 10 (same as History 15), 30, 60; Environmental Science 17 (same as Geography 14); Geography 2, 7, 14 (same as Environmental Science 17), 21, 22; History 3, 4, 5, 6, 8, 11, 12, 13, 14, 15 (same as Economics 10), 20, 21, 29, 39, 41, 42, 43, 44, 52, 76, 86, 87; Journalism 100; Law 3; Political Science 1, 2, 7, 14, 19, 37 (same as Soc 37), 42, 43; Psychology 1, 6, 11 (same as Child Development 1), 12, 13, 14, 32, 41, 52, 66; Sociology 1, 2, 3, 4, 8, 11, 13, 15, 21, 28, 29, 37 (same as Pol Sci 37); Spanish 10, 16; Speech 121, 122.

AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES:

(2 courses, 1 from each group, at least 1 must include a laboratory. Lab courses are **bold italic**. 7-9 semester units Or 9-12 quarter units. The lab selected must correspond to the lecture course used.)

5 - A: PHYSICAL SCIENCES: Astronomy 1, **2, 3**; Chemistry **60, 101, 102, 211, 212, 221**; Environmental Science 1, 7; Geography 1, 3 (same as Meteorology 3), **15**; Geology 1, 2, **6, 7, 10, 22ABCD** (22ABCD must all be taken to receive certification credit); Meteorology 3 (same as Geography 3); Oceanography 1, **10**; Physical Science **4**; Physics **6, 7, 11, 12, 66, 67, 101, 102, 103**.

5 - B: BIOLOGICAL SCIENCES: Anatomy **1**; Anthropology 101, **111**; Biology **3, 6, 7, 10**, 11ABC, 46, 121, **122**, 123; Environmental Science 2; Microbiology **1, 20**; Physiology **1, 8, 9**; Psychology 2, **73**.

AREA 6 - LANGUAGE OTHER THAN ENGLISH - UC Requirement Only

ASL 2, French 2, Italian 2, Japanese 2; Spanish 2. If language level 3 or higher is used to satisfy this requirement, it may not be used in AREA 3 - B.

High school: 2 years of the same foreign language with "C" or better GPA.

Other: See complete information @

www.piercecollege.edu/students/transfer. Click on IGETC.

AREA 7 - CSU GRADUATION REQUIREMENT IN U. S. HISTORY, CONSTITUTION and AMERICAN IDEALS

Not part of IGETC, but may be completed prior to transfer. 2 courses, 1 from each group, 6 semester units or 12 quarter units. Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

U.S. HISTORY REQUIREMENT

History 11, 12, 13, 14, 41, 42, 43, 44, 52.

FEDERAL STATE & LOCAL GOV'T REQUIREMENT

Political Science 1, 19.

Pierce College CSU General Education Certified Plan 2008-2009

Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org. For additional information and requirements for transferring to a CSU campus visit the CSUMentor website @ www.csumentor.edu. A more expanded version of this information, along with information on grade requirement, international coursework, and the application of AP exams to the CSU GE Plan can be found on the Pierce Transfer website at www.piercecollege.edu and by coming in to talk to a Pierce academic counselor.

AREA A - COMMUNICATION in the ENGLISH LANGUAGE and CRITICAL THINKING

(9 semester or 12-15 quarter units. One course from each group.)

A-1: ORAL COMMUNICATION

Speech 101, 104, 121

A-2: WRITTEN COMMUNICATION

English 101

A-3: CRITICAL THINKING

Philosophy 5, 6, 7, 9; English 102, 103; Speech 104; Psychology 66.

AREA B - PHYSICAL UNIVERSE and ITS LIFE FORMS

(9 semester or 12-15 quarter units. At least one course each from Physical Universe, Life Science, and Mathematics/ Quantitative Reasoning. At least one of the science courses must contain a laboratory component that corresponds to the lecture course used. See Area B-3 below.)

B-1: PHYSICAL SCIENCE: Astronomy 1, 3; Chemistry 51, 60, 101, 102, 211, 212, 221; Environmental Science 1, 7; Geography 1, 3 (same as Meteorology 3); Geology 1, 2, 4, 10, 22ABCD (22ABCD must all be taken to receive certification credit); Meteorology 3 (same as Geography 3); Oceanography 1; Physical Science 4; Physics 6, 7, 11, 12, 66, 67, 101, 102, 103; Plant Science 103.

B-2: LIFE SCIENCE: Anatomy 1; Animal Science 511; Anthropology 101; Biology 3, 6, 7, 10, 11ABC, 12ABC, 18ABC, 39, 40, 46, 121, 123; Environmental Science 2; Microbiology 1, 20; Physiology 1, 8, 9; Plant Science 901, 940, 950; Psychology 2.

B-3: LABORATORY ACTIVITY: Anatomy 1; Animal Science 512; Anthropology 111; Astronomy 2, 3; Biology 3, 6, 7, 10, 11ABC, 12ABC, 18ABC, 40, 122, 123; Chemistry 51, 60, 101, 102, 211, 212, 221; Geography 15; Geology 4, 6, 7, 22ABCD (22ABCD must all be taken to receive certification credit); Microbiology 1, 20; Oceanography 10; Physical Science 4; Physics 6, 7, 66, 67, 101, 102, 103; Psychology 1, 8, 9. Psychology 73.

B-4: MATHEMATICS/QUANTITATIVE REASONING: Math 215, 227, 235, 238, 240, 245, 260, 261, 262, 291; Statistics 1, 7.

AREA C - ARTS, LITERATURE, PHILOSOPHY and FOREIGN LANGUAGE

(9 semester or 12-15 quarter units. At least one course from C1 and one course from C2.)

C-1 ARTS (Art, Dance, Music, Theater): Art 101-103, 105, 109, 111, 137-139, 201, 300, 500, 501, 502, 708AB; Cinema 3, 104, 107; Dance 801, 802, 803, 804, 812, 814, 818; English 213 (same as Theater 125); Humanities 6, 11-14, 30, 31, 60, 61, 89; Music 111, 112, 121, 122, 226, 251, 299, 321-324, 341, 411-414, 501, 561, 571, 601, 611, 621, 651, 705, 721, 741, 755; Photography 9-11; Theater 100, 110, 125 (same as English 213), 270, 271, 273.

C-2 HUMANITIES (Literature, Philosophy, Foreign Language):

Anthropology 104 (same as Linguistics 1), 121; ASL 1, 2, 3, 4; English 102, 127, 203-209, 210, 211-216, 219, 239, 240, 250-252, 270; French 1-6; History 1, 2, 7, 43, 44, 86, 87; Humanities 2, 3, 6, 30, 31, 60, 61; Italian 1-6; Japanese 1-4, 8; Linguistics 1 (same as Anthropology 104);

Philosophy 1, 2, 12, 14, 15, 19, 20, 29, 30, 33, 35, 40, 41, 42; Spanish 1-6, 9, 11, 12, 15, 21, 22, 25, 26, 27, 65; Theater 125 (same as English 213).

AREA D - SOCIAL, POLITICAL & ECONOMIC INSTITUTIONS & BEHAVIOR, HISTORICAL BACKGROUND

(9 semester or 12-15 quarter units, with courses taken in at least two categories.)

CSU AMERICAN HISTORY AND INSTITUTIONS GRADUATION REQUIREMENT

(1 course from each group. 6 semester units or 9-12 quarter units.) By taking 1 course from each group, you have met the CSU Graduation Requirement and you may count the courses toward satisfying Area D.

History 11, 12, 13, 14, 41, 42, 43, 44, 52.

Political Science 1, 19.

D-1 Anthropology & Archeology: Anthropology 102, 105, 106, 109, 132, 141.

D-2 Economics: Economics 1, 2, 10 (same as History 15), 16, 30, 60.

D-3 Ethnic Studies: Chicano 2, 80; History 43, 44; Spanish 10, 26.

D-4 Gender Studies: Anthropology 109; History 52; Psychology 32.

D-5 Geography: Environmental Science 17; Geog 2, 7, 14 (same as Environmental Science. 17), 21, 22, 31.

D-6 History: EEconomics 10 (s/a History 15); History 3-6, 8, 11, 12, 13, 14, 15, 20, 21, 27, 29, 39, 40, 41, 42, 43, 44, 52, 76, 86, 87; Spanish 10, 16.

D-7 Interdisciplinary Social/Behavioral Science: Journalism 100; Speech 121, 122.

D-8 Political Science, Government and Legal Institutions: Adm Jus 1, 2, 4; Chicano 80; Law 3; Political Science 1, 2, 7, 14, 19, 37 (same as Soc 37), 42, 43.

D-9 Psychology: Child Development 1 (same as Psychology 11); Psychology 1, 3, 6, 11 (same as Child Development 1), 12, 13, 14, 16, 17, 32, 40, 41, 52, 66.

D-0 Sociology: Adm Jus 67; Sociology 1-4, 8, 11, 13, 15, 17, 21, 28, 29, 37 (same as Pol Sci 37).

AREA E - LIFELONG UNDERSTANDING and SELF-DEVELOPMENT

(3 semester or 4-5 quarter units. A maximum of 1 unit of Physical Education /Dance Activity Coursework may be counted toward the unit requirement.)

Dance Studies 801; Dance Techniques/Dance Specialties 101, 290, 401, 410, 431, 434, 437, 440, 441, 446, 710; activity courses maximum 1 unit; Environmental Science 1; Health 8, 9, 11; Personal Development 20, 40; Philosophy 19; Physical Education 90, 91, 100-700 activity courses (maximum of 1 unit); Psychology 3, 32, 36, 40, 41, 52, 60; Sociology 28.

Courses Offered on a Pass/No Pass Basis

(Formerly Credit/ No Credit)

The college offers courses which students may elect to take on a credit/no credit basis.

1. Students have the option of selecting Pass/No Pass only for those courses listed below.
2. Selection of courses to be taken on a Pass/No Pass basis must be made during the time indicated in the schedule of classes for the semester in which the course is taken. Late requests will not be accepted. Pass/No Pass pass grading petitions for short-term classes will be accepted during the first two weeks of the class.

3. Only one course per semester may be selected to be graded on a Pass/No Pass basis, (this does not include those courses in which all students are evaluated on a credit/no credit basis).
4. A Pass grade is granted for performance which is equivalent to the letter grade of "C" or better.
5. Once a course has been selected to be graded on a Pass/No Pass basis, a student cannot receive a letter grade for the course. The decision to take a course on this basis is irrevocable.
6. The general practice at most four-year colleges is not to accept Pass/No Pass grades for courses required in the major or preparation for the major. A student planning to transfer to UCLA is required to have at least 42 units in regular letter grades.
7. Students taking the Pass/No Pass option are held to the same academic standards as students receiving letter grades.

Accounting - 1, 2, 15, 17
 American Sign Language - all courses
 Anatomy - no courses
 Animal Science - all courses
 Anthropology - 104, 105, 106, 109, 111, 113, 119, 121, 132, 141, 150*
 Architecture - 5
 Art - 101, 102, 103, 105, 111, 137, 138, 139, 200, 201, 300, 301, 500, 501, 519, 604, 700, 708A, 708B
 Astronomy - 1, 2, 3
 Automotive Service Technology - 1, 20, 21, 25
 Biology - 3, 10, 11*, 12*, 18*
 Business - 1, 5
 Child Development - no courses
 Cinema - 3, 18
 Computer Applications and Office Technologies - all Courses
 Computer Science - 501, 508, 514, 530, 533, 534, 535, 537, 547, 548, 550, 553, 554, 555, 572, 575, 578, 581, 587, 588
 Dance - all courses
 Dance Specialities- all courses
 Dance Studies- all courses
 Dance Techniques - all courses
 Economics - all courses
 Education - 1
 Electronics - 2
 English - 20, 23, 33, 127, 203, 204, 205, 206, 207, 208, 209, 211, 212, 213, 214, 215, 216, 239, 240, 250, 251, 252, 270
 Environmental Science - 9, 31
 Equine Science - all courses
 Escrow - no courses
 Finance - 1, 2, 8

French - all courses
 Geography - 3, 5, 12, 14, 20A, B, C, D, E, F, 21, 22, 31, 32, 33, 34, 35, 36, 37
 Geology - 22A*, B*, C*, and D*
 GIS - all courses
 History - all courses
 Humanities - 6, 61
 Industrial Technology
 Drafting - 110, 115, 210, 215
 Machine Shop/CNC - 130, 140, 444, 448
 Welding - 161, 261, 361, 461
 Italian - all courses
 Japanese - all courses
 Journalism - no courses
 Law - all courses
 Learning Foundations - no courses
 Linguistics - 1
 Management - 2, 6, 13, 31, 33
 Marketing - 1, 11, 21, 31
 Meteorology - 3
 Microbiology - no courses
 Music - 101, 111, 112, 152, 321, 411, 601, 611, 621, 650
 Oceanography - 12, 14
 Personal Development - 40
 Philosophy - all courses
 Physical Education - 91, 440
 Physical Science - 1
 Physics - 12
 Physiology - no courses
 Plant Science - all courses
 Political Science - all courses
 Psychology - all courses
 Public Relations - 1

Real Estate - 1, 3, 5, 7, 9
 Recreation - all courses
 Sociology - all courses
 Spanish - all courses
 Special Education - no courses
 Speech Communication - 111, 113
 Statistics - 1, 7
 Supervision - 1, 2, 6, 11
 Theater Arts - all courses

Note: The following courses are graded as Pass/No Pass only. The student does not have the option of receiving a letter grade:

American Sign Language - 101, 185, 285, 385
 Anthropology - 145, 150A, B, and C
 Biology - 11A, B, and C; 12A, B, C; 18A, B
 Business - 10
 CAOT - 64, 75, 75A
 French - 8, 185, 285, 385
 Geology - 22A, B, C and D
 Italian - 8, 185, 285, 385
 Japanese - 8, 185, 285, 385
 Learning Skills - all courses (except 185)
 Nursing 442, 450, 463, 185, 285, 385
 Personal Development - 1, 4, 8, and 15
 Spanish - 8, 185, 285, 385

* All students are graded on Pass/No Pass basis only. A petition is not needed.

Major Codes

The major is used for advisement and statistical purposes.

Major Codes – 2-Year Associate Degree Programs

Major Code	Title
050200	Accounting
210440	Addiction Studies
210500	Administration of Justice
011200	Agriculture - Business
010100	Agriculture - General
085010	American Sign Language/Interpreting Program
095700	Architecture - Construction Technology*
020100	Architecture Technology
100200	Art
094800	Automotive Service Technology
050500	Business Administration
100230	Ceramic Design
130500	Child Development - A
070810	Computer and Network Technology
051401	Computer Applications & Office Technologies: Gen Ad
095340	Drafting - Mechanical
100210	Drawing
093400	Electronics
010920	Floral Design and Management
110200	French
103000	Graphic Design
010900	Greenhouse and Nursery Industry
126000	Health Science*
010240	Horse Science
110400	Italian
060200	Journalism
010910	Landscape Installation and Maintenance Industry
010911	Landscape Planning and Design
010913	Landscape Technician - Advanced
220300	Latin American Studies
051410	Legal Office Procedures
490100	Liberal Arts and Science, General
050630	Management and Supervision
050900	Marketing
100910	Metal Jewelry Design*
100400	Music
011500	Natural Resources Management
095630	Numerical Control Programming
123010	Nursing - R.N.
051400	Office Admin-General Administration
100211	Painting
060200	Photojournalism
220700	Political Science
090100	Pre-Engineering
010210	Pre-Veterinary Medicine
100201	Printmaking*
070710	Programming for Business
070710	Programming for Computer Science
051100	Real Estate*
100220	Sculpture
110500	Spanish
100700	Theater
100601	Theater - Costume
100600	Theater - Technical
010211	Veterinary Technology

*Program not currently offered.

Major Codes – Certificates of Achievement

Major Code	Title
050200	Accounting
210440	Addiction Studies
051400	Administrative Professional
010100	Agriculture - General
095700	Architecture - Construction Technology*
020100	Architecture Technology
094800	Automotive Service Technology
094800	Automotive Emission Specialist
094801	Automotive Light Service Technician
094803	Automotive Performance Applications
094802	Automotive Powertrain Specialist
051404	Basic Computer Applications
050201	Basic Computerized Accounting
079909	Basic Internet
130500	Child Development - Associate Teacher
051408	Computer Applications & Office Technologies: Gen Ad
070810	Computer and Network Technology
051409	Desktop Publishing
061451	Desktop Publishing
130514	Director, Preschool (Cert B)
095340	Drafting - Mechanical
093401	Electronics - Analog
093402	Electronics - Communication
093403	Electronics - Digital
010920	Floral Design and Management
010900	Gardening - Advanced
010901	Gardening - Professional
103000	Graphic Design
079908	Graphic Design for The Web
010240	Horse Science
094500	Industrial Technology - General
095250	Industrial Technology- Woodworking*
130515	Infant Care Teacher (Cert C)
050801	International Business
050800	International Trade
010912	Landscape Technician - Advanced
051401	Legal Office Skills
095630	Machine Shop Technology
050630	Management and Supervision
050900	Marketing
070810	Microcomputer Service Technology
070200	Microcomputers and Small Business Systems
109900	Multimedia Studies
095631	Numerical Control Programming
051403	Office Admin-Advanced Computer Applications
051401	Office Admin-General Administration
051407	Office Clerical
070102	Personal Computer Service Technology
060201	Photojournalism
130517	Preschool (Cert A)
130540	Preschool Teacher
070710	Programming for Business
070710	Programming for Computer Science
051100	Real Estate*
050650	Retail Management (WAFC)
130516	School Age Programs Teacher, Day Care (Cert D)

The major is used for advisement and statistical purposes.

Major Codes

Major Codes – Certificates of Achievement

Major Code	Title
079907	Web Development and Administration
079906	Web Document Design and Development
070900	Web Site Construction & Maintenance
061430	Website Development, Programming and Scripting
095650	Welding
051403	Word Processing, Basic-WordPerfect

Major Codes – Skills Certificates

Major Code	Title
050203	Accounting: Payroll Accounting
050204	Accounting: Small Business
050202	Accounting: Tax Preparation
095301	Advanced Draftg-Mech.
095651	Advanced Welding
095300	Basic Drafting-Mechanical Program
095650	Basic Welding Program
050101	Business - General
061000	Cinema
095631	CNC Operator
095632	CNC Programming
150601	Communication Studies
050401	Finance
010901	Gardening - Basic
079901	Geographic Information Systems (GIS)
110510	Hispanic Studies Major
220211	Latin American Studies
095630	Machine Shop Technology
050601	Management
050602	Management: Small Business Entrepreneur
050901	Marketing
220212	Mexican Studies
079900	Network Technology
070103	Personal Computer Application Specialist
070104	Personal Computer Database Programming Specialist
060202	Photojournalism
079902	Routing Technology
000300	Undecided
220101	Women's Studies

Major Codes – Transfer Majors

Major Code	Title
990100	Agriculture & Natural Sciences - Transfer
992202	Anthropology - Transfer
990200	Architecture - Transfer
991002	Art - Transfer
990401	Biological Sciences - Transfer
990501	Business - Transfer
993000	Commercial Services - Transfer
990601	Communications - Transfer
990701	Computer & Information Sciences - Transfer
991300	Consumer Education & Home Economics - Transfer
992204	Economics - Transfer
990801	Education - Transfer
990901	Engineering & Related Industrial Tech - Transfer
991501	English - Transfer
991101	Foreign Language - Transfer
992206	Geography - Transfer
991201	Health - Transfer
992205	History - Transfer
991599	Humanities - Transfer
991401	Law - Transfer
994901	Liberal Arts - Transfer
991601	Library Science - Transfer
991701	Mathematics - Transfer
991004	Music - Transfer
991509	Philosophy - Transfer
991901	Physical Sciences - Transfer
992207	Political Science - Transfer
992001	Psychology - Transfer
992100	Public Affairs & Services - Transfer
992200	Social Sciences - Transfer
992208	Sociology - Transfer
991007	Theater - Transfer

How to Read the Course Descriptions

SAMPLE COURSE DESCRIPTION

	Course Number	Course Title	Units	Transferability
Important Course Information	539	Programming in C (3)	3	UC:CSU
Course Description		<p><i>Lecture 2 hours; Laboratory 2 hours.</i> Prerequisite: Computer Science 513 or 515 or 506 or 508; AND Computer Science 507 which may be taken concurrently with Computer Science 539, or CoSci 575.</p> <p>This is a course in the programming language C. It covers data types, operators and expressions, control flow, functions and program structure, pointers and arrays, structures, I/O, and an introduction to procedural C++. Examples illustrate programming techniques, algorithms, and the use of library routines.</p>		

Key To Transfer Credit Codes

- UC** This course is acceptable for credit at all branches of the University of California.
- †**UC** The granting of transfer credit by a UC campus for fieldwork or directed study courses is contingent upon a review of the course outline after transfer. A UC student must submit a petition to initiate this process.

A UC campus will accept a maximum of 3 semester units of directed study or field work in any one semester and a total of 6 units maximum in any and all appropriate subject areas combined.

For further clarification, please consult a counselor.
- CSU** This course is acceptable for credit at all branches of the California State University System.
- NDA** Non-Degree Applicable. Some courses which are offered for college credit, but which cannot be applied toward graduation requirements for the Associate Degree are designated by the code NDA.

Accuracy Statement

The Los Angeles Community College District and Pierce College have made every effort to make this catalog accurate and may, without notice, change general information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the district or college. The district and college also reserve the right to add to, change, or cancel any rules, regulations, policies and procedures as provided by law.



Accounting

1 Introductory Accounting I (5) UC:CSU

Lecture 5 hours.

Introduces the fundamental principles and concepts of accounting as a basis for financial communication in business. This includes the procedures in maintaining records of business transactions and the preparation of financial statements for the sole proprietorship in a service and merchandising firm. Problems in control, deferrals and accruals, inventory, plant assets and accounts receivable, accounts payable and payroll are included.

2 Introductory Accounting II (5) UC:CSU

Lecture 5 hours.

Prerequisite: Accounting 1 with a grade of "C" or better.

Continues the introductory phase of accounting. Topics covered include: Corporations, Partnerships, Income Tax, Bonds, Cash Flow, Statement Analysis, Managerial Accounting, Process Cost Systems, Cost Behavior, Budgeting, Performance Evaluation, Product Pricing, Capital Investment Analysis.

15 Tax Accounting I (3) CSU

Lecture 3 hours.

Prerequisite: Accounting 1 with a grade of "C" or better.

This course covers tax laws, accounting procedures, and preparation of individual Federal income tax returns.

17 Payroll Accounting (2)

Lecture 2 hours.

Prerequisite: Accounting 1 with a grade of "C" or better.

Methods and procedures in accounting for payroll. Preparation of federal and state payroll tax returns. Includes social security benefits and state and federal laws relating to payment of wages and salary.

911-941

Cooperative Work Experience Education (1-4) CSU

See Business - Cooperative Work Experience Education.

Accounting - Computerized

See course listings under **Computer Applications and Office Technologies**

Addiction Studies

1 Understanding Addiction and Counseling (3)

Lecture 3 hours.

Overview of community prevention, education, outreach and referral. A study of the nature of alcoholism/chemical dependency, including intervention, treatment and recovery and counseling chemically dependent persons.

2 Drugs In Perspective (3)

Lecture 3 hours.

Pharmacology and physiology of alcohol and other drugs. The fundamental principles of the action of alcohol and other drugs. Pharmacological and physiological implications of tolerance, habituation, and excessive consumption of alcohol and other drugs. The psychophysical, cultural, and social implications will be presented.

4 Addiction Counselor Training (3)

Lecture 3 hours.

Participants will be trained in the listening and responding skills, learning to apply eight basic communication skills in one-on-one interactions with clients/patients, as well as learning counseling skills in the areas of empathy, values, and attitude exploration, and problem solving, with distinct applications to chemical dependency.

5 Group Skills For Addiction Counselors (3)

Lecture 3 hours.

A course to train participants in the skills and principles fundamental to facilitating a group, including group process, establishing goals, curative factors, starting a counseling group, observing a group, and making interventions, with special emphasis upon chemical dependency-specific issues in a group setting.

6 Management Skills For Addiction Program Administrators (3)

Lecture 3 hours.

Deals with law and ethics, community prevention, education, outreach and referral, and personal and professional growth. Provides training in the basic managerial skills and principles necessary to function effectively at supervisory, administrative, or managerial levels in chemical dependency programs, health care settings, and agencies.

7 Addiction Treatment And Recovery (3)

Lecture 3 hours.

Intervention, treatment and recovery, including assessment, case management, orientation, treatment planning, relapse prevention, and after care planning. The therapeutic dynamics of Alcoholics Anonymous are compared to a number of different schools of psychology and programs of transformation, growth and development.

8 Special Issues In Addiction (3)

Lecture 3 hours.

Prevention, education, outreach and referral. Incorporating three issues in the field of chemical dependency: services for chemically dependent women; youth and prevention; and the initial visit.

9 Field Work For Addiction Personnel (3)

Lecture 1 hour; Laboratory 5 hours.

Prerequisites: Addiction Studies 1 or 2.

Supervised practicum, internship. Participants must be already knowledgeable about chemical dependency. An opportunity to document at least 160 hours working at an agency or in some situation directly in the field of chemical dependency, in addition to the classroom hours. Those seeking CAADAC certification will want to document a minimum of 255 fieldwork hours in addition to the 45 semester hours during the semester.

10 Addiction And The Family (3)

Lecture 3 hours.

A course on chemical dependency as a family disease, to include many theoretical and practical issues including: assessment, treatment, and recovery of the chemically dependent family, interventions, family counseling, family systems and theory, domestic violence, children of alcoholics, et al.

11 Drinking Driver Programs Personnel Training (3)

Lecture 2 hours; Laboratory 3 hours.

Note: This course provides 54 hours of continuing education for CADC I & II, NCAC/MAC, CATC and MFT/LCSW; also through an officially approved provider number for licenses and certificates.

This course will provide present and prospective employees of Drinking Driver Programs with identified specific knowledge and skills necessary to function effectively and efficiently in a drinking driver program.

13 Addictive Diseases & Lifestyle Disorders (3)

Lecture 3 hours.

Note: This course provides 54 hours of continuing education for CADC I & II, NCAC/MAC, CATC and MFT/LCSW; also through an officially approved provider number for licenses and certificates.

Examines the pathology and nature of, and the intervention, treatment, and recovery processes involved in, a wide range of addictive diseases and lifestyle disorders: chemical dependency, including nicotine; sexual addiction; gambling addiction; eating disorders (including anorexia and bulimia); compulsive spending; workaholicism and type "A" behavior; violence addiction battering, child abuse, and incest, including forms of state sanctioned violence.

14 Addiction And Theories Of Human Development (3)

Lecture 3 hours.

Note: This course provides 54 hours of continuing education for CADC I & II, NCAC/MAC, CATC and MFT/LCSW; also through an officially approved provider number for licenses and certificates.

Focuses on developmental stages of body, mind, emotion, spirit (values and morals), and relationships, as they are effected by the disease process of chemical dependency, and positively enhanced by the health process of recovery. Theorists include Piaget, Freud, Erikson, Kohlberg, Fowler, Keene, Maslow and Frankl. Readings include biographies.

15 Sociological Aspects Of Addiction (3) CSU

Lecture 3 hours.

Note: This course provides 54 hours of continuing education for CADC I & II, NCAC/MAC, CATC and MFT/LCSW; also through an officially approved provider number for licenses and certificates.

The basic principles and concepts of sociology with special emphasis upon the social phenomenon of chemical dependency, as it effects the family, and large sociological groups such as women, senior citizens, ethnic minorities, et al.

16 Continuing Recovery: Strategies And Basic Skills (3)

Lecture 3 hours.

Note: This course provides 54 hours of continuing education for CADC I & II, NCAC/MAC, CATC and MFT/LCSW; also through an officially approved provider number for licenses and certificates.

This course covers applied methodology and "counseling skills" with respect to chemical dependency and other addictive disorders. Course contents may include: role play, case studies, interventions demonstrations, 12 Step Model of Recovery, Reality Therapy, Rational Emotive Behavioral Therapy, family systems analysis, relapse prevention theory and techniques.

17 Women And Addiction (3)

Lecture 3 hours.

Note: This course provides 54 hours of continuing education for CADC I & II, NCAC/MAC, CATC and MFT/LCSW; also through an officially approved provider number for licenses and certificates.

A comparative analysis of women who become addicted. Relates to those unique factors that contribute to addictive disorders in women and the implication for treatment. Those addictions include alcohol, other drugs, overeating, smoking, and addictive relationships.

18 Addiction And Eating Disorders (3)

Lecture 3 hours.

Note: This course provides 54 hours of continuing education for CADC I & II, NCAC/MAC, CATC and MFT/LCSW; also through an officially approved provider number for licenses and certificates.

To work effectively in the field of chemical dependency an understanding of eating disorders, such as bulimia, bulimia nervosa, and anorexia, is necessary, recognizing that their presence is a crucial issue in chemical dependency recovery.

19 Alcohol And Drug Education And Prevention (3)

Lecture 3 hours.

Note: This course provides 54 hours of continuing education for CADC I & II, NCAC/MAC, CATC and MFT/LCSW; also through an officially approved provider number for licenses and certificates.

The study of prevention strategies in the field of alcohol and drug addictions stressing a positive and practical approach to the immediate reduction and eventual elimination of alcohol and drug abuse, and the disease of addiction.

20 Domestic Violence Counselor Training (3)

Lecture 3 hours.

Note: This course provides 54 hours of continuing education for CADC I & II, NCAC/MAC, CATC and MFT/LCSW; also through an officially approved provider number for licenses and certificates.

Explores the nature of domestic violence; its signs and symptoms and its impact upon individuals, families, and society. Training in cultural and ethnic issues, counseling victims and families, intervention, treatment, and recovery processes for those affected by domestic violence. Prevention, education, and social policy issues are addressed.

21 Problem Gambling Counselor Training (3)

Lecture 3 hours.

Note: This course provides 54 hours of continuing education for CADC I & II, NCAC/MAC, CATC and MFT/LCSW; also through an officially approved provider number for licenses and certificates.

Explores the nature of addiction and problem gambling and its impact upon individuals, families, and society. Cultural and ethnic issues are studied. Provides "advanced counseling skills" training in the intervention and recovery processes involved in treating addiction and problem gambling.

22 Prevention Specialist Training (3)

Lecture 3 hours.

Note: This course provides 54 hours of continuing education for CADC I & II, NCAC/MAC, CATC and MFT/LCSW; also through an officially approved provider number for licenses and certificates.

An alcohol and drug abuse core prevention course to provide the basic knowledge and skills necessary for prospective prevention specialists to work effectively in prevention at the individual, social, and community levels, including learning prevention history, current strategies and recent developments.

23 Batterers' Intervention Facilitator Training (3)

Lecture 3 hours.

Note: This course provides 54 hours of continuing education for CADC I & II, NCAC/MAC, CATC and MFT/LCSW; also through an officially approved provider number for licenses and certificates.

Designed to meet the standards contained in California Penal Code 1203.098 for Probation Department approved batterers' intervention facilitators. Provides basic knowledge and skills necessary to facilitate batterers' rehabilitation groups. Examines co-morbidity factors between domestic violence, substance abuse and addictions. Presents lesson plans and explanations for their use in a California "approved" 52-week intervention program for batterers.

91 Field Work for Addiction Personnel (3)

Lecture 1 hour; Laboratory 5 hours

Prerequisite: Addiction Studies 9

Supervised practicum, internship served at an addiction treatment and recovery facility to acquire, during the semester, 150 of the 300 hours required by the California Office of Alcohol and Drug Programs, and the California Association of Alcohol and Drug Educators (CAADE).



Administration of Justice

1 Introduction to Administration of Justice (3) UC:CSU

May be offered as an honors section.

Lecture 3 hours.

Philosophy and history of law enforcement, overview of crime and police problems, organization and jurisdiction of local, state and federal law enforcement agencies, survey of professional career opportunities and qualifications required for entry into a career in Administration of Justice.

2 Concepts of Criminal Law (3) UC:CSU

Lecture 3 hours.

An introduction to the historical development, philosophy, and basic legal concepts of criminal law. The course includes an examination of constitutional provisions, legal research, legal analysis, and the functioning of criminal law as a social force. It also includes a detailed examination of legal definitions, classifications of law, penalties, corpus delicti, criminal intent, parties to a crime, defenses to crime, and a brief introduction to laws of arrest and judicial procedure.

3 Legal Aspects of Evidence (3) CSU

Offered as Administration of Justice 99UA in Fall 2006.

Lecture 3 hours.

Origin, development, philosophy and legal basis of evidence; types and ways of presenting evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writing, and material objects at motions and criminal trial; constitutional and procedural considerations affecting searches and seizures, methods of identification, and admissions and confessions.

4 Principles and Procedures of the Justice System (3) UC:CSU

Lecture 3 hours.

A detailed study of the role and responsibilities of the American court system and its purpose; an examination of the philosophy, history, structure, operation, concepts and services related to the judiciary; this course examines the prosecutorial process and court functions inclusive of a mock trial and sentencing options.

5 Criminal Investigation (3) CSU

Offered as Administration of Justice 99UB in Fall 2006.

Lecture 3 hours.

This course provides for the fundamentals of investigation; crime scene, search and recording; collections and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation.

8 Juvenile Procedures (3) CSU

Lecture 3 hours.

This course covers the juvenile justice system and related juvenile justice issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, history, theories, methodology, and special areas and laws unique to juveniles.

49 Narcotics and Vice Control (3) CSU

Lecture 3 hours.

The interrelations of organized crime to the community; the impact of covert criminal activities upon the social structure; theories of crime causation explored; symptoms of organized crime activity; narcotics and white collar crime; political influences in the legal system; management of crime control units. Book making and prostitution are also discussed.

67 Community Relations (3) UC:CSU

Lecture 3 hours.

A theoretical and conceptual overview of multicultural concepts and issues, including those relating to gender, age, religion, sexual preference, ethnicity and race; characteristics of victims and offenders; policing and community relations; sentencing disparities, death penalty, and prison populations.

75 Introduction to Corrections (3) CSU

Lecture 3 hours.

This course is designed to provide the student with an overview of the historical development, current concepts and practice, and explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutionalization and trends of adult and juvenile corrections, including probation and parole. It will focus on the legal issues, specific laws, and general operation of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined.

160 Police Organization and Administration (3) CSU

Lecture 3 hours.

The effect of the organizational structure and administrative procedure on the implementation of police functions; assessment of the recruitment and hiring process, career advancement and leadership; administrative problems of staffing and morale as a law enforcement employer.

185 Directed Study – Administration of Justice (1) CSU

285 Directed Study – Administration of Justice (2) CSU

385 Directed Study – Administration of Justice (3) CSU

Conference 1 hour per unit.

911-941

Cooperative Work Experience Education – Administration of Justice (1-4)

See Cooperative Work Experience Education.

Agriculture

AGRICULTURE courses are listed under ANIMAL SCIENCE, EQUINE SCIENCE (Mule Handling) and PLANT SCIENCE, and subject matter is organized as follows:

Animal Science

Agriculture-General	Animal Science 100-199
Veterinary Technology (RVT)	Animal Science 400-499
Animal Science	Animal Science 500-599
Horse Science	Animal Science 600-679

Equine Science

Mule Handling	Equine Science 680-699
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Plant Science

Agriculture-General	Plant Science 100-199
Horticulture and Landscaping	Plant Science 700-899
Natural Resource Management	Plant Science 900-999

911, 921, 971, 981

Cooperative Work Experience Education - Agriculture (1-4) CSU

See Cooperative Work Experience Education

American Sign Language

1 American Sign Language I (4) UC:CSU

Lecture 4 hours.

Recommended: Concurrent enrollment in ASL 101A.

Normally offered in the Fall semester only.

Develops basic vocabulary and grammar of American Sign Language. Emphasis is placed on comprehension skills. Incorporates vital aspects of the Deaf culture and community. [Overview of topics include: pronouns, colors, interrogatives, negations, school, people, homes, family relationships, work, life events, daily activities, transportation, time/calendar, numbers, fingerspelling, opposites, food, places, sports, feelings/opinions. Functional/notional discourse behaviors are developed, including: conversational openers, greeting, identifying, introducing, asking/requesting, responding, comparing/contrasting.]

2 American Sign Language II (4) UC:CSU

Lecture 4 hours.

Prerequisite: American Sign Language 1 with a grade of "C" or better or equivalent.

Recommended: Concurrent enrollment in ASL 101B.

Normally offered in the Spring semester only.

Completes the study of elementary vocabulary and grammar. Increased development of inflectional and non-manual behavior patterns. Incorporation of selected aspects of Deaf culture and community within receptive and expressive conversations. [Overview of topics include: grammatical features, such as, syntax, pronominalization, verb aspect/modulation, tense, number incorporation, adverbials, adjectivals, topicalization, spatialization; interactive behaviors, such as, requests, turn-taking, making suggestions, giving feedback, interrupting; and cultural topics, such as, myths, social and political organizations, signaling devices, and technology within the Deaf community.]

3 American Sign Language III (4) UC:CSU

Lecture 4 hours.

Prerequisite: American Sign Language 2 with a grade of "C" or better or equivalent.

Corequisite: Required concurrent enrollment in ASL101C for Interpreting Program students (Interpreting majors).

Recommended: Concurrent enrollment in ASL 101C for students not in the Interpreting Program (not Interpreting majors).

Normally offered in the Fall semester only.

Continued development of American Sign Language grammar, with special emphasis on idiomatic constructions. Provides further development of conversational techniques focusing on expressive skills. Expanded study of Deaf cultural issues. [Overview of topics include: language functions, such as, giving reasons, making requests, asking where, giving specific directions, correcting and confirming information, complaining, making suggestions, asking for permission, expressing concern, declining/explaining, asking for/giving definitions, describing objects, describing weekend activities, telling about disrupted plans; grammatical structures, such as, topic-comment, weak hand referencing, locatives, temporal aspect modulations, verb inflections, role shifting, conditional sentences, contrastive structure, classifier types, non-manual markers, number functions; discourse structures, such as, presenting informative speeches (ASL).]

4 American Sign Language IV (4) UC:CSU

Lecture 4 hours.

Prerequisite: American Sign Language 3 with a grade of "C" or better.

Corequisite: Required concurrent enrollment in ASL101D required.

Normally offered in the Spring semester only.

Advanced study of American Sign Language vocabulary and grammar. Further development and refinement of American Sign Language skills and fluency. Accentuates aspects of Deaf culture and community through spontaneously generated conversations. [Overview of topics include: an ASL transcription symbol system, history and development of ASL (linguistic evolution), selected sign types, sentence types and associated non-manual grammar, time signs and associated modulations, pronominalization and associated spatial/referential grammar, verb types and associated inflection/modulation processes (i.e. temporal aspect distributional aspect modulations), classifier types and associated modulations, locative processes, and pluralization processes.]

5 Introduction to Interpreting (3) CSU

Lecture 3 hours.

Prerequisite: American Sign Language 3 with a grade of "C" or better.

Suggested concurrent enrollment in American Sign Language 4.

Normally offered in the Spring semester only.

Surveys basic theories, principles, and practices of interpreting/transliterating including basic ethical considerations. Includes an historical overview of the interpreting profession, discusses the professional role of the interpreter, and begins the development of interpreting/transliterating processing skills.

6 English to Sign Interpreting/Transliterating (4) CSU

Lecture 4 hours.

Prerequisite: American Sign Language 4 and 5 with a grade of "C" or better.

Corequisite: Concurrent enrollment in ASL 101E required.

Suggested concurrent enrollment in American Sign Language 10.

Normally offered in the Fall semester only.

Development of English-to-Sign interpreting/transliterating skills on a beginning level.

10 Sign to English Interpreting/Transliterating (4) CSU

Lecture 4 hours.

Prerequisite: American Sign Language 4 and 5 with a grade of "C" or better.

Suggested concurrent enrollment in American Sign Language 6

Normally offered in the Fall semester only.

Development of Sign-to-English interpreting/transliterating techniques and principles on a beginning level including such tasks as increasing receptive sign skills and English vocabulary/idioms fluency, develop discourse analysis skills, and vocal control to successfully convey intent of signers.

15 Linguistics of ASL (3) CSU

Lecture 3 hours.

Prerequisite: American Sign Language 2; and Anthropology 104 or Linguistics 1 or equivalent.

Provides the student with information and research concerning the phonetic, morphological, syntactic, and semantic properties of American Sign Language. Covers neurolinguistics, psycholinguistics, and sociolinguistics, as well as comparative studies of natural signed languages.

16 Creative Signing (2) CSU

Lecture 2 hours.

Prerequisite: American Sign Language 2

Suggested concurrent enrollment in American Sign Language 3.

Normally offered in the Fall semester only.

Studies the application of pantomime, visualization, facial expression and body language to the use of ASL. Includes techniques used in ASL storytelling and poetry.

**22 Professional Issues and Practice I (2) CSU**

Lecture 2 hours.

Prerequisite: American Sign Language 5 with a grade of "C" or better, or equivalent.

Recommended: Concurrent enrollment in American Sign Language 6 and 10. Normally offered in the Fall semester only.

Introduces students to theoretical and practical issues related to various community-based interpreting settings requiring specialized language and/or techniques. Development of vocabulary appropriate for a variety of community-based settings, analysis of the RID-NAD Code of Professional Conduct, and development of professional decision-making and problem-solving skills. [Overview of topics include: role, rights, responsibilities of interpreters and stakeholders; protocol and professional behavior; application of the RID-NAD Code of Professional Conduct; assessment of situations, settings, and clients; assessment of interpreter's skills and knowledge; time management; stress management; vocabulary related to specific community-based settings, such as: Medical, Counseling, Mental Health, Religion.]

23 Professional Issues and Practice II (2) CSU

Lecture 2 hours.

Prerequisite: American Sign Language 5 with a grade of "C" or better, or equivalent.

Recommended: Concurrent enrollment in American Sign Language 55 and 65.

Normally offered in the Spring semester only.

Introduces students to theoretical and practical issues related to various educational interpreting settings (K - post-secondary levels) requiring specialized language and/or techniques. Continued development of vocabulary appropriate for a variety of topics/settings, analysis of the RID-NAD Code of Professional Conduct, and continued development of professional decision-making and problem-solving skills. [Overview of topics include: roles, rights responsibilities of interpreters and stakeholders in the educational setting; protocol and professional behavior; application of the RID-NAD Code of Professional Conduct; assessment of situations, settings, and clients; assessment of interpreter's skills and knowledge; vocabulary related to specific educational-based topics/settings, such as: English, history, science, math.]

25 Conversational American Sign Language (2) CSU - RPT 3

Lecture 2 hours.

Prerequisite: American Sign Language 1 with a grade of "C" or better, or equivalent.

Provides opportunities for practical conversation on everyday topics, cultural material, and expansion of vocabulary according to student interest or need.

30 Fingerspelling I (1) CSU

Laboratory 2 hours.

Prerequisite: American Sign Language 1 or equivalent.

Normally offered in the Fall semester only.

Develops skills in expressive and receptive use of the Manual Alphabet. Deals with specific individual problems and techniques for corrections. [Overview of topics include: hand positioning (location and angle), handshapes, rhythm, fluency, spelling, and numbers; reception of fingerspelled handshapes, patterns and pauses/transitions.]

31 Fingerspelling II (1) CSU

Laboratory 2 hours.

Prerequisite: American Sign Language 30 with a grade of "C" or better or equivalent.

Normally offered in the Spring semester only.

Continued development of expressive and receptive Manual Alphabet skills. Emphasis on techniques to improve receptive skills. Attention given to expressive fluency and accuracy.

40 Introduction to Deaf Culture (3) UC:CSU

Lecture 3 hours.

Prerequisite: American Sign Language 1 with a grade of "C" or better or equivalent.

Normally offered in the Fall semester only.

Topics include historical, philosophical, educational, psychological and social aspects of the Deaf Culture

55 Interpreting (4) CSU

Lecture 4 hours.

Prerequisite: American Sign Language 6 and 10 with a grade of "C" or better, or equivalent; English 101 or CAOT 32.

Recommended: Concurrent enrollment in American Sign Language 23 and 65.

Normally offered in the Spring semester only.

Development of interpreting (spoken English to ASL and ASL to spoken English).

65 Transliterating (4) CSU

Lecture 4 hours.

Prerequisite: American Sign Language 6 and 10 with a grade of "C" or better, or equivalent; English 101 or CAOT 32.

Recommended: Concurrent enrollment in American Sign Language 23 and 55.

Normally offered in the Spring semester only.

Development of transliterating skills (spoken English to signed English and signed English to spoken English).

101 American Sign Language Laboratory (5) CSU

Lab 5 hours.

Note: This class is taught in 1-unit modules. No credit for repeated modules

Prerequisite/Corequisite:

101A: Completion of American Sign Language 1 or concurrent enrollment in ASL 1.

101B: Completion of American Sign Language 1 or concurrent enrollment in ASL 2.

101C: Completion of American Sign Language 2 or concurrent enrollment in ASL 3.

101D: Completion of American Sign Language 3 or concurrent enrollment in ASL 4.

101E: Completion of American Sign Language 4 and 5 or concurrent enrollment in ASL 6.

This laboratory uses multi-media (videos, CDs, and computers) to enhance instruction. This is a credit-no credit course. Students receive credit by spending at least 36 hours in the laboratory and handing in required Lab assignments to the instructor. ASL 101A is intended to supplement the ASL 1 class material and to enhance students' learning experience by increasing students' exposure to ASL.

185 Directed Study - American Sign Language (1) - RPT 2**285 Directed Study - American Sign Language (2)****385 Directed Study - American Sign Language (3)**

Conference 1 hour per unit.

Prerequisite: American Sign Language 1 or equivalent

Allows students to pursue Directed Study in American Sign Language on a contract basis under the direction of a supervising instructor.

Anatomy

see also **Physiology**

1 Introduction to Human Anatomy (4) UC:CSU

Lecture 3 hours; Laboratory 3 hours.

Recommended Preparation: Biology 3, 6 or 44.

Note: An anatomy and physiology requirement can also be satisfied by Physiology 8 followed by Physiology 9. (See Physiology).

Provides a basic course in human anatomy. Includes lectures and demonstrations on human organs and organ systems. Requires each student to dissect mammalian organs that are comparable in structure to the human organs, and to work with a dissected human cadaver.

Animal Science

Agriculture - General	Animal Science 100-199
Veterinary Technology (RVT)	Animal Science 400-499
Animal Science	Animal Science 500-599
Horse Science	Animal Science 600-699

120 Ethical Issues of Using Animals (3) CSU

Lecture 3 hours.

Considers the ethical issues of using animals in research, education, for food production and as companions. Class discussions include the animal welfare/rights movements, the use of IACUCS, and the Animal Welfare Act.

180 Animal Care Experience (2)

Lecture 1 hour; Laboratory 2 hours.

This course is designed to provide veterinary science students with knowledge, skills, and abilities in animal care. Areas of study will include sanitation, housing, nutrition, grooming, restraint, training, and environmental enrichment requirements for both livestock and companion animals.

181 Field Work (10)

Laboratory 30 hours.

Supervised job experience extending occupational learning in the classroom at an on-the-job learning station related to the students' occupational goals.

302 Veterinary Receptionist Training Program (2) - RPT 1

Lecture 2 hours.

This program is designed to train individuals to work as a receptionist in a veterinary hospital. Students who complete this program will be issued a certificate of completion and will be ready to enter the job market.

320 Basic Dog Grooming (3)

Lecture 2 hours; Laboratory 2 hours.

An introductory course which covers the fundamentals of dog grooming, including terminology, safety, anatomy, breeds, grooming equipment, products and basic skills. Course will blend classroom learning activities with hands-on experience.

401 Orientation to Veterinary Science (1) CSU

Lecture 1 hour.

Directs student exploration of Animal Health Technology and Veterinary Medicine as a career choice. Includes job tasks, job market possibilities, preview of current legislation and medical terminology.

402 Topics in Veterinary Technology (2) CSU

Lecture 2 hours.

Prerequisite: Animal Science 401.

Normally offered in the Fall semester only

Orients students into the Animal Health Technology Program. Includes medical terminology, veterinary ethics and discussion of the role of the technician in veterinary medicine.

410 Animal Nursing I (2) CSU

Lecture 2 hours.

Prerequisite: Approval to enter Animal Health Technology Program.

Studies the symptoms and treatments of diseases affecting small animals, vaccination protocol, pharmacology, first aid procedures, and veterinary dentistry.

411 Animal Nursing I Laboratory (1) CSU

Laboratory 2 hours.

Corequisite: Animal Science 410.

Provides for practical experience in performing specific skills involved with animal nursing.

412 Animal Nursing II (2) CSU

Lecture 2 hours.

Prerequisite: Animal Science 410.

Studies emergency procedures, care of critically ill patients, and an introductory study of birds and reptiles.

413 Animal Nursing II Laboratory (1) CSU

Laboratory 2 hours.

Corequisite: Animal Science 412.

Continues Animal Nursing I Laboratory in providing practical experience in performing new technical skills involved in animal nursing.

420 Clinical Procedures in Animal Care I (2) CSU

Lecture 2 hours.

Prerequisite: Approval to enter the Animal Health Technology Program.

Offered Fall semesters only.

Prepares the student to perform common clinical procedures in the animal hospital or laboratory under the supervision of a veterinarian.

421 Clinical Procedures in Animal Care I Laboratory (1) CSU

Laboratory 2 hours.

Corequisite: Animal Science 420.

Offered Fall semesters only.

Provides for practical experience in various clinical procedures needed by the animal health technician.

422 Clinical Procedures in Animal Care II (2) CSU

Lecture 2 hours.

Prerequisite: Animal Science 420 and 421.

Offered Spring semesters only.

Prepares the student to perform additional clinical procedures with emphasis on surgery and anesthetics.

423 Clinical Procedures in Animal Care II Laboratory (1) CSU

Laboratory 2 hours.

Corequisite: Animal Science 422.

Offered Spring semesters only.

Provides for practical experience in anesthesiology, surgical assistance and other aspects of clinical procedures.

430 Veterinary Clinical Pathology (2) CSU

Lecture 2 hours.

Prerequisite: Approval to enter Animal Health Technology program.

Offered Fall semesters only.

Provides a comprehensive introduction to modern practical methods in veterinary clinical laboratory analysis. Includes blood, urine, feces and skin scrapings tests with emphasis on small animal species.

431 Veterinary Clinical Pathology Laboratory (1) CSU

Laboratory 2 hours.

Corequisite: Animal Science 430.

Offered Fall semesters only.

Provides practical experience in performing various clinical analysis examinations and procedures.

435 Veterinary Radiography (2) CSU

Lecture 2 hours.

Prerequisite: Approval to enter the Animal Health Technology program.

Offered Fall semesters only.

Considers radiological terms, safety, and techniques needed by the animal health technician to assist the veterinarian.

**436 Veterinary Radiography Laboratory (1) CSU**

Laboratory 2 hours.

Corequisite: Animal Science 435.

Offered Fall semesters only.

Provides practice in radiological techniques and film developing as well as safe use of equipment.

441 Large Animal Nursing Laboratory (2) CSU - RPT 1

Laboratory 4 hours.

Prerequisite: Approval to enter Animal Health Technology program.

Offered Spring semesters only.

Provides hands-on practical experience in performing procedures and husbandry practices common to large and laboratory animal species. Extensive practice in handling and restraint also provided.

460 First Aid for Companion Animals (2)

Lecture 2 hours.

Presents an overview of first aid situations and their treatments in dogs and cats, relative to animal facility employees and/or pet owners.

466 Avian Care and Husbandry (1)

Lecture 1 hour.

This course provides the students with information and practical training about pet birds. Topics include basic management principles such as housing and diet, common avian ailments, breeding techniques and behavior. Included will be aspects of aviary set-up and management.

470 Laboratory Animal Care (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Approval to enter Veterinary Technology Program.

Presents an introduction to laboratory animal care and husbandry. Topics include care and restraint of rabbits, guinea pigs, rodents and other pocket pets. Career opportunities will also be addressed.

480 Clinical Experience for Animal Technicians (3) CSU - RPT 2

Laboratory 9 hours.

Prerequisite: Animal Science 420 and/or Animal Science 422 with a grade of "C" or better.

Provides an opportunity to obtain specialized experience in a veterinary clinic through an internship program. During this internship program, students will be given varied practical experience in all aspects of veterinary assistance and will be able to coordinate this experience with their classroom instruction.

501 Principles of Animal Science (3) UC:CSU

Lecture 3 hours.

Provides a broad perspective of livestock management problems and decisions that must be made in livestock production. Covers the following class of livestock: beef cattle, dairy cattle, sheep, swine, horses, rabbits, llamas and poultry. Topics include breeds, feeding, and reproduction as well as other management and animal welfare activities.

505 Animal Nutrition (3) CSU

Lecture 3 hours.

Includes a general study of the constituents of feed (carbohydrates, proteins, fats, minerals, vitamins and water), their utilization by the animal body, the digestive system, the processes of digestion and assimilation of the various feed constituents. Course includes ration balancing and feed identification.

506 Urban Farm Animal Health and Nursing Techniques (2)

Lecture 1 hour; Laboratory 2 hours.

Provides practical aspects of urban animal health and related care of farm livestock. Course encompasses the various preventative health programs, as well as nursing techniques for back-yard producers. Provides "hands-on" experience in performing husbandry practices common to each species.

508 Exotic Animal Health Care and Wellness (2)

Lecture 2 hours

Recommended Preparation: Animal Science 180 and Animal Science 506

Introduces the student to the basic clinical skills and related theory needed to perform veterinary care and provide husbandry to companion exotic animal species. Blends lecture based classes with hands-on experiences. Examines captive husbandry practices, nutrition and common health problems of avian, small mammal and reptile species. Provides hands-on training in veterinary nursing skills, diagnostic sampling techniques, and anesthesia. Previous animal experience is highly recommended.

510 Animal Health and Disease Control (3) CSU

Lecture 3 hours

Relates the physiology of animals to animal health. Includes common animal diseases, their causes, prevention and control, the treatment of wounds and the relation of sanitation to disease prevention.

511 Anatomy and Physiology of Animals (3) CSU

Lecture 3 hours

Provides a basic study of the facts and principles of animal life. Includes detailed reference to the anatomy and physiology of domestic animals. Comparative anatomy and physiology is included.

512 Anatomy and Physiology of Animals Laboratory (1) CSU

Laboratory 3 hours.

Corequisite: Animal Science 511.

Provides practical experience discovering principles and structures associated with the anatomy and physiology of animals. Microscope work and dissection of the cat are included.

515 Artificial Insemination (2)

Lecture 2 hours.

Considers techniques in the collection, evaluation, processing, storage, and shipment of semen. Studies insemination procedures and practices, and fertility problems. Field trips to selected locations will be required.

Acceptable for DR 330, CPSLO.

516 Artificial Insemination Laboratory (1)

Prerequisite: Concurrent enrollment or completion of Animal Science 515.

Laboratory 2 hours.

Involves on-hands experience in the rectovaginal cervical fixation method of artificial insemination of cattle. Heat detection and other management skills needed in artificial insemination.

530 Poultry Production (2)

Lecture 2 hours.

Studies economic, managerial aspects of the commercial poultry operation. Covers the particulars of breeding, care and housing of growing and laying stock, culling, and record keeping. Field trips to commercial poultry plants in the area.

531 Poultry Production Laboratory (2)

Prerequisite: Animal Science 530 or concurrent enrollment.

Laboratory 3 hours.

A laboratory emphasizing the practical aspects of poultry production. Students will experience manipulation skills commonly practiced in poultry production.

596 Agricultural Enterprise Projects (10)

Laboratory 30 hours.

Prerequisite: Animal Science 540.

Involves the planning, development and completion of an individual or group animal science or crop production project under the guidance of a faculty advisor on the College farm. Usually the project will involve purchase of animals or crops, associated production costs, and eventual profit at time of sale.

601 Horse Production (3) UC:CSU

Lecture 3 hours.

Examines the history of the horse, including anatomy, conformation, predisposing factors to unsoundness, selecting, housing, and use.

602 Horse Husbandry (3) CSU*Lecture 3 hours.**Offered Spring semesters only.*

Presents in advanced and detailed form breeding, mare and stallion selection, foaling of the mare, feeding and management of light horses, diseases, sanitation, and prevention of disease.

603 Equine Management Techniques (10)*Lecture 5 hours; Laboratory 10 hours.*

Practical application of the management aspects of the horse industry, including participation in the management decisions associated with the College herd and facilities.

611 Farrier Science (2)*Lecture 1 hour; Laboratory 2 hours.***Prerequisite:** Animal Science 601 and 602.*Offered Spring semesters only.*

Anatomy, physiology, and conformation of the horse's feet and legs. Basic principles of conformation and gait analysis in relation to hoof balance. Fundamentals of trimming, fitting and applying shoes.

615 Introduction to Rodeo (1)*Lecture 1 hour.*

Familiarizes the student with the fundamentals of the sport of rodeo and changes occurring in the sport. Surveys the opportunities for a professional career.

616 Horse Show Activities (2) - RPT 3*Lecture 1 hour; Laboratory 2 hours.*

Introduces and familiarizes students with the development of show horses. Organization and management of horse shows. Skills required for a professional career in the field of performance horses.

617 Intercollegiate Rodeo Activities (2) CSU - RPT 3*Activity: 10 hours.*

Trains students for competition intercollegiate rodeo. Provides intensive practice in the various intercollegiate rodeo events. Familiarizes the student with fundamental rodeo arena procedures. Develops the physical dexterity and coordination necessary for participation in the sport of rodeo at college level. Students from this course will be selected to represent Pierce College at intercollegiate competitions.

620 Basic Equitation (1) CSU*Lecture 1 hour.***Corequisite:** Animal Science 621.

Provides instruction for those interested in training to ride and handle horses. Includes grooming, saddling, bridling, parts and care of the equipment of horses, and riding techniques.

621 Horseback Riding Laboratory (1) CSU - RPT 3*Laboratory 2 hours.***Prerequisite:** Animal Science 620 or con-current enrollment in Animal Science 620.

Beginning, intermediate, and advanced levels offered, but not necessarily every semester. Fundamental class in western and English riding designed to teach horseback riding to students with varying degrees of experience.

630 Beginning Equine Training (2)*Lecture 1 hour; Laboratory 2 hours.***Prerequisite:** Animal Science 601 and 602.*Offered Fall semesters only.*

Beginning equine training in the schooling and training of young horses for riding. Emphasis will be placed on controlling and conditioning the young horse in a manner safe for the student and the horse.

631 Advanced Equine Training (2)*Lecture 1 hour; Laboratory 2 hours.***Prerequisite:** Animal Science 630.*Offered Spring semesters only.*

Expands the concepts learned in Animal Science 630. Emphasis will be placed on horse and rider as a team.

640 Horse Show Organization and Management (2)*Lecture 1 hour; Laboratory 2 hours.***Prerequisite:** Animal Science 601.

A comprehensive study of horse show organization and management, with particular emphasis on accounting, insurance, labor management, marketing and advertising. Emphasizes adequate planning and preparation for success.

645 Equine Issues (5)*Lecture 5 hours.*

Provides students opportunity to gain specific knowledge about horses and their care through short-term lectures, field trips, distance learning college-based seminars. Taught in 1-unit modules which vary in length but which provide 16 hours of instruction.

650 Equine Health and First Aid (2)*Lecture 1 hour; Laboratory 2 hours.***Prerequisite:** Animal Science 601.

Creates an awareness among horse owners, trainers, and stable managers of a healthy or sick animal; studies the cause and control measures which may be practiced. Helps the horse owner and the veterinary scientist communicate.

185 Directed Study - Agriculture (1) CSU - RPT 2**285 Directed Study - Agriculture (2) CSU****385 Directed Study -Agriculture (3) CSU***Conference 1 hour per unit*

Allows students to pursue Directed Study in Agriculture on a contract basis under the direction of a supervising instructor.

Anthropology

101 Human Biological Evolution (3) UC:CSU*Lecture 3 hours.**May be offered as an honors section.*

Explores the field of physical anthropology emphasizing the evolution of the human species. Topics include human heredity, mechanisms of evolutionary change, human variation, and the reconstruction of human evolutionary history through the study of the fossil record and the study of our closest biological relatives, the living monkeys and apes. The philosophy of science and scientific method serve as foundations for this course.

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU*Lecture 3 hours.**May be offered as an honors section.*

Presents a broad survey of human culture including the study of human society, language, religion, political and economic organization, with examples drawn from contemporary preliterate, peasant, and urban societies.

104 Human Language and Communication (3) UC:CSU*Lecture 3 hours.**Same as Linguistics 1. Credit not given for both courses.*

Surveys the great variety of ways humans communicate, both verbally and non-verbally. The course focuses on the structure, function, and history of language, with selections on the sociology and psychology of language, language learning, and the origins and evolution of language.

105 Prehistoric Peoples (3) UC:CSU*Lecture 3 hours.*

Surveys world prehistory from the appearance of anatomically modern humans to the development of urbanization. Traces the process and sequence of human cultural development around the globe, including Europe, the Americas, the South Pacific, Africa, and Asia.

**106 Introduction to Archaeology (4) UC:CSU**

Lecture 3 hours; Laboratory 2 hours
May be offered as modules 106A (lecture 3 hours, 3 units) and 106B (laboratory 2 hours, 1 unit).

Introduces students to the field of modern scientific archaeology. Lecture outlines methods traditionally used by archaeologists and critiques these in light of current archaeological objectives. Techniques for describing and classifying artifacts are discussed, as are strategies for explaining culture change. Laboratory exercises focus on analysis and interpretation of maps, soils, remote sensing imagery, and actual archaeological remains.

109 Gender, Sex and Culture (3) UC:CSU

Lecture 3 hours.

This course provides a world-wide comparison of sexuality and gender as viewed from various perspectives, including the biological/evolutionary, the cultural, the psychological, the historic, and the prehistoric, especially as they relate to the experiences of males and females in contemporary Western society.

111 Laboratory in Human Biological Evolution (2) UC:CSU

Lecture 1 hour; Laboratory 2 hours.

Prerequisite: Anthropology 101, or concurrent enrollment.

Offers laboratory exploration of selected topics in biological anthropology including genetics, human variation, the living primates, and human paleontology.

113 Field Archaeology (3) CSU - RPT 1

Lecture 1 hour; Laboratory 6 hours.

Normally offered in the Spring semester only.

Introduces students to the strategies and skills required to scientifically discover and process archaeological data in the field. Students learn how to locate, survey, map and excavate portions of a real archaeological site. Emphasis is on the systematic recovery of cultural remains, including detailed recording of artifact context and provenience.

119 Introduction to Forensic Anthropology (2) CSU

Lecture 1 hour; Laboratory 2 hours.

Offers laboratory exploration of selected topics in Forensic Anthropology, including identification from bones and teeth, of age, sex, stature, ancestry, pathology, diet, demographics, and manner and cause of death.

121 Anthropology of Religion, Magic, and Witchcraft (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Presents an anthropological examination of the phenomenon of religion in tribal, peasant, and industrialized societies, and how religion is integrated into culture. Topics include religious symbolism, ritual, magic, divination, witchcraft, and syncretism.

132 Native Peoples of North America (3) UC:CSU

Lecture 3 hours.

Examines the indigenous inhabitants of North America from prehistoric times until the present. Archaeology, cultural ecology, linguistics, ethnohistory, and ethnography provide evidence for the unique cultures which have flourished in this region of the continent since the end of the Pleistocene. Contemporary issues in Native American studies, such as the ownership and repatriation of archaeological remains and Indian gaming, will also be explored.

141 Culture, Illness and Healing (3) CSU

Lecture 3 hours.

This course offers a cross-cultural approach to the study of health, disease, illness, suffering, childbirth, healing, and death. Healing systems in hunter-gatherer, tribal, peasant, and industrialized societies are contrasted. Several theoretical perspectives are invoked while analyzing these systems, including ethnomedical, biocultural, interpretive, and political economical. Students examine not only what people do, whom they consult and where they go when they become sick, but how they ultimately comprehend and accept illness and misfortune in their world.

150 Current Topics in Anthropology (3) CSU

Lecture 3 hours.

Course may be offered as 1 unit modules, 150A, B, C.

Discusses selected topics of current interest in the fields of Physical Anthropology; Cultural Anthropology; Archaeology; and Linguistics.

185 Directed Study - Anthropology (1) CSU - RPT 2**285 Directed Study - Anthropology (2) CSU****385 Directed Study - Anthropology (3) CSU**

Conference 1 hour per unit.

Prerequisite: Any two of the following courses: Anthropology 101, 102, 104, 106.

Allows students to pursue Directed Study in Anthropology on a contract basis under the direction of a supervising instructor.

Architecture

UC Credit Limit: Maximum of 17 units.

110 Introduction to Architecture (1) UC:CSU - RPT 1

Lecture 1 hour.

UC Credit Limit: Maximum one unit.

Introductory course exploring the fields of architecture and construction technology. Students will gain an understanding of architecture and construction technology programs. Visits to architects' offices, building sites, advanced schools of architecture, and lectures.

111 Methods of Construction (2) CSU

Lecture 2 hours.

Emphasizes methods of construction in wood, steel and concrete.

121 Freehand Drawing I (2) UC:CSU - RPT 1

Lecture 2 hours; Laboratory 3 hours.

Drawing ability as developed primarily by pencil, ink, and watercolor. Study is made of composition, form, value, and scale, and centers mainly on drawing development employing architectural forms.

151 Materials of Construction (3) CSU

Lecture 3 hours.

Prerequisite: Architecture 172 and 111.

Studies the nature and characteristics of materials, along with their history, manufacturing, fabrication and appropriate uses for given construction purposes.

152 Equipment of Buildings (3) CSU

Lecture 3 hours.

Prerequisite: Architecture 172 and 111.

Applies the basic principles of design, selection and operation of equipment in buildings to water, plumbing, heating, air conditioning, lighting and acoustics.

162 Computer Aided Design and Drafting (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Architecture 172 and 173.

An introduction to computer design and drafting for architecture. Provides a survey of current CAD systems plus hands-on experience.

172 Architectural Drawing I (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Teaches the techniques of architectural construction drawings, their conventions and symbols through the preparation of simple construction details and drawings. Surveys the scope and personal requirements of the architectural profession and related building trades.

173 Architectural Drawing II (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Architecture 172 with a grade of "C" or better.

Develops construction drawing skill and fundamental understanding of building by preparing plans with necessary details for wood frame construction.

201 Basic Architectural Design I (3) UC:CSU

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Architecture 172 and Environmental Design 101.

Explores the nature and limitations of materials using two-dimensional studies of form and composition in black and white and color.

202 Basic Architectural Design II (3) UC:CSU

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Environmental Design 101 or Architecture 201.

Extends the theory of color and the use of various materials in three-dimensional compositions.

210 Construction Estimating (3) CSU

Lecture 3 hours.

Studies methods used in determining quantities and costs of labor and materials as related to construction.

221 Architectural Rendering (2) CSU

Lecture 1 hour; Laboratory 3 hours.

Prerequisite: Architecture 121

Teaches the techniques of graphic rendering using various media. Stresses both freehand drawing and drafting board methods.

271 Architectural Drawing III (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Architecture 172 or 173.

Offers a study of construction methods, materials, and building ordinances. Requires students to prepare construction drawings for commercial buildings in concrete and steel or similar problems.

272 Architectural Drawing IV (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Architecture 173 or 271.

Offers a study of construction methods, materials, and building ordinances. Requires students to prepare design and preliminary drawings for small commercial-type building or similar problems.

291 Strength of Architectural Materials I (3) CSU

Lecture 3 hours.

Includes material relative to the strength, mechanical principles and design (stresses, tension, compression, shear, and bending) of building materials, and their uses in foundations, floors, walls, columns, and roofs.

185 Directed Study - Architecture (1) CSU - RPT 2**285 Directed Study -Architecture (2) CSU****385 Directed Study - Architecture (3) CSU**

Conference 1 hour per unit.

Allows students to pursue Directed Study in Architecture on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Architecture (1-4)**

See Cooperative Work Experience Education

Art

101 Survey of Art History I (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

A survey of architecture, sculpture, and painting from the prehistoric, ancient, classical and medieval periods of Western Europe.

102 Survey of Art History II (3) UC:CSU (CAN ART 4)

Lecture 3 hours.

May be offered as an honors section.

Note: Art 101 is not a prerequisite for 102.

A survey of painting, sculpture, and architecture of the Western tradition from the fourteenth century to the twenty-first century. Attention is given to style, iconography, and the social, political, and economic context that accompanies a work of art.

103 Art Appreciation I (3) UC:CSU

Lecture 3 hours.

Recommended for non-Art majors. Recommended but not required or Art majors.

Further the understanding and appreciation of the visual arts. Works of art may be presented through field trips to museums and galleries.

105 History of Asian Art (3) UC:CSU

Lecture 3 hours.

A survey covering paintings, sculpture and architecture of Japan, China, and India.

109 The Art of Africa, Oceania and Ancient America I (3) UC:CSU

Lecture 3 hours.

This course will consider selected topics in the history of Non-Western art from the indigenous cultures of Africa, the islands of the South Pacific (Oceania), and pre-European contact North America and Mesoamerica. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, and will learn to perform visual analysis of compositions of painting, sculpture, architecture, arts of the body and other media.

111 History of Contemporary Art (3) UC:CSU

Lecture 3 hours.

Covers major trends in art from c.1900 to the present day. Works of art are presented through slide presentations, class discussion and visits to museums, galleries and artists' studios.

119 Theories of Art (3) UC:CSU

Lecture 3 hours.

Geared to both studio and art history students. We will analyze artistic and aesthetic theories from ancient times to postmodernism and will examine various methodologies in order to understand movements and ideas which have played a crucial role in shaping the study of art.

137 Architectural History I: Prehistory to the Middle Ages (3) UC:CSU

Lecture 3 hours.

Covers the history of architecture from prehistory to the Middle Ages. Stresses development of typology as well as an examination of the influence of social cultural, religious, political, and economic conditions that influenced changes in form and style.



138 Architectural History II: Late Middle Ages to Modern (3) UC:CSU

Lecture 3 hours.

Covers the history of architecture from the late Middle Ages to the Modern period. Focuses on changing types, as well as on technological advancements in building materials. Literary movements as well as social, economic, religious, and political influences will be stressed.

139 Architectural History III: Modern Architecture (3) UC:CSU

Lecture 3 hours.

Covers the modern period of architecture, examining the changing range of architectural types, the impact of technology, the influence of Bauhaus, the theoretical schools, and the sociopolitical impact on the look of buildings.

201 Drawing I (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Involves a variety of media, emphasizing visual perception, critical analysis, art fundamentals, and cultural history of drawing.

202 Drawing II (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 201.

Extends the experiences of basic drawing with special emphasis upon pictorial organization. Stresses historical cultural evolution of drawing.

203 Drawing III (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 202.

Extends the experiences of basic drawing with special emphasis in various color media. Stresses individual artistic development.

204 Life Drawing I (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 201.

Studies construction of and composition with the human figure. Stresses critical analysis of the use of the figure in historical context.

205 Life Drawing II (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 204.

Continuation of Life Drawing I, emphasizing figure construction and composition applying a variety of media and concepts.

206 Life Drawing III (3) UC:CSU

Prerequisite: Art 205.

Lecture 2 hours; Laboratory 2 hours.

Continuation of figure construction and composition applying a variety of media concepts.

207 Life Drawing IV (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 206.

Continuation of figure construction and composition applying a variety of tools and techniques. Independent projects are stressed.

209 Perspective Drawing I (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Develops the understanding and manual skills necessary in the making of drawings which accurately represent three-dimensional forms in one-, two- and three-point perspective, with multiple secondary vanishing points.

300 Introduction to Painting (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Cultural awareness and historic foundations are integrated with classroom explorations of the potentials of painting. Through class assignments students develop a variety of painting techniques and a greater understanding of the medium.

301 Watercolor Painting I (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Offers experience in a variety of techniques. Emphasis on cultural history and criticism in the field of watercolor painting.

302 Watercolor Painting II (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 301.

Continuation of Watercolor I. Emphasis on composition through perceptual and conceptual approaches. Theory, history, and criticism in field of watercolor painting.

304 Acrylic Painting I (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 300 with a grade of "C" or better.

Continuation of Art 300.

305 Acrylic Painting II (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 304

Continuation of Art 304.

306 Acrylic Painting III (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 305

Continuation of Art 305.

307 Oil Painting I (3) UC:CSU

Laboratory 6 hours.

Stresses skills and techniques in the medium. Both traditional and contemporary approaches to ideas and materials are explored as a means of developing personal and/or professional expression.

308 Oil Painting II (3) UC:CSU

Lecture 1 hour; Laboratory 5 hours.

In this course, students will expand skills and techniques in oil painting. Emphasis will be on composition and color exploration in the service of communicating individual ideas.

309 Oil Painting III (3) UC:CSU

Lecture 1 hour; Laboratory 5 hours.

This course furthers the student's expertise in oil painting. The student develops an individual approach to technique and the creative expression of a personal vision. Research into contemporary and/or historical movements in art is expected to inform the student's work.

501 Beginning Two-Dimensional Design (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Introduces the elements and principles of two-dimensional design common to the visual arts. Integrates the theory of design with historical and cultural foundations. Applies basic design techniques to problems in visual perception and critical analysis.

502 Beginning Three-Dimensional Design (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Introduces the principles of three-dimensional design utilizing a variety of techniques and materials. Design theory is integrated with historical and cultural foundation. Students develop analytical visual skills and critical awareness.

503 Intermediate Design (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 501.

Recommended Preparation: Art 201.

This course examines the practical applications of design in a more focused manner as it relates to the concepts of two-dimensional design. Emphasis will be placed on several color theory models as well as the different systems of structuring a composition. Line, shape, texture, value, color, movement, scale, balance, unity and variety, focal point, subject, content.

519 Display Techniques (3) CSU

Lecture 2 hours; Laboratory 4 hours.

Provides practical application of design concepts as they relate to exhibitions, environments, displays and art portfolios. Students will gain a working knowledge of successful commercial and college galleries. Exhibition preparation, installation, funding, gallery visits, and guest lectures will be part of the curriculum.

603 Typography (3) CSU

Lecture 2 hours; Laboratory 2 hours.

This is a fundamental course and an introduction to basic composition and principles of typography. The course includes a survey of type from its origins to current technology and an introduction to typographic nomenclature and type specifications. Using hand skills and the computer, projects focus on typographic design, resonance and composition. Students develop skills regarding visually interesting letterforms and their uses in typographic design with a focus on appropriate solutions, visual interest and craftsmanship.

604 Graphic Design I (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Recommended Preparation: Art 501.

Introductory graphic design: the field, its terminology; tools and working methods. The problem/projects consist of graphic design assignments for selected media. Introduction to graphics on the computer. Primary software for this course is Illustrator and Freehand.

605 Graphic Design II (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 604.

Recommended preparation: Art 201

A continuation of the principles of Art 604. Projects in advertising, publication design, packaging and corporate identity. Continuation of graphics on the computer. Primary software for this course is QuarkXpress, Illustrator and Photoshop.

606 Graphic Design III (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 605.

Continuation of principles of Art 605. Graphic design workshop including computer graphics. Emphasis on corporate identity (logos, letterheads and promotional communications.) Portfolio preparation and evaluation. Primary software for this course is QuarkXpress, Illustrator and Photoshop.

615 Graphic Communications II (4)

Lecture 2 hours; Laboratory 4 hours.

Prerequisite: Art 614 or Art 604.

Continues Art 614 with greater emphasis upon graphic design skills and knowledge of contemporary processes in layout, preparation of artwork, and printing processes as they relate to the work of the advertising designer. Further refining of computer skills. Primary software for this course is InDesign, Illustrator and Photoshop.

616 Graphic Communications III (4)

Lecture 2 hours; Laboratory 4 hours.

Prerequisite: Art 615 or Art 605.

Continues studies in advertising, graphic design and layout, illustration, photography, and the operation of a graphic computer workstation that would be used in a job situation. Primary software for this course is InDesign, Illustrator and Photoshop.

617 Graphic Communications IV (4)

Lecture 2 hours; Laboratory 4 hours.

Prerequisite: Art 616 or Art 606.

Reviews and extends the factual material and practical skills included in previous courses. Includes preparation of a portfolio of student's work for use in obtaining employment. Primary software for this course is InDesign, Illustrator and Photoshop.

620 Illustration I (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 201.

Applies basic drawing techniques and design principles to problems in advertising and editorial illustration. Students will explore a variety of media and approaches oriented to contemporary demands in the field.

621 Illustration II (3)

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 620.

Continues Art 620 with additional emphasis on the use of markers for the production of full color comprehensive drawings and illustrations.

622 Illustration for the Graphic Artist (3)

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 621.

Extends basic principles and practices of advertising illustration to problems in graphic design and layout. Projects include the coordination of illustration with photography and other visual media.

650 Graphic Design for the World Wide Web (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 604.

This is a fundamental course in the application of the principles of design to building websites. Students will use a web interface design they have created to build and publish a third and fourth generation web site. Introduction to web creation software, Dreamweaver, Flash, and Fireworks.

651 Animation for the Web (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Art 650 or consent of Instructor.

This is a course in the application of animation or moving images for the web. It also furthers skills in building and design in building websites. Students will create images that they have constructed and apply movement to them to create an effective, fast downloading, browser and user-friendly site. Primary software is Flash.

700 Introduction to Sculpture (3) UC:CSU

Lecture 1 hour; Laboratory 5 hours.

Provides experiences in designing and executing sculptural form; technical experiences include modeling, casting and fabricating with sculptural media. Historical and cultural antecedents are discussed with emphasis on developing sculptural awareness.

701 Sculpture I (3) UC:CSU

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Art 700 with a grade of "C" or better

Continues Art 700.

702 Sculpture II (3) UC:CSU

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Art 701 with "C" or better.

Continuation of Art 701.

703 Sculpture III (3) UC:CSU

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Art 702 with "C" or better.

Continuation of Art 702.

708 Introduction to Ceramics (3) UC:CSU

Lecture 1 hour, Laboratory 5 hours

Presents basic ceramic design and construction techniques including wheel forming, handbuilding, surface enrichment, glazing, and firing. Emphasis on design and craftsmanship. Surveys the historical significance of ceramic art.

708B Introduction to Ceramics B (1) UC:CSU

Laboratory 2 hours.

Recommended Preparation: Art 708A.

Continuation of Art 708A with increased emphasis on craftsmanship and design. Basic wheel throwing and glaze decoration will be explored further. Simple mold construction will be introduced.

709 Ceramics I (3) UC:CSU

Lecture 1 hour, Laboratory 5 hours

Prerequisite: Art 708

Continuation of introduction to ceramics with increasing emphasis on wheel forming, glaze formulation, and kiln management. Stresses further the concepts of design.

**709B Ceramics IB (1) UC:CSU**

Laboratory 2 hours.

Prerequisite: Art 709A.

Continuation of Art 709A with emphasis on the forming processes, design and craftsmanship. Basic glaze chemistry and kiln management are introduced.

710 Ceramics II (3) UC:CSU

Lecture 1 hour, Laboratory 5 hours

Prerequisite: Art 709

Continuation of Art 709 with an increased emphasis on individually planned projects as well as assigned work.

710B Ceramics IIB (1) UC:CSU

Laboratory 2 hours.

Prerequisite: Art 710A with a grade of "C" or better.

This course is a continuation of Art 710A with emphasis on design and quality of craftsmanship. Beginning glaze chemistry and kiln firing are included.

711 Ceramics III (3) UC:CSU

Lecture 1 hour, Laboratory 5 hours

Prerequisite: Art 710

Continuation of Art 710 with an increased emphasis on individually planned projects.

711B Ceramics IIIB (1) UC:CSU

Laboratory 2 hours.

Prerequisite: Art 711A with a grade of "C" or better.

This course provides additional opportunities for practice in the forming processes and surface treatments. Emphasis is on the individually planned projects as well as assigned work. Personal direction in clay is encouraged. Other forms of firing are presented.

185 Directed Study - Art Honors (1) CSU - RPT 2**285 Directed Study - Art Honors (2) CSU****385 Directed Study - Art Honors (3) CSU**

Conference 1 hour per unit

Allows students to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Art (1-4) CSU**

See Cooperative Work Experience Education

Astronomy

1 Elementary Astronomy (3) UC:CSU

Lecture 3 hours.

Astronomy 1 with 2 same as Astronomy 3.

Surveys the material contents and workings of the universe at an introductory level designed to satisfy the general education science requirement, primarily for non-science majors. Emphasizes the physical principles essential to fundamental understanding in astronomy. Discusses philosophical and historical foundations, the tools of the astronomer, the solar system, stars and stellar evolution, galaxies and deep space, cosmology, and extraterrestrial life.

2 Elementary Astronomy Laboratory (1) UC:CSU - RPT 1

Laboratory and discussion, 3 hours.

Astronomy 1 with 2 same as Astronomy 3

Corequisite: Astronomy 1.

Supplements the material of Astronomy 1. Includes use of astronomical instruments, motions of the sky, the celestial sphere, star charts, constellation study, lunar and planetary motions, and classification of galaxies. Applies simple algebra and simple graphical methods to study of astronomical phenomena. Telescopic observations will be made whenever possible. May include occasional field trips to nearby astronomy facilities.

3 Introductory Astronomy (4) UC:CSU

Lecture 3 hours; Laboratory 3 hours.

Same as Astronomy 1 with 2

Combines lecture and laboratory content of Astronomy 1 and Astronomy 2. For further information see course descriptions of Astronomy 1 and Astronomy 2.

185 Directed Study - Astronomy (1) CSU - RPT 2**285 Directed Study - Astronomy (2) CSU****385 Directed Study - Astronomy (3) CSU**

Conference 1 hour per unit.

Allows students to pursue Directed Study in Astronomy on a contract basis under the direction of a supervising instructor.

Automotive Service Technology

1 Automotive Engines (5) CSU

Lecture 3 hours; Laboratory 5 hours.

Presents a study of automotive engines. Encompasses cooling and lubricating systems. Students overhaul engines in the laboratory, including boring, pin-fitting, valve seat replacement, valve grinding, and other engine rebuilding procedures.

2 Suspension Brakes and Power Systems (5)

Lecture 3 hours; Laboratory 5 hours.

Introduces wheel, brake, and suspension systems and service, including instruction on power brakes, power steering systems, and anti lock braking systems. Provides training and supervised repair on automobiles under actual shop conditions.

3 Engine Diagnosis and Tune-Up (5)

Lecture 3 hours; Laboratory 5 hours.

Emphasizes automotive engine diagnosis and tune-up problems pertaining to fuel, ignition, starting and charging systems. Shop training in ignition, emission control, and fuel systems on automobiles.

4 Starting and Charging Systems / Automotive Electrical Circuits (5)

Lecture 3 hours; Laboratory 5 hours.

Deals with the theory and maintenance of charging and starting systems. Provides a working understanding of the electrical systems used on automotive machinery. Lab work includes repair work on starters, alternators, and trouble shooting components of the electrical system. Includes practice with the latest diagnostic equipment.

5 Standard Transmissions, Clutches, Drive Lines and Differentials (3)

Lecture 2 hours; Laboratory 2 hours.

Examines manual shift type transmission including front drive transaxles. Discusses drive line problems including clutch, differential, and axle systems. Provides laboratory practice on these assemblies.

6 Automatic Transmission Electronic Diagnostics and Repair (5)

Lecture 3 hours; Laboratory 5 hours.

Provides lecture and laboratory work in the theory and servicing of several types of automatic transmissions currently in use.

7 Air Conditioning (3)

Lecture 2 hours; Laboratory 2 hours.

Presents the latest information in air conditioning systems and servicing. Has shop practice in repair and servicing of air conditioning systems.

20 Advanced Engine Diagnostics and Performance (4) - RPT 3

Lecture 3 hours; Laboratory 3 hours.

The theory, operation, and repair systems of automotive engine computer systems.

21 Computer-Controlled Electronic Fuel Injection Systems (3)

Lecture 3 hours.

The theory, operation, and repair of computer controlled electronic fuel injection systems.

23 Enhanced Clean Air Car (3)

Lecture 2 hours; Laboratory 2 hours.

A State of California mandated course covering operation and repair of emission systems. Upon satisfactory completion of the course, students may obtain a letter for permission to take the state licensing exam. Note: The Pierce College Automotive Service Program is a California State Bureau of Automotive Repair Approved Training Institution.

24 Smog Check BAR Update Course (1) - *RPT 3

Lecture 1 hour.

**Additional repeats allowed by petition.*

This short course is designed for automotive professionals who need to meet current smog check licensing requirements.

25 Fundamentals of Auto Mechanics (4)

Lecture 3 hours; Laboratory 3 hours.

May be offered as 1-unit modules: 25A (Lubrication and Inspection Procedures), 25B (Cooling and Ignition Systems), 25C (Tires and Braking Systems), and 25D (Electrical Systems).

Provides a comprehensive introduction to the design, operation, and repair of various automotive systems. Emphasis is placed on owner-operator vehicle maintenance.

32 Automotive Service Technology Projects Laboratory: Chassis and Suspension Systems (1)

Laboratory 3 hours.

Prerequisite: Automotive Service Technology 2.

Provides increased laboratory experience in the diagnosis and repair of automotive chassis and suspension systems.

34 Automotive Service Technology Projects Laboratory: Electrical Circuits (2)

Laboratory 6 hours.

Prerequisite: Automotive Service Technology 4.

Provides increased laboratory experience in the diagnosis and repair of automotive electrical circuits.

36 Automotive Service Technology Projects Laboratory: Standard Transmissions, Clutches, Drive Lines and Differentials / Air Conditioning (1)

Laboratory 3 hours.

Prerequisite: Automotive Service Technology 5.

Provides increased laboratory experience in the diagnosis and repair of standard transmissions, clutches, drive lines and differentials/air conditioning.

41 Precision Lower-End Engine Blueprinting and Assembly (3)

Lecture 2 hours; Laboratory 2 hours.

This course provides a comprehensive understanding of automotive performance oriented lower end engine machining and assembly techniques. It discusses engine blueprinting for performance applications. Machining engine blocks, crankshafts, connecting rods and other related components are covered. Modifications to short block assemblies for performance applications are discussed.

42 Performance Chassis and Suspension Systems (3)

Lecture 2 hours; Laboratory 2 hours.

This course provides a comprehensive understanding of automotive performance oriented chassis and suspension system upgrades. It discusses the effect springs, shocks and swaybars have on a performance vehicle. The effect of caster, camber and toe settings on a performance vehicle are covered. Modifications to a vehicle's steering and suspension systems are discussed for road course, oval and straight-line racing situations.

43 Dyno Tuning For Performance (3)

Lecture 2 hours; Laboratory 2 hours.

This course provides a comprehensive understanding of automotive performance tuning on a chassis dynamometer. It discusses performance upgrades to timing and fuel curves on both non-computer and computer controlled systems. Bolt-on performance upgrades such as forced injection systems, improvements to intake systems and exhaust upgrades are also discussed.

44 Precision Upper End Engine Assembly (3)

Lecture 2 hours; Laboratory 2 hours.

This course provides a comprehensive understanding of automotive performance oriented upgrades to an engine upper-end to include cylinder heads, valve train, intake systems and exhaust systems. It discusses the effect intake flow and exhaust flow have on a performance vehicle. Machining cylinder heads, valves and related components are covered. Modifications to cylinder head combustion chambers, ports, valve size, valve spring set-up, rocker arm geometry and push rod lengths are discussed for various racing situations.

45 Chassis, Suspension and Interior Fabrication Techniques (3)

Lecture 2 hours; Laboratory 2 hours.

This course provides a comprehensive understanding of automotive performance oriented chassis, suspension and interior modifications, which enhance a vehicles safety and performance ability. It discusses fabrication and modification of various chassis and suspension systems for performance use. How to fabricate and/or install from kit form safety equipment such as roll bars and roll cages are covered. Fabrication and installation of interior tin are discussed and practiced.

48 Automotive Service Writing (3)

Lecture 3 hours.

This course provides a comprehensive understanding of automotive service writing. It discusses the rules and regulations required by the State of California. How to sell and price automotive repair procedures while keeping the customer satisfied will be thoroughly covered.

52 Advanced Brakes Steering and Suspension Systems (3)

Lecture 2 hours; Laboratory 2 hours.

This course is part of the Ford Motor Company MLR (Maintenance and Light Repair) technician training program. The course prepares students for employment at local Ford or Lincoln/Mercury dealerships as well as upgrade training of current Ford technicians. The brake system diagnosis and repair along with the base steering and suspension class includes classroom instruction, hands on laboratory projects, and web based training on current Ford Motor Company vehicles.

54 Advanced Electrical Systems (3)

Lecture 2 hours; Laboratory 2 hours.

This course is part of the Ford Motor Company MLR (Maintenance and Light Repair) technician training program. The course prepares students for employment at local Ford or Lincoln/Mercury dealerships as well as upgrade training of current Ford technicians. The basic electrical diagnostic course includes classroom instruction, hands on laboratory projects, and web based training on current Ford Motor Company vehicles.

**185 Directed Study - Automotive Service Technology (1) - RPT 2****285 Directed Study - Automotive Service Technology (2)****385 Directed Study - Automotive Service Technology (3)**

Allows students to pursue Directed Study in Automotive Service Technology on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Automotive Service Technology (1-4)**

See Cooperative Work Experience Education

Biology

See also **Anatomy, Microbiology, Oceanography, and Physiology.**

3 Introduction to Biology (4) UC:CSU

Lecture 3 hours; Laboratory 3 hours.

Closed to students who have completed Biology 6.

This course presents a comprehensive study of the major principles of biology. It covers topics such as cell structure and physiology; bioenergetics, development, genetics, basic ecology, population biology and evolution. This course meets the general education laboratory experience requirement. This course is not intended for life science, biology; or pre-professional (medical, dental) majors.

6 General Biology I (5) UC:CSU

Lecture 3 hours; Laboratory 6 hours.

Prerequisite or Corequisite: Chemistry 101.

Note: This class meets off campus several times during the semester.

Biology 6 represents half of a one-year course designed for Life Science majors and those preparing for careers in medicine, pharmacy, and dentistry. The lecture focuses on the fundamental processes associated with living organisms, particularly those at the cellular and molecular levels of organization. The laboratory explores the biology of plants, protists, and invertebrate animals.

7 General Biology II (5) UC:CSU

Lecture 3 hours; Laboratory 6 hours.

Prerequisite or Corequisite: Chemistry 101.

Note: Biology 6 is not a prerequisite for Biology 7.

Note: This class meets off campus several times during the semester.

This course is designed to complete the study of the basic principles of biology. The course includes a comparative study of the structure and physiology of vertebrate organ systems, the basic concepts of evolution, and the evolution of the vertebrates. The course also examines basic ecological concepts and populations and their relationships to biological communities.

10 Natural History I (4) UC:CSU

Lecture 3 hours; Laboratory 3 hours.

Note: Surveys of the local ecosystems are done during off-campus field trips.

Biological principles including evolution, adaptation and scientific methods are examined using the local environment. Includes the role of climate in the distribution of plant and animal species and a systematic survey of the common local plants, invertebrates, birds and mammals.

11 Natural History II (3) **UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Note: This course is taught in 1-unit modules. No credit for repeated modules.

Deals with the biology of the environment and the interrelationship of climate, animals, plants, and humans. Course will include an in-depth ecological and systematic survey of a few selected ecosystems of the world.

12 Natural History and Field Biology I (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Note: This course is taught in 1-unit modules. No credit for repeated modules.

Deals with the biology of the environment and the interrelationship of climate, animals, plants, and humans. Course will include an in-depth ecological and systematic survey of a few selected ecosystems of the world.

40 The Science of Biotechnology (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Biology 6 and Chemistry 101.

This course provides a comprehensive introduction to the science of biotechnology by providing both the theory and hands-on experience with laboratory protocols that parallel the isolation, purification, and cloning of a gene and gene products. This course also provides students with an opportunity to gain experience with Southern and western transfers and work with primary and secondary antibodies.

44 Foundations in Biology for the Health Sciences (2) CSU

Lecture 1 hour; Laboratory 2 hours.

This course is designed to present the theories and laboratory skills needed to succeed in Human Physiology and Microbiology. The overall breadth of course material is more narrow than Biology 3, but coverage of chemistry and genetics is more detailed.

46 Genetic Analysis (3) UC:CSU

Lecture 3 hours.

Prerequisite: Biology 6.

A course designed for Life Science majors as a continuance of their general biology studies. This course provides a comprehensive introduction to genetic analysis, examining topics such as chromosome analysis, population genetics, and genomics.

121 Lectures in Marine Biology (3) UC:CSU

Lecture 3 hours.

Same as Oceanography 12. Credit not given for both courses.

Introduction to the biology of the marine environment. A brief introduction to the physical conditions of the oceans is followed by a comprehensive examination of marine organisms. A strong emphasis is placed on understanding the biology of groups of organisms including morphology, feeding, reproduction, adaptations and ecology. A survey of marine communities involves developing an understanding of the fundamentals of community analysis and application of knowledge of the biology of individual organisms as members of communities. Communities examined include kelp forests, coral reefs, deep sea, hydrothermal vents, mangroves, the rocky intertidal zone, sandy subtidal and Antarctica. Environmental issues of fisheries management and pollution are discussed.

122 Marine Biology Laboratory (2) UC:CSU

Laboratory 4 hours.

Same as Oceanography 14. Credit not given for both courses.

A laboratory and field course introducing students to the Southern California nearshore marine environment. Marine plants and invertebrates and fishes are examined with respect to morphology, physiological ecology, classification and ecology. A strong field emphasis includes studies of the rocky intertidal zone, wetlands, sandy beach and nearshore pelagic and benthic communities. Students design and execute a written community analysis project requiring them to pose hypotheses, formulate a sampling design, and to analyze, plot and interpret data. Students also participate in oceanographic research cruises and experience all aspects of shipboard sampling.

123 Introduction to Marine Biology (3) UC:CSU*Lecture 2 hours; Laboratory 3 hours.**Same as Oceanography 2. Credit not given for both courses.*

This course is designed to be taught at a marine biology field station in the Sea of Cortez and maximizes the opportunities afforded by field study. The lecture, laboratory and field study are integrated to examine the physical attributes of the Gulf of California nearshore ecosystem as it influences the biology of the marine plants and animals of the region. Emphasis is placed on the interactions among species which determine their distributions and the organization of communities. The biology of plants, invertebrates, fish, birds, marine mammals and marine reptiles are examined. Experimental and observational studies of fish form and function, invertebrate and fish behavior, as well as marine mammal and fish behavior and ecology are done primarily while in the water snorkeling. Issues relating to fisheries and resource utilization, and future management and/or exploitation by 3rd world countries are examined in the microcosm of the Bahia de los Angeles area of the Sea of Cortez.

185 Directed Study - Biology (1) CSU RPT - 2**285 Directed Study - Biology (2) CSU****385 Directed Study - Biology (3) CSU***Conference 1 hour per unit.*

Allows students to pursue Directed Study in Biology on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Biology (1-4) CSU***See Cooperative Work Experience Education*

****UC Credit Limit:** UC transferable only if all three modules (3 units) are completed.

Broadcasting

1 Fundamentals of Radio and Television Broadcasting (3) CSU*Lecture 3 hours.*

Overview of the Radio-TV industry, including its emergence, roles of the networks, governmental regulation, social effects, legal and ethical aspects, programming and employment practices.

10 Radio Programming and Production (3) CSU*Lecture 2 hours; Laboratory 3 hours.*

Introduction, by means of working on a campus radio station, to all aspects of radio station programming and production. Included are instruction and experience in the roles of disc jockey, sportscaster, commercial announcer and news broadcaster.

Business Administration

Business Administration courses are listed separately under the following headings:

Accounting
Business
Insurance
International Business
Management
Marketing
Real Estate
Supervision

Business

1 Introduction to Business (3) UC:CSU*Lecture 3 hours.*

Designed to introduce or review the basic areas of business. This is a survey course. Topics covered include: Accounting, International Business, Finance, Marketing, Management, Business Law, Business Organization, and Careers.

5 Business Law I (3) UC:CSU*Lecture 3 hours.*

This course includes an overview of Law and Society and specifically stresses the Court System, the Law of Contracts, Torts, Negligence, Crimes, Personal Property and Bailments, and Real Property.

10 Fundamentals of Tax Return Preparation (3) - RPT 3*Lecture 3 hours.*

Introduces the fundamentals of Federal and California income tax procedures. This class is associated with the Voluntary Income Tax Preparation program (VITA) that allows students to practice preparing tax returns for residents in the community.

185 Directed Study - Business (1) CSU - RPT 2**285 Directed Study - Business (2) CSU****385 Directed Study - Business (3) CSU***Conference 1 hour per unit.*

Allows students to pursue Directed Study in Business on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Business (1-4) CSU***See Cooperative Work Experience Education*



Business Communications

See course listings under **Computer Applications and Office Technologies**

Business Computer Applications

See course listings under **Computer Applications and Office Technologies**

Business English

See course listings under **Computer Applications and Office Technologies**

Chemistry

Students whose native language is other than English are recommended to be enrolled in ESL 87 before enrolling in Chemistry laboratory courses. Chemistry courses require good reading and writing skills. It is recommended that students be enrolled in or eligible for English 28 before enrolling in any Chemistry course.

51 Fundamentals of Chemistry I (5) CSU

Lecture 3 hours; Laboratory 4 hours.

Prerequisite: Mathematics 115 with a grade of "C" or better, or equivalent skill level demonstrated through the mathematics placement process.

Recommendation: Eligibility for English 28.

This course offers a basic introduction to concepts in inorganic chemistry with a brief overview of organic chemistry. It is designed for those students whose interests are in nursing, animal health technology, home economics, physical therapy, elementary education and for liberal arts students in need of a laboratory course in physical science. It is not intended for students planning to take Chemistry 101.

60 Introduction to General Chemistry (5) ^ΔUC:CSU

^ΔNo Credit if taken after Chemistry 101.

Lecture 3 hours; Laboratory 4 hours.

This class may be offered periodically as an Internet-based class with an on-campus laboratory. This course is typically offered in both the winter and summer intersession.

Prerequisite: Mathematics 115 with a grade of "C" or better, or equivalent skill level demonstrated through the mathematics placement process.

Recommendation: Eligibility for English 28.

The course consists of a theoretical and mathematical treatment of some of the fundamental principles in general chemistry. One focus is on developing a student's problem-solving skills- enabling them to find algebraic solutions to word problems. This will include a review of important mathematical concepts. A second major emphasis is on development of a basic vocabulary related to chemical concepts, including chemical nomenclature. The composition and structure of different types of matter, and changes that it undergoes will be highlighted. Several types of simple inorganic reactions will be presented and the significance of the Periodic Table of the elements will be explained. The laboratory work is intended to develop skills in measurement, observation, use of simple chemical glassware and equipment, and in making deductions from observations and communicating them in a written report. This course serves to prepare students for entering general chemistry (Chemistry 101).

101 General Chemistry I (5) UC:CSU

Lecture 3 hours; Laboratory and discussion 6 hours.

This class may be offered periodically as an Internet-based class with an on-campus laboratory. This course is typically offered in both the winter and summer intersession.

Prerequisites:

1. Chemistry 60 or equivalent with a grade of "C" or better, or passing the Chemistry 101 Readiness Test.
2. Mathematics 125 with a grade of "C" or better, or equivalent skill level demonstrated through the mathematics placement process.

Presents the principles and laws of chemistry as related to the structure of matter. Topics covered include a comparison of the states of matter; atomic structure and the periodic table; stoichiometry; thermochemistry and introductory thermodynamics; chemical bonding; solutions; solubility; acids and bases; introductory chemical equilibrium; phase changes; and an introduction to Molecular Orbital Theory. The laboratory work is intended to develop skills in observation, use of chemical glassware and equipment, making deductions from observations, analyzing results and communicating them in a written laboratory report.

CHEMISTRY 101 READINESS TEST

It is recommended that all students planning to enroll in Chemistry 101 as their first chemistry course at Pierce College take the Chemistry 101 Readiness Test at the Assessment Center located in the Campus Center. Contact the Assessment Center at (818) 719-6499 for an appointment and an information sheet. Prerequisite courses taken at other accredited colleges or universities must be presented to the Assessment Center to be substituted for the Pierce Chemistry 101 Readiness Test. Results from the test are intended to assist students in enrolling in the class where they are most likely to succeed. Upon completing the test, students are advised of their placement and given their authorization to enroll. Students must pass the test within one year of when they register to enroll in Chemistry 101. A student who passes the test may take the exam more than once to maintain this recency requirement, but a student who fails may not repeat the test. Students who wish to challenge the recommendation of the readiness test should consult the Chemistry Department Advisor, Dr. Izzy Goodman, at (818) 719-6464 or goodmai@piercollege.edu. The prerequisites for Chemistry 101 are not waived on the basis of any assessment test scores.

102 General Chemistry II (5) UC:CSU

Lecture 3 hours; Laboratory and discussion 6 hours.

This class may be offered periodically as an Internet-based class with an on-campus laboratory. This course is usually offered in the summer intersession.

Prerequisite: Chemistry 101 or its equivalent with a grade of "C" or better.

A continuation of Chemistry 101. Topics covered include a detailed study of chemical equilibrium as applied to analytical chemistry including solubility, complex ion, and redox equilibria, pH, buffers, weak acids, weak bases, monoprotic and polyprotic systems; thermodynamics; electrochemistry; the solid state; the relationship between structure and properties; kinetics; coordination chemistry and ligand field theory; visible spectroscopy; and the chemistry of selected metals and nonmetals. The laboratory work continues to develop skills in observation, the use of chemical glassware and equipment, making deductions from observations, analyzing results and communicating them in a written laboratory report.

211 Organic Chemistry for Science Majors I (5) UC:CSU*Lecture 3 hours; Laboratory and discussion 6 hours.***Prerequisite:** Chemistry 102 or its equivalent with a grade of "C" or better.

This is the first part of a two-course sequence presenting the structure, nomenclature, stereochemistry, preparation and mechanisms of reactions of aliphatic and aromatic hydrocarbons and their derivatives. A mechanistic approach to reactions and a focus on multistep synthesis will be emphasized throughout the course. The laboratory presents the techniques of preparation, isolation and analysis of organic compounds employing standard and modern instrumental methods.

212 Organic Chemistry for Science Majors II (5) UC:CSU*Lecture 3 hours; Laboratory and discussion 6 hours.***Prerequisite:** Chemistry 211 or its equivalent with a grade of "C" or better.

This course will complete the study begun in Chemistry 211 of the organic functional groups of alcohols, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives and amines. It will also cover more specialized topics including the following: carbohydrates, amino acids and peptides, fatty acids and polymers; difunctional compounds, polycyclic benzenoid hydrocarbons, heterocyclic compounds, mass spectroscopy, NMR techniques and strategies in modern organic synthesis. A mechanistic approach to reactions and a focus on multistep synthesis will be emphasized throughout the course. The laboratory presents more techniques of preparation, isolation and analysis of organic compounds employing modern instrumental analysis.

221 Biochemistry for Science Majors (5) UC:CSU*Lecture 3 hours; Laboratory and discussion 6 hours.***Prerequisite:** Chemistry 211 or its equivalent with a grade of "C" or better. Normally offered in the Spring semester only.

The course is designed to provide a thorough introduction to the principles, concepts and terminology of biochemistry, with an emphasis on the structure and function of biomolecules, the role of intermediary metabolism in energy production and common biochemical laboratory techniques. Topics include the chemistry and properties of three groups of biological macromolecules (proteins, carbohydrates and lipids) and their building blocks, protein structure and function, enzyme catalysis, and the details of the central metabolic pathways (glycolysis, glycogenolysis, the citric acid cycle, electron transport, and oxidative phosphorylation) including their regulation and integration. Throughout the course the organizing principles of biochemistry and the distinctive characteristics of the living state will be emphasized. The laboratory exposes the students to a variety of biochemical techniques and how they are used to evaluate biomolecules and systems. These techniques include spectrophotometry, fractional distillation, various types of chromatography including paper, thin layer, and molecular exclusion and enzyme assays.

185 Directed Study - Chemistry (1) CSU - RPT 2**285 Directed Study - Chemistry (2) CSU****385 Directed Study - Chemistry (3) CSU***Conference 1 hour per unit.*

Allows students to pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Chemistry (1-4) CSU**

See Cooperative Work Experience Education

Chicano Studies

2 The Mexican-American in Contemporary Society (3) UC:CSU*Lecture 3 hours.*

Examines current U.S. cultural and social issues relevant to the Chicano Community, advances in political organization and efficacy, and social problems remaining unresolved in Chicano communities in the United States with an emphasis on California and the Southwestern United States.

80 Chicano Politics (3) UC:CSU*Lecture 3 hours.*

Examines U.S. history and political issues relevant to the Mexican-American Community, the strategies of Latino political activism in the United States, and social change movements, issue, and problems that are relevant to the Hispanic Community.

Child Development

1 Child Growth and Development (3) UC:CSU*Lecture 3 hours.**Equivalent to Psychology 11. Credit not given for both courses.**Department of Social Services DS1.**Required for all Child Development majors and certificates.*

An introductory Child Development course which covers the theory of human development focusing on growth from conception through adolescence. The physical, cognitive, and social-emotional domains, and ways in which biological and diverse environments influence growth, will be studied. Students identify typical and atypical development and apply strategies to promote healthy child development in their personal and professional lives.

2 Early Childhood: Principles and Practices (3) CSU*Lecture 3 hours.**Department of Social Services DS3.**Required for all Child Development majors.*

A survey of Early Childhood Programs including philosophies and components of a quality program. Developmentally appropriate practices will be discussed in depth. The role of the teacher will be emphasized in relation to attitudes, goals, values and the total development of the child.

3 Creative Experiences for Children I (3) CSU*Lecture 3 hours.**Department of Social Services DS3.*

The creative approach to program planning in areas of art, dramatic play, blocks, music and movement will be explored. Emphasis will be on the development of creative teaching strategies and the values of these curriculum areas.

4 Creative Experiences for Children II (3) CSU*Lecture 3 hours.**Department of Social Services DS3.*

The creative approach to program planning in language arts, mathematics, social studies, science, perceptual motor and cooking will be explored. Emphasis will be on methods of presentation, values and evaluation of the child's experience.

**10 Child Health (3) CSU**

Lecture 3 hours.

This course will take an in depth look at the health, safety, and nutrition standards as they relate to young children, their families and the community. This class will be taught from the teacher's perspective, and focus specifically on important issues pertaining to the young child. First Aid and CPR certificates will be earned.

11 Home, School and Community Relations (3) CSU

Lecture 3 hours.

Department of Social Services DS2.

Required for all Child Development majors.

This course focuses on the processes and results of the child's integration into the social world of home, school, and community. Emphasis is on socialization as a reciprocal and interactive process in which individuals are shaped by cultural forces, relationships, and experiences, while at the same time they influence their own culture, relationships, and experiences. It includes child behavior and development along with understanding cultural and developmental diversity in society and their impact on teaching, parenting, and family relations.

22 Practicum In Child Development I (4) CSU

Lecture 2 hours; Laboratory 6 hours.

Prerequisites: Child Development 1, 2, 3, and 4; health exam, TB test and consent of instructor.

Supervised practicum experience in an early childhood setting. The student will relate all previous theory courses to the practical application in the classroom. Students are assigned to a practicum site under the supervision of a CECMP Mentor Teacher or a master teacher to reinforce theory and to develop teaching techniques by working directly with children and staff.

23 Practicum In Child Development II (4) CSU

Lecture 2 hours; Laboratory 6 hours.

Prerequisite: Child Development 22; health exam, TB test and consent of instructor.

This is the second semester of supervised practicum teaching experience to be done in a different setting than the first semester. This course provides advanced practical application of theories covered in prerequisite courses.

30 Infant and Toddler Studies I (3) CSU

Lecture 3 hours.

Reviews physical, social-emotional, language and cognitive development during the period of infancy/toddlerhood. Focuses on infant/toddler group care and reviews the California Infant Care Regulations as they relate to this period. Addresses the role of the infant/toddler caregiver, importance of environment and play, and importance of relationships, security and separation. Infant/toddler diversity and varying philosophies are explored

31 Infant and Toddler Studies II (3) CSU

Lecture 3 hours.

A study of infant and toddler development and its relation to curriculum, designing environments, assessment, and intervention. Curriculum development and direct observation in infant and toddler programs are a requirement of the course.

34 Observing and Recording Children's Behavior (3)

Lecture 3 hours

Students observe, record and interpret children's behavior in a variety of settings using appropriate observational methods. Students will apply this information to adapt the environment, curriculum, and teaching strategies to meet the individual needs of children within an early childhood program.

38 Administration and Supervision of Early Childhood Programs I (3) CSU

Lecture 3 hours.

Department of Social Services DS6.

This course is an examination into administration and supervisory principles and practices necessary for the operation of an early childhood program. Topics include: licensing regulations, leadership skills, budget preparation and analyst, personnel management, parent involvement and local community resources.

39 Administration and Supervision of Early Childhood Programs II (3) CSU

Lecture 3 hours.

Prerequisite: Child Development 38.

Department of Social Services DS6.

This course will contain an in-depth study of the administration of an Early Childhood program. It will include updating of licensing regulations, budget preparation and analysis, staff relations, professional development, parent involvement and conferencing, working with governing boards and supervising agencies, an introduction to proposal and grant writing, and current research in the field.

42 The Child in a Diverse Society (3) CSU

Lecture 3 hours.

This course includes the philosophy, principles and methods related to working with young children from diverse backgrounds. Materials and experiences will be explored relating to diversity, including cultural, ethnic, ability, gender, social class and generation differences. Curriculum development, problem solving techniques and environmental designs will be studied from an inclusive perspective.

44 Programs for Children with Special Needs I (3) CSU

Lecture 3 hours.

This course is designed for students interested in specializing in or working with children with special needs. Instruction focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently abled children preschool aged and younger, and their families.

45 Programs for Children with Special Needs II (3) CSU

Lecture 3 hours.

A study of programs for children with special education needs. A review of the characteristics of different types of exceptionalities and the educational implications will be discussed. Students will become familiar with strategies and techniques to adapt environments and curriculum to make accommodations for children with special needs across the continuum of instructional settings.

46 School Age Programs I (3) CSU

Lecture 3 hours.

Department of Social Services DS4.

Students will be introduced to school age care programs designed for those planning to work in before and after school programs. Topics to be covered include the developmental issues of school age children, program models, creating environments, and designing appropriate and effective experiences and curriculum.

47 School Age Programs II (3) CSU

Lecture 3 hours.

Students will be introduced to school age care programs. Course is designed for those planning to work in before and after school programs. Topics to be covered will be guidance of children, behavior, the child in the context of the family and community, and administration of programs.

65 Adult Supervision and Early Childhood Mentoring (2)

Lecture 2 hours.

This course satisfies the adult supervision requirement for the Master Teacher level on the Child Development Permit. It is designed for students who currently, or will supervise adults in an early childhood program. Students compare methods and principles of supervision and mentoring as well as how to develop positive team relationships and utilize conflict resolution techniques. Additional emphasis is placed on advocacy and professional development as well as special issues effecting ECE supervision. This course is required for eligibility to apply to become a California Early Childhood Mentor Teacher.

172 Introduction to Careers in Child Development (1)

Lecture 1 hour.

This course introduces students to a variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

Cinema

3 History of Motion Pictures (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.
May be offered as an honors section.

Examines television and film as communicative art forms. Analyzes representative films and television programs as to formats, aesthetics, societal impact, and evolution as entertainment media.

104 History of Documentary Films (3) UC:CSU

Lecture 3 hours.

An historical overview of the art and craft of documentary and non-fiction films from the silent era to contemporary times, both American and foreign, with an emphasis on the "classics", propaganda, educational, docudrama and avant-garde.

107 Understanding Motion Pictures (3) UC:CSU

Lecture 3 hours.

Replaces Cinema 18. Students should not take both Cinema 18 and 107.
May be offered as honors section.

Analytical critical survey of motion pictures as communication medium via screenings, lectures, readings about "classic" and contemporary films, American and foreign, theatrical and non-theatrical.

Computer Applications and Office Technologies

1 Computer Keyboarding I (3)

Lecture 2 hours; Laboratory 3 hours.

Note: Course may be presented in short-term modules - CAOT 1E, CAOT 1G, or CAOT 1H. Computer Applications and Office Technologies majors must take all three modules.

Develops fundamental skills in the operation of a computer keyboard. Permits students to learn to key business documents and to achieve a typing speed of at least 30 gross words a minute for 3 minutes with no more than 3 errors.

2 Computer Keyboarding II (3) CSU

Lecture 2 hours; Laboratory 3 hours.

Prerequisite: CAOT 1 or 9 with a grade of "C" or better OR the ability to key 30 words a minute for three minutes with three or fewer errors.

Continues to develop basic keyboarding skills and emphasizes formatting various kinds of business documents.

9 Computer Keyboarding Improvement (1) - RPT 1

Laboratory 3 hours.

Prerequisite: CAOT 1 or 9 with a grade of "C" or better OR the ability to key 30 words a minute for three minutes with three or fewer errors.

Improves typing techniques, speed, and accuracy through timed writings, corrective drills, and production problems. Students may enroll for two semesters, but the semesters may not be consecutive. This course may be taken concurrently with CAOT 2 if the student needs additional speed and/or accuracy building.

23 Legal Procedures 1 (5)

Lecture 5 hours.

Recommended: Ability to key 40 words a minute and use Microsoft Word to prepare documents.

Note: Course may be presented in modules CAOT 23F and CAOT 23G

Presents an overview of the law office and duties of the legal office assistant. Provides instruction on preparing legal correspondence. Covers the court structure, filing court documents, and litigation procedures. Emphasizes vocabulary and document preparation in family law; wills, trust agreements, and probate; business law; real estate law; and criminal law. Introduces students to legal research.

31 Business English (3)

Lecture 3 hours.

Prerequisite: Students must be eligible for English 21.
Concurrent enrollment in CAOT 34 is recommended.

Provides instruction in fundamental English language skills as they relate to written and oral communication in business. Emphasizes parts of speech; noun plurals and possessives; verb tenses, voices, and agreement; pronoun usage; comparative and superlative forms of adjectives; capitalization; punctuation; and other related topics. Covers sentence structure and paragraph writing. After successful completion of this course, students will be prepared for CAOT 32, Business Communications.

32 Business Communications (3) CSU

Lecture 3 hours.

Prerequisite: CAOT 31 with a grade of "C" or better.

Develops the ability to write effective business memorandums, letters, e-mail messages, employment documents, and short reports. Stresses the problem-solving approach to create messages that inform, persuade, and convey negative news. Emphasizes the concepts of effective writing style such as organization, coherence, and unity as well as principles of grammar and punctuation of written business documents.

33 Records Management and Filing (2)

Lecture 1 hour; Laboratory 2 hours.

Recommended preparation: Eligibility for English 85 (ESL) or higher level English course.

Provides an intensive study of the principles of manual/computerized filing systems. Records management, automated records systems, retrieval, retention, transfer methods, and control procedures are demonstrated and discussed.

34 Business Terminology (2)

Lecture 2 hours.

Develops the ability to use the dictionary (printed and online) to locate the spelling, pronunciation, and definition of words. Emphasizes the spelling and definition of words that sound alike but are spelled differently and have different meanings. Develops an understanding of common business, computer, and Internet terms. Stresses vocabulary development and expansion.

39 Word Processing: Keyboarding and Operations (3) - RPT 2

Lecture 2 hours; Laboratory 3 hours.

Prepares students to become proficient in the use of word processing software on Windows-based computers. Emphasizes the beginning and the intermediate operations of Microsoft Word 2007 as students create, format, and edit business documents.

**55 Career Skills for the Workplace 2000 (3)**

Lecture 3 hours.

Note: Course may be presented in short-term modules - CAOT 55A, CAOT 55B, or CAOT 55C. Computer Applications and Office Technologies majors must take all three modules.

Focuses on the important skills needed to survive in today's work force. Emphasizes specific skills such as telephone techniques, customer service, records management, and job search techniques. Stresses proper attitude, appropriate dress, and business etiquette.

64 Office Administration Laboratory (1) - RPT 2

Laboratory 2 hours.

Prerequisite: Concurrent enrollment in or completion of CAOT 1, 2, 9, 23, 39, 55, 66, 67, 71, 75, 78, 79, 82, 84, 85, 86, 88, 92, 94, 95, 97, 100, 107, 108, 109, 113, 114, or 120.

Develops competency in the fundamentals and mechanics of all the microcomputer applications classes taught in the Computer Applications and Office Technologies Department. Gives the needed practice to apply the principles learned to create business documents and those documents required in nonbusiness classes. Open entry-open exit. A credit/no credit class.

66 Voice-Recognition Software for Computer Input (1) - RPT 2

Laboratory 2 hours.

Note: Uses Dragon NaturallySpeaking Preferred 9.

Uses voice-recognition software (Dragon NaturallySpeaking) to input information into the computer by voice rather than by keyboard. Focuses on learning dictation commands and techniques for continuous voice dictation. Covers voice commands for formatting and editing documents as well as for all menu and keyboard manipulations.

67 Microsoft Outlook for the Office (1) - RPT 2

Laboratory 2 hours.

Covers addressing, composing, sending, and customizing e-mail using Microsoft Outlook 2007. Includes managing contacts and mail. Provides instruction in using (1) Outlook's Calendar for scheduling appointments, planning meetings, and scheduling events; (2) Outlook's Tasks feature; and (3) Outlook's Notes feature. Emphasizes integrating Outlook's features. Reviews basic Windows commands and file management procedures.

70 Human Relations in the Office (3)

Lecture 3 hours.

Prerequisite: CAOT 31 and 34.

Designed to help students develop an understanding of self as well as understand relations with others in family, social, business, and work situations. Teaches how to motivate, manage, and supervise others. Introduces students to assertion, problem-solving, and decision-making techniques. Acquaints students with a variety of self-help agencies and outside reference materials.

71 Voice-Recognition Software With Document Applications (3) CSU - RPT 2

Lecture 2 hours; Laboratory 3 hours.

Prerequisite: CAOT 31 and 34.

Offered in the Fall semester only.

Note: Uses Dragon NaturallySpeaking Preferred 9.

Uses voice-recognition software, Dragon NaturallySpeaking, in place of the computer keyboard to create documents and navigate the Internet. Covers dictation procedures and voice commands to input text, access program menus, and activate keyboard commands. Uses voice dictation to create e-mail messages, memorandums, letters, and other business documents. Reviews punctuation, capitalization, number usage, and word-usage principles in the context of creating business documents by voice.

75 Word Processing: Equipment Operation (2) CSU

Lecture 1 hour; Laboratory 2 hours.

Designed to meet the needs of all students by providing the skills necessary to operate a word processing program on the microcomputer. Emphasis is placed on understanding the logic inherent in performing basic word processing operations in order to input, edit, and print reports, term papers, and letters. A credit/no credit class.

76 Keyboarding for Data Processing (1)

Laboratory 2 hours.

Develops fundamental keyboarding skills necessary to input information on the computer efficiently and accurately. Designed to meet the needs of the student by providing the skills necessary to input information. The course is a self-paced, individualized program. The class meets during the first session at a specified time, but the remainder of the course has flexible scheduling.

77 Microcomputer Accounting for the Electronic Office (3)

Lecture 3 hours.

Develops competency in the fundamentals and mechanics of bookkeeping theory as a basis for an understanding of microcomputer programs and applications in the electronic office. Includes acquaintance with accounting terminology, procedures, financial statements, merchandise inventory, and payroll. Introduces students to accounting software and concepts of microcomputer usage.

78 Microcomputer Accounting Applications for the Electronic Office (3) CSU - RPT 2

Lecture 1 hour; Laboratory 4 hours.

Prerequisite: CAOT 77 or Accounting 1.

Note: Uses QuickBooks Pro 2008.

Acquaints students with the use of the microcomputer for bookkeeping and accounting applications in the electronic office. Students receive hands-on experience in analyzing business transactions, keeping records, preparing financial statements, and generating financial management reports using the QuickBooks 2008 microcomputer software package.

79 Word Processing Applications (3) - RPT 2

Lecture 2 hours; Laboratory 3 hours.

Offered in the Spring semester only.

Introduces advanced techniques using Microsoft Word for Windows 2007. Develops competency in the expert features of desktop publishing, electronic forms, mail merge, tables, charts, outlines, indexes, tables of contents, comments, revision marks, and integration of other Microsoft Office programs. Emphasizes use of good judgment and personal style in formatting, layout, and design.

81 Field Work (1) - RPT 1

Laboratory 3 hours.

Offered in the Spring semester only.

Provides an opportunity to obtain experience in an office in the specialized fields of legal office or word processing. Students are assigned two hours weekly to an office and are allowed one hour a week for travel time.

82 Microcomputer Software Survey in the Office (3) CSU - RPT 2

Lecture 2 hours; Laboratory 3 hours.

Introduces students to the use of the microcomputer and commercially available software (Microsoft Office 2007) used in business offices. Course provides hands-on introduction to personal computers, Windows, word processing, database, spreadsheet, graphics, and presentation software. Student gains basic knowledge necessary to interact with the computer. No previous computer operating experience required, although ability to keyboard is recommended.

84 Microcomputer Office Applications: Word Processing (3) CSU - RPT 2

Lecture 2 hours; Laboratory 3 hours.

Designed for learning word processing using a Windows-based computer and Corel WordPerfect. Develops competency in creating, editing, and manipulating documents of various types—memorandums, business letters, and reports. Emphasizes features such as copy, move, spell check, find and replace, columns, and tables. Stresses correct formatting, and provides instruction for font styles and attributes, background fill and lines, text boxes, and graphics.

85 Microcomputer Office Applications: Spreadsheet (3) CSU - RPT 2*Lecture 2 hours; Laboratory 3 hours.*

Designed for learning spreadsheet applications using a Windows-based computer and Microsoft Excel 2007. Develops competency in creating, editing, formatting, and printing worksheets and charts. Emphasizes analyzing data; using formulas and functions; preparing pie, bar, column, and line charts; creating, sorting, subtotaling, filtering, and summarizing databases; and linking worksheets. Stresses accounting applications and simplifying accounting procedures.

86 Microcomputer Office Applications: Database (3) CSU - RPT 2*Lecture 2 hour; Laboratory 3 hours.*

Provides instruction in office database applications using a relational database program, Access 2007. Covers records design, file creation and maintenance, and data manipulation and presentation. Emphasizes office applications such as records for personnel, inventory, and sales. Integrates a word processing program to produce automated mailings.

88 Microcomputer Office Applications: Desktop Publishing (3) - RPT 2*Prerequisite: CAOT 39 or 84 and CAOT 2, or equivalent.**Note: Uses Adobe InDesign CS3 software.*

Provides instruction and hands-on training in desktop publishing using Adobe InDesign software with Windows-based desktop computers, laser printers, scanners, and other software programs. Includes preparing advertisements, flyers, business forms, reports, newsletters, and presentations.

92 Computer Windows Applications (2) CSU - RPT 2*Lecture 1 hour; Laboratory 2 hours.**Note: Uses Windows XP software.*

Presents a brief look at computer hardware and software, with an in-depth study of a graphical user interface — Windows. Topics covered include examining and manipulating Windows, using Explorer, and applying file management techniques.

94 Microsoft Word Review for MOS Certification Examination (1) -RPT 2*Laboratory 2 hours.*

Provides a review of Microsoft Word concepts needed to pass the Microsoft Office Specialist (MOS) examination for the Core Level. Emphasizes the objectives specified by Microsoft to attain certification. Offers also a comprehensive, up-to-date review for Word users who wish to refresh their skills and knowledge in using Word but do not wish certification.

95 Microsoft Excel Review for MOS Certification Examination (1) - RPT 2*Laboratory 2 hours.*

Provides a review of Microsoft Excel concepts needed to pass the Microsoft Office Specialist (MOS) examination for the Core Level. Emphasizes the objectives specified by Microsoft to attain certification. Offers also a comprehensive, up-to-date review for Excel users who wish to refresh their skills and knowledge in using Excel but do not wish certification.

96 Adobe Creative Suite Survey for the Office an the Web (3) – RPT 2*Lecture 2 hours; Laboratory 3 hours.**Note: Uses Adobe Creative Suite CS3*

Introduces Adobe InDesign, Adobe Photoshop, and Adobe Illustrator as they apply to use in business offices. Provides hands-on instruction on a wide variety of tools and techniques for creating highly professional documents that include text, images, and graphics. Covers the basic vocabulary specific to these programs. Students should have basic keyboarding skills and computer knowledge.

97 Introduction to the Internet for CAOT (3) - RPT 2*Lecture 2 hours; Laboratory 3 hours.*

Develops the ability to access and use information from the Internet. Focuses on using browsers, Internet Explorer and Netscape, to explore resources on the World Wide Web. Provides instruction on using e-mail, obtaining information through search sites, capturing text and information from Web pages, and developing a Web site using Microsoft Word. Explores business, career, government, news, reference, travel, and entertainment sites.

100 Windows-Based Computer Applications (3) - RPT 2*Lecture 2 hours; Laboratory 3 hours.**Note: Course may be presented in short-term modules - CAOT 100D, CAOT 100E, or CAOT 100F. Computer Applications and Office Technologies majors must take all three modules.*

Provides a hands-on introduction to software applications in a Windows environment for the computer novice. Includes hardware basics, operating systems, basic Windows operations, applications software, document creation with word processing (Microsoft Word 2007), spreadsheet applications (Microsoft Excel 2007), and basic Internet applications.

107 Microcomputer Office Applications: Web Design for the Office (3) - RPT 2*Lecture 2 hours; Laboratory 3 hours.**Prerequisite: CAOT 97 or equivalent.*

Develops skill in evaluating and constructing Web sites using Web page design software. Focuses on Web page design concepts. Provides instruction to incorporate text, graphics, animation, and multimedia into Web pages. Discusses publishing and managing a Web site.

108 Presentation Design for the Office (2) CSU - RPT 2*Lecture 1 hour; Laboratory 2 hours.**Recommended preparation: Ability to keyboard 30 words a minute and CAOT 39 or 84.*

Provides and overview of presentation design principles. Uses PowerPoint software to create presentations incorporating PowerPoint 2007 templates, fonts, graphics, transitions, sound, and animation. Students will learn to outline presentations, create dynamic slides, and develop slide shows based on business topics.

109 Web Multimedia for the Office (3) CSU - RPT 2*Lecture 2 hours; Laboratory 3 hours.**Prerequisite: CAOT 97 or equivalent knowledge of the Internet.*

Provides hands-on experiences using multimedia Web tools to create and maintain Web sites. Students will develop multipage Web sites for the high-tech office environment that incorporate links, graphics, animation, and multimedia features using Adobe Creative Suite CS3 (Dreamweaver and Flash).

113 Introduction to Adobe Photoshop for the Office (3) - RPT 2*Lecture 1 hour; Laboratory 4 hours.**Recommended Preparation: Basic keyboarding skills and computer knowledge.**Note: Uses Adobe Photoshop CS3.*

Designed for office applications. Emphasizes the introductory concepts of Adobe Photoshop to edit images. Provides instruction in using digital equipment to create images for use with Adobe Photoshop. Uses various features of the program — selection tools, layers, channels, masks, painting tools, etc. — to complete specific projects. Covers the vocabulary specific to Adobe Photoshop.

114 Adobe Acrobat for the Office and the Web (2) - RPT 2*Lecture 1 hour; Laboratory 2 hours.**Recommended Preparation: Ability to keyboard and knowledge of Microsoft Word.**Note: Uses Adobe Acrobat 8 Professional.*

Uses Adobe Acrobat to create, review, and modify PDFs (Portable Document Files) from Microsoft Office files, including Word and PowerPoint, as well as from Web pages. Emphasizes use of PDFs on the Web for various purposes, including creating multimedia presentations, adding interactive features, creating electronic forms, and adding electronic security to documents.

**120 Adobe Illustrator for the Office and the Web (3)**

Lecture 2 hours; Laboratory 3 hours.

Recommended Preparation: Ability to keyboard and a working knowledge of any other Adobe program or experience with Microsoft Office programs.

Uses Adobe Illustrator CS3 features to execute professional-looking illustrations, images, and documents. Adobe Illustrator provides a wide variety of tools and techniques for adding visual effects to documents and allows users to integrate text and graphics. Covers toolbox functions, palettes, gradients, path operations, filters, and text elements.

130 Communication Skills in the Workplace (3)

Lecture 2 hours; Laboratory 3 hours.

Note: Course may be presented in short-term modules - CAOT 130A, CAOT 130B, or CAOT 130C. Computer Applications and Office Technologies majors must take all three modules.

Develops communication skills necessary for success in the workplace. Emphasis on the fundamentals of business English, the principles of business writing, and the techniques of office verbal communication. Importance is placed on those skills that promote success in the work environment.

185 Directed Study - Computer Applications & Office Technologies (1) - RPT 2**285 Directed Study - Computer Applications & Office Technologies (2)****385 Directed Study - Computer Applications & Office Technologies (3)**

Conference 1 hour per unit.

Prerequisite: CAOT 1 or 2.

Allows students to pursue Directed Study in CAOT on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Computer Applications & Office Technologies (1-4)**

See Cooperative Work Experience Education.

Computer Science And Information Technology

501 Introduction to Computers and Their Uses (3) UC:CSU

Lecture 3 hours; Laboratory 1 hour.

An introduction to the uses, concepts, techniques and terminology of computing. Places the possibilities and problems of computer use in historical, economical and social contexts. Provides adequate college-level and workplace skills in word processing, spreadsheets and presentation graphics. Provides familiarization with databases and visual programming. Includes Internet methods and procedures.

508 Visual BASIC (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisites: Computer Science 507 or 575, and 530, with grades of "C" or better.

Introduces the programming language Visual BASIC as a tool for developing user-friendly applications in the Windows environment. Topics include event-driven programming, basic control structures, data types, arrays, sequential and random file processing.

514 Network Operations and Systems (3) CSU - RPT 1

Lecture 2 hours; Laboratory 2 hours.

Prerequisites: Computer Science 572 and 587, which may be taken concurrently with Computer Science 514.

Introduces students to the skills and knowledge to properly support contemporary network operating systems. Topics include administering and securing resources and users.

516 Beginning Computer Architecture and Organization (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Computer Science 507 and one programming class from Computer Science 506 or 513, with a grade of "C" or better, or CoSci 575.

Computer architecture. Topics include: information representation and storage organization in computer systems, computer hardware components, typical computer architectures, instruction formats, addressing modes, subprograms, parameter passing, stacks, and the instruction execution cycle, assembly language instruction formats, compiler translation to assembly language, optimizing compilers, disassemblers, loaders and simulators, system interrupts, memory allocation process with virtual memory, Boolean algebra and logic gates, combinational logic and sequential devices.

530 Personal Computer Application Software (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

A survey of business application software packages including operating systems, word processing, spreadsheets, PowerPoint presentations and the Internet. Examples include common business applications. Current software includes Windows, Word, Excel, and PowerPoint.

532 Advanced Data Structures and Introduction to Databases (3) CSU

Lecture 3 hours.

Prerequisite: Computer Science 536 (Data Structures) and Computer Science 540 (Object Oriented Programming in C++). Computer Science 540 may be taken concurrently.

This course is a continuation of the study of data structures begun in CS 536. Selected advanced tree topics (e.g.: Huffman coding trees, heaps), graphs, and hashing will be covered, as well as data structures for storing and searching for data in secondary storage.

533 Databases with Access and SQL (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Computer Science 530 with a grade of "C" or better.

A complete presentation of database management using Access, including database design, queries, macros, toolbars, VBA and SQL. Also includes advanced work in Excel, uses of the Internet in these products, and OLE product integration.

534 Operating Systems (3) UC:CSU - RPT 1

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Computer Science 572 with a grade of "C" or better.

The primary issues surrounding the use and operation of the UNIX system are the focus of this course. An introduction to operating system concepts, structure, functions, performance and management is presented using the UNIX operating system. Review of computer hardware, software and operating system principals are also presented. The structure and command language interfaces are identified and discussed. Process control and scheduling methods, and interprocess communication techniques are studied. Memory requirements and strategies are reviewed and allocation/scheduling algorithms are examined. System reliability, security, and performance analysis are examined. Aspects of UNIX networking are also discussed.

535 Network Configuration and Control Systems (3) CSU - RPT 1

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Computer Science 514.

Introduces students to the skills and knowledge to properly support contemporary network operating systems (NOS) server environments. Topics include managing web and terminal services; and user and resource management in an enterprise-wide directory.

536 Introduction to Data Structures (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Computer Science 539

Introduction to data structures and their applications. The role of the abstract data type in object-oriented programming design. The definition, implementation and application of data structures: stacks, queues, linked lists, trees and graphs. Recursion. A comparative study of sorting and searching algorithms. Evaluation of algorithms using time complexity expressions.

537 Routing Systems, Devices and Protocols (3) CSU - RPT 1

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Computer Science 578.

Introduces students to the skills and knowledge to implement and troubleshoot a basic routing system with multiple routers. Topics include the command language of the routing system and differences between routing and routed protocols. (Cisco 3 & 4)

539 Programming in C (3) UC:CSU

Lecture 3 hours; Laboratory 1 hour.

Prerequisites: Computer Science 575; or Computer Science 506 and Computer Science 507; or Computer Science 508 and Computer Science 507.

This is a course in the programming language C. It covers data types, operators and expressions, control flow, functions and program structure, pointers, arrays, arrays of pointers, structures, I/O, binary files and an introduction to object-oriented C++. Examples illustrate programming techniques, algorithms, and the use of library routines.

540 Object Oriented Programming in C++ (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Computer Science 539 with a grade of "C" or better.

Object-oriented programming methodology including encapsulation, data hiding, inheritance and polymorphism -- with emphasis on classes, constructors, destructors, friend functions, virtual functions, general and operator function overloading -- are studied and implemented in programming assignments and a project due at end of the semester.

541 Advanced Visual Basic and Database Programming (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisites: Computer Science 508 and Computer Science 533.

Advanced Visual Basic programming on personal computers for database applications in a Windows environment using Visual Basic .NET as a front end for database access. Includes building complete applications. Also covers ADO and SQL.

546 Advanced Computer Architecture and Organization (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisites: Computer Science 516 and 536, both with a grade of "C" or better.

Introduction to the structure, nature and characteristics of current computer system architecture and operations. Several recent and current computer architectures are compared and evaluated. Computer systems consist of an interrelated set of high-level components: the control unit, processor, memory and I/O components. The interconnections between these components are discussed, e.g., various interconnection bus structures. The hierarchy of memory systems, e.g., cache memory, internal memory, and external memory (storage) is discussed. The various types of I/O are analyzed. The interrelationship between operating systems and computer hardware is explained and various implementations are reviewed. A detailed analysis of the central processing unit is undertaken. Computer arithmetic is reviewed. The characteristics, functions and implementation impacts of the instruction set design on the hardware is evaluated, e.g., types and number of operations, types and number of addressing modes and the design of the instruction formats are analyzed. The processor structure and functions are reviewed, e.g., various instruction cycles, data flows and instruction pipeline architectures are discussed. CICS and RISC computer systems are compared and analyzed. Instruction-level parallelism and the relationship to superscalar processors are detailed. The internals of the control unit is explained, e.g., the internal registers, micro-operations and the instruction cycle is discussed in detail. The role of microprogrammed control in computer system design is explained. The design and operation of micro-instructions are analyzed. Since many desktop systems are currently available that support multiple processors, the architecture and organization of multiple processor systems are discussed. Finally the architecture of array processors and their relationship to supercomputers, mainframe computer, servers and desktop computers is discussed.

547 Introduction to Digital Imaging Using Photoshop (3) CSU - RPT 3

Lecture 2 hours; Laboratory 2 hours.

Introduction to computer graphics and imaging concepts for web page development. Laboratory experience includes selecting, implementing, altering, and manipulating image files using current graphics applications. Topics include graphics file types, color generation schemes, texturing, spatial issues, touch-up, print and web-based graphics imaging techniques. Desirable for students wishing to study graphics applications for use in web page design and related graphics settings.

548 Web Development Using Flash and ActionScript (3) CSU - RPT 3

Lecture 2 hours; Laboratory 2 hours.

Use Flash and ActionScript to develop and program interactive websites that include animation, graphics, video, and sound. Topics include Flash basics, creating and controlling animation, and programming using ActionScript, events and event handlers. Experience with Windows is required.

550 Website Development and Programming Using Dreamweaver and JavaScript (3) CSU - RPT 3

Lecture 2 hours; Laboratory 2 hours.

Use Dreamweaver to develop, program and maintain websites. Topics include Dreamweaver basics, Tables, CSS, Rollovers, Forms, publishing websites and programming websites using JavaScript and XHTML. Experience with Windows is required.

552 Programming in Java (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Computer Science 506 and 507 with a grade of "C" or better.

This course is an introduction to the Java programming language and principles of object-oriented design and programming using Java. Topics include Java language fundamentals, Applet programming for Web pages, building graphical user interfaces with multimedia components in Applets, and developing standalone application programs. Includes an introduction to C#.

553 Introduction to Web Page Development (3) CSU - RPT 1

Lecture 2 hours; Laboratory 2 hours.

Prerequisites: Computer Science 530 with a grade of "C" or better.

An introductory course in web document design and development. Study of client-side programming. Study of Web terminology, nomenclature and use. Contemporary web page design strategies and techniques. Current and emerging markup and scripting languages and their use. Enhancing web document content and interactivity using graphics, audio, MIDI and video. Web document server interaction.

554 Server-Side Programming for the World Wide Web (3) CSU - RPT 1

Lecture 2 hours; Laboratory 2 hours

Prerequisites: Computer Science 553 with grades of "C" or better.

An advanced web programming course. The student will learn the PHP scripting language, and how to write PHP scripts to access web-based databases. Topics include basic PHP command and control structures, and the various aspects of the PostgreSQL RDBMS. Security, designs, and implementation issues are also discussed.

555 Website Development Using Javascript and AJAX

Lecture 2 hours; Laboratory 2 hours.

Prerequisites: Computer Science 553 with grades of "C" or better.

Use JavaScript and AJAX to develop and program interactive websites. Topics include JavaScript basics, variables, arrays, control structures (selection and repetition), functions, Document Object Model (DOM), events, forms; AJAX basics, using text, XML, Web forms, and advanced JavaScript and advanced AJAX.

560 Business Systems Design Using Oracle Developer (3)

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Computer Science 533.

Examines the process of analysis, design, and implementation of computer database systems as applied to business. Using Oracle, project work will be assigned in table design, data retrieval using SQL and PL/SQL, forms and report development.



572 Introduction to Personal Computer Hardware and Operating Systems (3) CSU - RPT 1

Lecture 2 hours; Laboratory 2 hours.

Introduction to the hardware found in modern Personal Computers (PCs), the evolution of various Operating Systems, and how hardware and software work together in a cooperative manner.

575 Programming Fundamentals for Computer Science (3) UC:CSU

Lecture 3 hours; Laboratory 1 hour.

Prerequisite: Mathematics 115 or one year of high school algebra with a grade of "C" or better.

Programming concepts and practical laboratory experience to successfully design, implement, test and debug computer programs using top-down, structured programming techniques. Topics include: program planning techniques, expressions, selection, repetition, arrays, data structures, functions, parameter passing, and file and interactive input/output. Intended as a first course in computer science. Combines the contents of CS 507 and CS 506 into one course. Required for computer science majors. Desirable for students wishing to study programming.

578 Routing Systems Design and Programming (3) CSU - RPT 1

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Computer Science 587.

Introduces students to the skills and knowledge to configure a contemporary routing system. Topics include routing fundamentals, network management & troubleshooting, and routing & routed protocols. (Cisco 2)

581 Personal Computer Upgrade and Repair (3) CSU - RPT 1

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Computer Science 572 with a grade of "C" or better.

This is a second of 2 classes to prepare students for A+ certification. The objective of this course is to teach the maintenance, repair and upgrading of personal computer systems. Topics will include software and hardware installation, maintenance and repair of disks, printers, memory expanders, and adapters. Course includes an introduction to small office/home office (SOHO) networks; hands-on installation of wireless (WIFI) and CAT-5 wired networks, installation and fine-tuning third-party security software to protect against viruses and spyware.

587 Introduction to Computer Networks (3) CSU - RPT 1

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Computer Science 572, which may be taken concurrently with Computer Science 587.

Network terminology; topology; introduction to the OSI model; protocols, standards and concepts are discussed. Local and wide-area networks are analyzed. Lab activities are concerned with an examination of existing LAN/WAN hardware and software, and research projects on relevant network topics. (Cisco 1)

588 Computer Projects (2) CSU - RPT 1

Lecture 1 hour; Laboratory 3 hours.

Prerequisites: Computer Science 577 and 578 with a grade of "C" or better.

Requires the student, after consultation with the instructor, to design, build, evaluate and document a project involving digital computers. Professional approaches toward funding a real project as either an employee or contractor are discussed along with cost estimating, scheduling and documenting.

185 Directed Study - Computer Science - Information Technology (1) CSU - RPT 2

285 Directed Study - Computer Science - Information Technology (2) CSU

385 Directed Study - Computer Science - Information Technology (3) CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Computer Science on a contract basis under the direction of a supervising instructor.

911-941

Cooperative Work Experience Education - Computer Science - Information Technology (1-4) CSU

See Cooperative Work Experience Education

Cooperative Work Experience Education

The following courses provide Cooperative Work Experience Education credit. See Cooperative Work Experience Education in the Educational Programs section of this catalog.

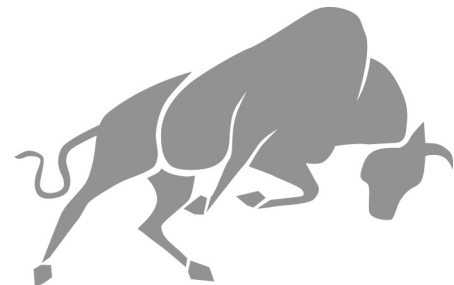
Cooperative Work Experience Education - Occupational (CSU)

Cooperative Work Experience Education is offered in the subjects listed below, repeatable three semesters.

Accounting	Electronics
Addiction Studies	Engineering, General
Administration of Justice	English
Agriculture	Geography
American Sign Language	Health
Anthropology	Industrial Technology General
Architecture	Journalism
Art	Music
Automotive Service Technology	Nursing
Biology	Photography
Business	Physical Education
Chemistry	Physics
Computer Applications and Office Technology	Political Science
Computer Science	Psychology
Economics	Sociology
Education	Speech Communication
	Theater

Limits to transfer credit: See Cooperative Work Experience Education Credit Guide.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's education goals.



Cooperative Work Experience Education - General

195 Work Experience - General I (1) CSU - RPT 1

295 Work Experience - General I (2) CSU - RPT 1

395 Work Experience - General I (3) CSU - RPT 1

Supervised training is provided in the area of general employment practices with emphasis on attitude, ethics, and integrity. On-the-job training need not be in the college major but must be educational.

Criminal Justice

See Administration of Justice

Dance

812 Current Dance Events (1) CSU

Lecture 1 hour; Laboratory 2 hours.

Enriches the student's dance, movement and related art experiences through opportunities to observe and participate in a wide variety of dance experiences. Consists of demonstrations by faculty; students, and guest artists. Offers previews of current concerts, symposia, and workshops with opportunities to attend and critically analyze these events. Emphasis will include an increased awareness and a greater understanding of the self and individual's response to his environment.

185 Directed Study - Dance (1) CSU - RPT 2

285 Directed Study - Dance (2) CSU

Allows students to pursue Directed Study in Dance under the direction of a supervising instructor.

385 Directed Study - Dance (3) CSU

Conference 1 hour per unit.

Dance Specialties

401 International Folk Dance (1) UC:CSU - RPT 3

Formerly Dance Activities 401.

Laboratory 2 hours.

An opportunity for students to learn dances of various countries, and become familiar with customs, costumes, music of those countries.

431 Modern Dance (1) UC:CSU - RPT 3

Formerly Dance Activities 431.

Laboratory 2 hours.

A method of movement that gives the student an opportunity to train the body and mind for communication. Opportunity to create and project own feelings and ideas through this art of dance.

434 Ballet (1) UC:CSU - RPT 3

Formerly Dance Activities 434.

Laboratory 2 hours.

Opportunity to study classical ballet technique with emphasis on basic movements and combination, vocabulary based on French terminology, classical music, and to explore all the characteristics of a classical ballet historically. Develop an awareness and an appreciation of dance as an art form. Course has live as well as recorded accompaniment, and may be taken four times.

437 Jazz Dance (1) UC:CSU - RPT 3

Formerly Dance Activities 437.

Laboratory 2 hours.

Designed to train the novice and intermediate dancer in jazz techniques of several styles as well as awareness and appreciation of the biomechanical principles of movement in this time-space art. Opportunity for creativity in working with the elements of dance: rhythm, motivation, dynamics, design.

441 Latin Social and Salsa Dance (1) UC:CSU

Laboratory 2 hours.

Early Latin social dances which develop into contemporary popular social and ballroom styles in America.

UC Credit limit for Dance activity courses is 4 units.

Dance Studies

262 Special Projects (2) CSU - RPT 3

Laboratory 4 hours.

Students are given opportunity to plan, rehearse, stage and produce projects for presentation before student audiences, or otherwise increase knowledge and experience in dance theater.

452 Introduction to Choreography (1)

Laboratory 2 hours.

Introduce and/or review the basic principles of dance composition and choreography; The course will include theory and practice using improvisation, critical analysis, and implementation of design, rhythm, dynamics and motivation in student projects.

**801 Modern Dance I (3) UC:CSU - RPT 2**

Lecture 2 hours; Laboratory 4 hours.

The course is designed to afford the student the opportunity to participate in a learning environment that is well planned to train the body in dance skills by engaging in stretching, strengthening, and endurance-developing techniques with an understanding of the biomechanical principles of movement. Improvisation and elementary composition will provide opportunity to create using this art form. Motivations for improvisation will encompass auditory, verbal, visual, tactile, kinesthetic, and other life forms.

802 Modern Dance II (3) UC:CSU - RPT 1

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Physical Education 431 or Dance 431 and Dance 801.

Exploring the language of dance through the study of the basic sources of movement and the relationship to the elements of rhythm, dynamics, design. The course is designed to extend skill development and increase opportunities for creativity. Historical perspectives are explored.

803 Modern Dance III (3) UC:CSU - RPT 2

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Dance 802.

The course is designed to afford the student the opportunity to participate in a learning environment that is well planned to train the body with intermediate and advanced techniques. Improvisation and opportunity for composition will be accompanied by historical information.

804 Modern Dance IV (3) UC:CSU - RPT 3

Lecture 1 hour; Laboratory 5 hours.

Prerequisite: Dance 803.

Learning to apply the principles of physics for increased anatomically correct movement that also increases the esthetic language of dance. Historical perspectives involving critiques.

814 Dance Production (2) UC:CSU - RPT 3

Lecture 1 hour; Laboratory 2 hours.

Emphasis on the decision-making process involved in and producing performances for stage, film and site-specific areas. Involves rehearsals for dancers and production duties for non-dancers.

818 Fundamental Rhythms (2) UC:CSU - RPT 1

Lecture 1 hour; Laboratory 2 hours.

Opportunity to participate in five different styles of dance: Round and Square, Folk Dance, Social Dance, Modern Dance, Ballet.

819 Choreography (4) UC:CSU - RPT 2

Lecture 2 hours; Laboratory 4 hours.

Prerequisite: Modern Dance, Ballet, or Jazz experience.

Opportunity to express oneself through the art of dance. Styles and choreographic principles and forms will be explored. The essence of choreography will begin with improvisation on design, dynamics, rhythm and motivation.

820 Dance Production II (4) CSU - RPT 1

Lecture 2 hours; Laboratory 4 hours.

Provides laboratory experience in increasing the skills involved in dance production (choreography, set design, lighting, costume design, make-up, etc.) Affords opportunity to perform with, and is also a workshop for the Pierce College Dance Theatre. This is a continuation of Dance 814.

821 Dance Production III (4) CSU - RPT 1

Lecture 2 hours; Laboratory 4 hours.

Opportunity for the student to gain increased experience in the art of dance production. The concepts and types of theater production and performances including the choreography, set design, lighting, multi-media dimensions, areas, costumes, makeup, other technical requirements.

860 Dance and Creative Movement for Educators (3) CSU

Lecture 2 hours; Laboratory 2 hours

Course is designed for educators and parents interested in utilizing creative movement and dance as a tool for teaching. Learn to develop your students' artistic perception, create movement experiences that enhance early childhood and academic lessons, and facilitate kinesthetic learning, awareness, and expression in a multi-cultural environment.

UC Credit limit for Dance activity courses is 4 units.

Dance Techniques

101 Dance to Fitness (1) UC:CSU

Laboratory 2 hours.

Using a variety of dance styles and movement forms, students of widely differing physical abilities will be able to participate in a program that contributes to the lifelong skill development of flexibility, cardiovascular endurance, muscle strength, and social interaction in a dance fitness workout.

290 Dance for Film and Stage (1) UC:CSU

Laboratory 2 hours.

Introduces dancers to renowned choreographers and dancers, and provides an opportunity to experience and perform selected choreography in all styles.

401 International Folk Dance (1) UC:CSU - RPT 3

Formerly Dance Activities 401.

Laboratory 2 hours.

An opportunity for students to learn dances of various countries, and become familiar with customs, costumes, music of those countries.

410 Dance Aerobics (1) UC:CSU

Laboratory 2 hours.

Using a variety of dance styles and movement forms aerobically. Students of widely differing physical abilities will be able to participate in a program that contributes to the lifelong skill development of flexibility, cardiovascular endurance, muscle strength, and social interaction in a choreographed fitness workout.

431 Modern Dance (1) UC:CSU - RPT 3

Formerly Dance Activities 431.

Laboratory 2 hours.

A method of movement that gives the student an opportunity to train the body and mind for communication. Opportunity to create and project own feelings and ideas through this art of dance.

434 Ballet (1) UC:CSU - RPT 3

Formerly Dance Activities 434.

Laboratory 2 hours.

Opportunity to study classical ballet technique with emphasis on basic movements and combination, vocabulary based on French terminology, classical music, and to explore all the characteristics of a classical ballet historically. Develop an awareness and an appreciation of dance as an art form. Course has live as well as recorded accompaniment, and may be taken four times.

437 Jazz Dance (1) UC:CSU - RPT 3

Formerly Dance Activities 437.

Laboratory 2 hours.

Designed to train the novice and intermediate dancer in jazz techniques of several styles as well as awareness and appreciation of the biomechanical principles of movement in this time-space art. Opportunity for creativity in working with the elements of dance: rhythm, motivation, dynamics, design.

440 Social Dance (1) UC:CSU - RPT 3

Formerly Dance Activities 440.

Laboratory 2 hours.

Popular social dancing including the Waltz, Foxtrot, East Coast Swing, West Coast Swing, Merengue, Tango, Cha Cha, Rhumba, Salsa, a review of the 20's dances, and other ballroom and social styles as time permits.

446 Tap Dance (1) UC:CSU - RPT 3

Formerly Dance Activities 446.

Laboratory 2 hours.

Affords the student opportunity to study and perform a style of dance in which the sound of the footwork is percussive, rhythmic and enjoyable.

710 Pilates For Dance and Movement I (1) CSU – RPT 3*Laboratory 2 hours.*

This course is designed to support training in other dance classes and to offer the student an opportunity to experience and learn the basic techniques of Pilates relative to dance and other movement skills and styles. Students will become more aware of the body and its capacity to move safely, and rhythmically in learning the principles of alignment and balance, as well as the exploration of the elements of design (space and shape), and dynamics in providing and developing a strong foundation for all of the styles of dance. In addition, the study of this system will provide each participant with a method leading to harmony, balance, increased flexibility, elasticity, suppleness and strength through movements with concentration, breathing, and control. Pilates is a somatically-designed method that will be valuable to dancers of all styles and levels of training, and to anyone interested in enhancing and increasing movement knowledge.

UC Credit limit for Dance activity courses is 4 units.

Desktop Publishing

See course listings under **Computer Applications and Office Technology**

Drafting - Mechanical

See course listing under **Industrial Technology - Drafting- Mechanical**

Economics

1 Principles of Economics I (3) UC:CSU*Lecture 3 hours.**May be offered as an honors section.*

Principles of economic analysis and decision-making from the viewpoint of the individual consumer, worker, and firm. Emphasis is on the price system allocation of resources and income, supply and demand analysis, the structure of industry, and the application of economic principles to current policies and social problems. Required subject coverage highlights the global economy and includes fundamentals of markets, comparative advantage and international trade, elasticity of demand and supply, the effects of taxes and price controls on market outcomes, factor markets, production costs, market structures, game theory, market failure, and public goods.

2 Principles of Economics II (3) UC:CSU*Lecture 3 hours.**May be offered as an honors section.*

Principles of economics focusing on aggregate economic analysis. Topics include the market system of resource allocation, measurement of GDP, the problems of unemployment and inflation, stabilization policy, and macroeconomic controversies. Required subject coverage emphasizes the global economy and includes fundamentals of markets, national income accounting and macroequilibrium, economic growth and business cycles, fiscal and monetary policies, money and financial institutions, international trade and finance.

10 Economic History of the United States (3) UC:CSU*Lecture 3 hours.**Same as History 15. Credit not given for both courses.*

Emphasizes the causes of growth in the American economy and how the economy today continues to be influenced by events from the past. Considers the causes of the American Revolution: how changes in institutions and British attitudes contributed to the revolution. Analyzes how Southern plantation agriculture, slavery, and westward expansion culminate in the Civil War. Traces the increasing role of government in the economy starting with the Industrial Revolution, the price controls of World War I, the Great Depression, and the New Deal. Speculates on the future of the U.S. economy.

16 Economics of Sports (3) CSU*Lecture 3 hours.*

Using sports as the focal point, this course covers market power, labor theory, public finance, and the economics of discrimination. Specific issues addressed are antitrust protection of Major League Baseball, the competition among cities for professional sports franchises, racial discrimination in professional sports, and Title IX.

30 Comparative Economic Systems (3) UC:CSU*Lecture 3 hours.*

The course first presents a survey of the development of economic systems, in particular discussing slave economies, mercantilism, and feudalism. The course presents the classical model [the capitalist model] as a reaction against feudalism and mercantilism. The course then looks at adaptations of the capitalist model, as found in Asian economies [in particular, Japan, South Korea, Hong Kong, Taiwan, and Singapore] and the European Economies [England, Germany, France, Sweden, and the European Union] - the "market socialist" countries. The final topic considers the transition economy - the Russian, Chinese, and developing economies. In all cases, the crucial roles of history and institutional development are recognized.

60 Economics and the Environment (3) UC:CSU*Lecture 3 hours.*

This course provides an overview of natural and environmental resources. The first part introduces common themes: the optimist and pessimist models, property rights, externalities, public goods, sustainability, population growth, and valuation issues. The natural resource section includes renewable [fisheries and forestries], nonrenewable [oil, coal], and nonexhaustible [solar, wind] resources. The third section discusses pollution: local, regional, and global, point and nonpoint, water and air pollution, hazardous waste, and solutions to pollution problems [standards, market-based mechanisms, recycling]. The last section considers the case of less developed countries: the role of agriculture and population, rainforests, and a reconsideration of sustainability issues.

185 Directed Study - Economics (1) CSU - RPT 2**285 Directed Study - Economics (2) CSU****385 Directed Study - Economics (3) CSU***Conference 1 hour per unit.*

Allows students to pursue Directed Study in Economics on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Economics (1-4) CSU***See Cooperative Work Experience Education*



Education

6 Methods and Materials of Tutoring (1)

Lecture .33 hours; Laboratory 1.33 hours

A course offering instruction in tutoring techniques, group dynamics, interpersonal skills, record-keeping, organizational skills and study skills. Students will work 2-4 hours weekly from lab to practicum, tutoring those students who have enrolled in Supervised Learning Assistance Tutoring 001 and/or other college approved tutoring programs.

200 Introduction to Special Education (3) CSU

Lecture 3 hours.

*UC transferability pending approval.

This introductory course focuses on special education as a field and teaching as a profession. It begins with the history of special education and covers legislation and laws supporting the educational rights of individuals with disabilities and their parents and care providers.

203 Education In American Society (3) UC:CSU

Lecture 3 hours.

Formerly Education 99B.

This course is designed to provide future teachers with the fundamental knowledge base essential for understanding of the American educational enterprise, especially problems in urban multicultural schools. Concepts and methods from the fields of sociology, philosophy, and the politics of education are used to analyze the current conditions of American schools and to evaluate selected proposals/models for reform. A minimum of 30 hours of observation and participation in a multicultural setting is required.

911-941

Cooperative Work Experience Education - Education (1-4) CSU

See Cooperative Work Experience Education

Electronics

4A Fundamentals of Electronics IA (3) CSU

Lecture 3 hours.

The first class for electronics majors. Atomic theory, voltage, resistance, current, energy and power, Ohm's law, series-parallel circuits, voltage and current dividers. Network theorems and applications of Kirchhoff's laws. Voltage and current sources, conductors, resistors, batteries, magnetism, D.C. characteristics of capacitors and inductors. Computer aided schematic capture and circuit analysis.

4B Fundamentals of Electronics IB (1) CSU

Laboratory 3 hours.

Construction of basic DC circuits for the study of Ohm's law, series and parallel, network theorems including Kirchhoff's Law, superposition, mesh, Thevenin's and Norton's. Wiring practice from schematics. Use of laboratory instruments including analog and digital multimeters and power supplies. Computer aided schematic entry and circuit analysis.

6A Fundamentals of Electronics IIA (3) CSU

Lecture 3 hours.

Recommended Preparation: Electronics 4A and 4B.

A detailed study of alternating current theory and applications. AC waveforms, reactance, impedance, resonance, transformers, quality factor, magnetism, coupling, and filters are studied. Emphasizes the solution of alternating current circuit problems.

6B Fundamentals of Electronics IIB (1) CSU

Laboratory 3 hours.

Recommended Preparation: Electronics 4A and 4B.

Practical laboratory applications of the theories presented in Electronics 6A. Experiments are performed to study alternating current parameters and components including capacitance, inductance, reactance, resonance, filters and transformers. Use of oscilloscopes, function generators, and other lab instruments. Computer aided circuit analysis.

8A Electron Devices A (3) CSU

Lecture 3 hours.

Recommended Preparation: Electronics 4A and 4B, 6A and 6B.

Recommended: Concurrent enrollment in Electronics 8B.

Principles of semiconductors including diodes, bipolar and field effect transistors, SCR's, tunnel diodes, light emitting diodes, photo-transistors, DIACs, TRIACs, Zener diodes, UJT's. Characteristic curves for semiconductor devices. Biasing and load lines. Common emitter, collector, and base transistor configurations. Sample applications of semiconductor devices. Computer aided circuit analysis.

8B Electron Devices B (1) CSU

Laboratory 3 hours.

Recommended Preparation: Electronics 4A and 4B, 6A and 6B.

Recommended: Concurrent enrollment in Electronics 8A.

Provides laboratory experience in the characteristics and applications of solid state electron devices and the use of test equipment including multimeter, oscilloscope, function generator, and DC supply. Lab work focused on constructing, testing, analyzing, and troubleshooting a variety of circuits using semiconductor devices, including diodes and transistors. Supplemented with computer circuit simulation.

26 Linear Circuits (3) CSU

Lecture 3 hours.

Recommended Preparation: Electronics 8A and 8B.

Power supplies, AC and DC amplifiers, push-pull amplifiers, complementary symmetry, and phase splitters. Analysis of distortion in amplifiers. Class A, B, and C amplifiers and oscillators. Multistage and large signal amplifiers. Feedback, input and output impedance, and frequency response. Computer Circuit Analysis

28 Electronic and Electro-Mechanical Drafting I (2) CSU

Lecture 1 hour; Laboratory 2 hours.

Introduction to Computer Aided Drafting as applied to Electronics. Using CAD programs to draw schematic symbols and diagrams, flow charts, block diagrams, highway and logic diagrams. Printed circuit board design and layout. Introduction to assembly and construction drawings. Schematic capture using PSPICE. Introduction to printed circuit board design computer programs.

44 Communications Electronics (3) CSU

Lecture 3 hours.

Recommended Preparation: Electronics 8A and 8B, 72A and 72B.

Recommended: Concurrent enrollment in Electronics 45.

Concepts of modulating and demodulating a RF carrier including AM, SSB, FM, and PM. Study of RF transmitters and receivers and their sub-circuits, including: RF filters, amplifiers, oscillators, modulators, mixers, detectors and discriminators. Frequency multipliers, phase locked loop detectors and synthesizers. TV systems. Digital Communications: FSK and PSK. Signals in the frequency and time domains.

45 Communications Electronics Laboratory (1) CSU

Laboratory 3 hours.

Recommended Preparation: Electronics 8A and 8B, 72A and 72B.

Recommended: Concurrent enrollment in Electronics 44.

Laboratory experience for Electronics 44. Communications circuits including oscillators, modulators, filters, IF amplifiers, TV sweep generator, and modem are built and tested. Communications test equipment usage, including signal generator, scope, FFT spectrum analyzer.

48A Integrated Circuits (3) CSU*Lecture 3 hours.***Recommended Preparation:** *Electronics 26 and 63.*

Theory and applications of linear and linear/digital integrated circuits with emphasis on operational amplifiers. DC parameters, input/output impedance, input offset/bias current, CMRR, open and closed loop gain. Frequency response, voltage regulators, audio frequency amplifiers, oscillators, filters and mixers. Differential amplifiers and phase lock loops. Applications and CAD circuit analysis.

48B Integrated Circuits Laboratory (1) CSU*Laboratory 3 hours.***Recommended Preparation:** *Electronics 26 and 63.*

Laboratory applications of linear and linear/digital integrated circuits with emphasis on operational amplifiers. DC parameters, input/output impedance, input offset/bias current, CMRR, open and closed loop gain. Frequency response, voltage regulators, audio frequency amplifiers, oscillators, filters and mixers. Differential amplifiers and phase lock loops. Applications and CAD circuit analysis.

60 Microwave Fundamentals (3) CSU*Lecture 3 hours.***Recommended Preparation:** *Electronics 8A and 8B.*

Microwave signals and their applications. Power density and RF safety. Electromagnetic waves and propagation. Antennas: Dipole, vertical. Transmission lines: Characteristics, principles and analysis. Use of Smith Chart. VSWR, return loss, and reflection coefficient. Stubs and tuners. Waveguides, modes. Microwave signal generation and amplifiers. Microwave components operation.

61 Microwave Fundamentals Laboratory (1) CSU*Laboratory 3 hours.***Recommended Preparation:** *Electronics 8A and 8B.*

Practical laboratory experience performing microwave measurements using VSWR and power meters, spectrum analyzers, swept frequency systems and plotters. VSWR, reflection coefficient, load impedance, power, frequency, and attenuation are determined through lab experimentation. Use of time domain reflectometry.

63 Circuit Analysis Laboratory (1) CSU*Laboratory 3 hours.***Recommended Preparation:** *Electronics 8A and 8B.*

Provides laboratory experience with linear and switching power supplies, AC and DC and multistage amplifiers, push-pull and complementary symmetry. Class A, B, and C amplifiers and oscillators are constructed and tested. Construction techniques and troubleshooting. Computer aided circuit analysis.

72A Digital Circuits IA (3) CSU*Lecture 3 hours.***Recommended Preparation:** *Electronics 6A and 6B.***Recommended:** *Concurrent enrollment in Electronics 8A.*

Digital number systems, Boolean algebra, Karnaugh maps. Combinational systems including gates, adders, encoders, decoders, code converters, displays and drivers, multiplexers. Sequential circuits including flip flops, monostable multivibrators, counters, registers, and timers. Synchronous sequential design, transition tables and timing diagrams. Memory systems. Computer aided circuit analysis.

72B Digital Circuits Laboratory IB (1) CSU*Laboratory 3 hours.***Recommended:** *Concurrent enrollment in Electronics 72A.*

Provides practice in breadboarding and troubleshooting digital circuits using integrated circuits. The circuits that are constructed and tested include logic gates, flip-flops, memories, counters, registers, synchronous sequential designs, and digital displays. Emphasis is placed on using manufacturers data sheets.

74A Microprocessors (3) CSU*Lecture 3 hours.***Recommended Preparation:** *Electronics 72A and 72B.*

A comprehensive study of a representative microprocessor, with an emphasis on the internal architecture, instruction set, timing and support chips. The fundamentals of micro and macro programming, input and output control, interfacing, and machine language programming techniques. Many programming examples and control applications. A/D and D/A conversion

74B Microprocessors Laboratory (1) CSU*Laboratory 3 hours.***Recommended Preparation:** *Electronics 72A and 72B.*

Programming a representative microprocessor, with an emphasis on the internal architecture, instruction set, timing and support chips. The fundamentals of macro programming, input and output control, interfacing, and machine language programming techniques. Many programming examples including traffic light control.

81 Projects Laboratory (1) RPT 3*Laboratory 3 hours.*

Requires the student, after consultation with the instructor, to assemble, test, and document the characteristics of an electronic system while following a specified time schedule. A report covering the theory of operation and test procedures is required. The student will provide all materials and do all research without direct supervision. Time and resource management is emphasized.

185 Directed Study - Electronics (1) RPT 2**285 Directed Study - Electronics (2)****385 Directed Study - Electronics (3)***Conference 1 hour per unit.*

Allows students to pursue Directed Study in Electronics on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Electronics (1-4) CSU***See Cooperative Work Experience Education*

Engineering - Mechanical

110 Engineering Computer-Assisted Drafting I (3) UC:CSU*Lecture 1 hour; Laboratory 5 hours.**Same as I. T. 110. Credit not given for both courses.*

A foundational course in the theory and practice of engineering computer-assisted drafting. Topics include technical sketching, hardware devices, software utilization, orthographic projection, single and multiple views, and basic dimensioning standards.

115 Engineering Computer-Assisted Drafting II (3) CSU*Lecture 1 hour; Laboratory 5 hours.**Same as I. T. 115. Credit not given for both courses.*

An elementary course in the theory and practice of engineering computer-assisted drafting. Units include pictorial sketching, computer equipment, software manipulation, isometric projection, oblique projection, and pictorial dimensioning conventions.

**205 Engineering Descriptive Geometry (3) CSU**

Lecture 2 hours; Laboratory 2 hours.

Same as I. T. 205. Credit not given for both courses.

Provides training in the analysis and solution of orthographic projection problems through application of the fundamental principles of descriptive geometry. Emphasis is placed on exposure to and interpretation of points, lines, and planes, in primary, secondary, and successive auxiliary views. Theory and practice are included that involve visualization and graphic representation of intersections, angles, parallelism, perpendicularity, and revolutions.

210 Engineering Computer-Assisted Drafting III (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as I. T. 210. Credit not given for both courses.

An introductory course in the principles and practices of engineering computer-assisted drafting. Areas covered include basic sectional views, cutting planes, section lining, basic auxiliary views, angle determination, and transfer distances.

215 Engineering Computer-Assisted Drafting IV (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as I. T. 215. Credit not given for both courses.

A basic course in the concepts and skills of engineering computer-assisted drafting. Units include detail drawings, dimensional tolerancing, feature specification, assembly drawings, parts list generation, and screw thread call-outs.

310 Engineering Computer-Assisted Drafting V (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as I.T. 310. Credit not given for both courses

An intermediate level course in concepts and skills of mechanical computer-assisted drafting. Topics covered include advanced details with multiple sectional views and advanced details with primary and secondary auxiliary views.

315 Engineering Computer-Assisted Drafting VI (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as I.T. 315. Credit not given for both courses

A mid-level course in the concepts and skills of mechanical computer-assisted drafting. Units include surface texture specification, detail assemblies with welding symbology, sheet metal details with flat patterns, and geometric dimensioning and tolerancing.

410 Engineering Computer-Assisted Drafting VII (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as I.T. 410 Credit not given for both courses.

An advanced course in the theory and practice of computer-aided drafting. Topics included will be advanced multiview and pictorial assemblies and complete sets of working drawings that utilize ANSI precision fits in their manufacture.

415 Engineering Computer-Assisted Drafting VIII (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as I.T. 415. Credit not given for both courses.

An advanced course in the theory and practice of computer-aided drafting. Areas of focus will include the construction, editing, and display of three-dimensional wire-frame, surface, and solid models of rectangular and cylindrical parts.

English

The results of the English Placement Process must be on file at the Assessment Center in order to enroll in English 21, 28 or 101 and above, English 82, or 84-87.

All students planning to enroll in an English course for the first time are expected to complete the English Placement Process at the Pierce College Assessment Center. Contact the Assessment Center at (818) 719-6499 for an appointment and sample test information. Placement results or prerequisite courses taken at other colleges may be presented to the Assessment Center to be substituted for the Pierce English Placement test.

Placement recommendations made through the English Placement Process are intended to assist students enrolling in classes where they are most likely to succeed. Upon completing the process, students are informed of their placement and given their authorization to enroll.

English Writing Laboratory

Open to any regularly enrolled student in Pierce College.

20 College Reading Skills (6) (NDA)

Lecture 6 hours.

Offered in 3-unit modules.

Note: This is not a course for non-native speakers of English.

Provides students with entry level opportunities to improve reading comprehension, critical thinking, vocabulary, and related skills necessary for success in college classes.

21 English Fundamentals (3) (NDA)

Lecture 3 hours.

Prerequisite: English 20 or English 87 with a grade of "C" or better, or appropriate skill level demonstrated through the English placement process.

Emphasizes improvement of writing, particularly sentences and paragraphs, and supplements and reinforces basic communication skills including punctuation, spelling and sentence structure. Develops ability to read analytically and think logically.

28 Intermediate Reading and Composition (3)

Satisfies reading and composition competency requirements for AA degree.

Lecture 3 hours.

Prerequisite: English 21 with a grade of "C" or better; or appropriate skill level demonstrated through the English placement process.

Introduces the student to the elements of composition and critical reading. Designed to assist the student to make a successful transition to English 101. Emphasizes grammar, sentence structure, paragraph and essay writing.

32 College Literary Magazine Editing (2) RPT 3

Lecture 2 hours.

This course studies the ways to process poetry and prose submitted to the editor of the literary magazine (Direction), including critical evaluation of short stories and poetry, rewriting, editing, and copy reading. In addition, it includes printshop experience doing makeup and proof-reading, study and evaluation of other college literary magazines, and training in magazine promotion and sales.

60 Publications Laboratory (1) (NDA)

Laboratory 2 hours.

An independent workshop for the writing and/or editing of poetry, short fiction, drama and essays intended for publication in the college literary magazine.

79 Beginning College English as a Second Language (6) (NDA)

Lecture 6 hours.

An integrated skills course intended for students whose native language is not English. Introduces basic English grammar, basic sentence structure, vocabulary, beginning reading for comprehension, guided writing, and oral communication.

82 Introduction to College English as a Second Language (5) (NDA)

Lecture 5 hours.

Prerequisite: English 79 with a grade of "C" or better, or appropriate skill level demonstrated through the ESL placement process.

An integrated skills course intended for students whose native language is not English. Introduces basic English grammar, sentence structure, vocabulary, beginning reading for comprehension, guided writing, and oral communication. Builds on the skills acquired in ESL 79.

84 College English as a Second Language I (5) (NDA)

Lecture 5 hours.

Prerequisite: Appropriate skill level demonstrated through the ESL placement process, or English 82 with a grade of "C" or better.

Specifically for students whose first language is not English. Introduces students to basic sentence patterns, simple grammar and vocabulary, reading comprehension, guided writing, and oral communication.

85 College English as a Second Language II (5) CSU

Lecture 5 hours.

Prerequisite: Appropriate skill level demonstrated through the ESL placement process, or English 84 with a grade of "C" or better.

Specifically for students whose first language is not English. Continues to work on the fundamentals of English as a second language. Places emphasis on writing, syntax and reading.

86 College English as a Second Language III (5) UC:CSU

Lecture 5 hours.

Prerequisite: Appropriate skill level demonstrated through the ESL placement process, or English 85 with a grade of "C" or better.

Specifically for students whose first language is not English. Continues to work on the fundamentals of English as a second language. Places emphasis on writing, syntax and reading.

87 Advanced ESL: Reading and Vocabulary (3) CSU

Lecture 3 hours.

Prerequisite: Appropriate skill level demonstrated through the ESL placement process, or English 86 with grade of "C" or better.

A reading and writing skills course designed for advanced ESL students. Includes reading and writing for comprehension, and exercises in critical reading and writing. Prerequisite is ESL 86 or appropriate skill level demonstrated through the placement process.

101 College Reading and Composition I (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 28 with a "C" or better, or appropriate skill level demonstrated through the English placement process.

Develops proficiency in reading and writing through application of the principles of rhetoric and the techniques of critical thinking. Prerequisite is an understanding of the elements of grammar, punctuation, and sentence structure. Formal research paper required. Required for English majors.

102 College Reading and Composition II (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

One of two critical thinking courses offered by the English department. Develops critical thinking and writing skills beyond the level achieved in English 101 and emphasizes logical reasoning, analysis, and strategies of argumentation using expository prose as subject matter. Designed to improve critical thinking in written arguments by applying established modes of reasoning, analyzing rhetorical strategies, evaluating logical fallacies, and detecting propaganda techniques.

103 Composition and Critical Thinking (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

One of two critical thinking courses offered by the English department. Focuses on developing critical analysis skills through the evaluation of "real world" modes of communications such as essays, editorials, advertising, propaganda, and electronic media. Designed to improve critical thinking in written arguments by applying established modes of reasoning, analyzing rhetorical strategies, evaluating logical fallacies, and detecting propaganda techniques. Builds on the reading and writing skills developed in English 101.

127 Creative Writing (3) **UC:CSU RPT 3

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

Presents a workshop in creative writing. Class and instructor informally discuss and criticize students' plays, poems, short stories, and essays. Encourages student participation in campus literary publication.

203 World Literature I (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

English 102 recommended but not required.

This course explores the works of great writers of the world from ancient times through the Renaissance.

204 World Literature II (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

English 102 recommended but not required.

Continues the study of English 203, presenting great books of the world from the Renaissance to recent times. English 203 is not a prerequisite.

205 English Literature I (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

English 102 recommended but not required.

Surveys English literature from the Anglo-Saxon period through the 18th century. Required for English majors.

206 English Literature II (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

English 102 recommended but not required.

Continues the study of English 205, covering English literature from the 18th century to the 20th century. English 205 is not a prerequisite. Required for English majors.

207 American Literature I (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

English 102 recommended but not required.

Surveys American literature from its beginning to 1860.

208 American Literature II (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

English 102 recommended but not required.

Continues the study of English 207, covering American literature from 1860 to the 20th century. English 207 is not a prerequisite.

209 California Literature (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

English 102 recommended but not required.

The course presents selected works by writers observing California life. Readings from sources as varied as Native-American legends and Hollywood memoirs will demonstrate such aspects of the study of literature as plot and structure, character, point of view, figurative discourse.

210 Twentieth Century Novel (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

English 102 recommended but not required.

Studies significant novels of the twentieth century. Works discussed include landmark American, British, and European novels. Explores the evolution of the novel in and the primary themes of the twentieth century.

**211 Fiction (3) UC:CSU - RPT 1**

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.
English 102 recommended but not required.

Emphasizes selected great novels and short stories from French, German, Russian, English, American, and Spanish literature.

212 Poetry (3) UC:CSU - RPT 1

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.
English 102 recommended but not required.

Emphasizes reading, discussion and analysis of selected poems. Designed to increase the student's understanding and appreciation of all forms of poetry.

213 Dramatic Literature (3) UC:CSU - RPT 1

Lecture 3 hours.

Same as Theater 125. Credit not given for both courses.

Prerequisite: English 101 with a grade of "C" or better.
English 102 recommended but not required.

Surveys dramatic literature from the beginnings to the present day with emphasis on the works of the major playwrights, such as Sophocles, Shakespeare, Moliere, Shaw, Ibsen, O'Neill, and Williams.

214 Contemporary Literature (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.
English 102 recommended but not required.

Concentrates on significant literature since 1920, primarily American and British. Includes lectures and discussions, oral and written reports. Emphasis is placed upon critical analysis of short story, novel, drama, and poetry.

215 Shakespeare I (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.
English 102 recommended but not required.

Introduces the life and works of William Shakespeare, with emphasis on Shakespeare's milieu. Emphasizes detailed study of several history plays, earlier comedies and tragedies.

216 Shakespeare II (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.
English 102 recommended but not required.

May be taken before English 215.

Introduces the life and works of William Shakespeare, with emphasis on Shakespeare's milieu. Emphasizes detailed study of Shakespeare's later works, especially the major tragedies.

218 Children's Literature (3) CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

A survey of literature suitable for children of different age levels. Emphasis will be placed on story telling, acquaintance with authors and the development in children of desirable attitudes toward literature. Recommended for prospective nursery, kindergarten, elementary and secondary teachers. Parents will find the course helpful in discovering what reading material is available.

219 Literature of American Ethnic Groups (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

A survey of the literature of American ethnic writers: stories, novels, plays, poems, essays, and other non-fiction prose works. Works are examined in the context of traditional and contemporary problems of American ethnic groups, each of which offers a unique contribution to American society.

239 Women in Literature (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.
English 102 recommended but not required.

This class focuses on major writings by women from ancient times to the present. The course considers the reflection of women's changing status as seen by women writers.

240 Literature and the Motion Picture I (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.

This course examines the comparative arts of literature and the motion picture. Includes readings of literary works, both classic and modern, screenings of film versions based upon these literary sources, discussion, and writing of critical papers.

250 Mythology and Literature (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.
English 102 recommended but not required.

Introduces the mythology of Western and Near-Eastern civilizations, broadened to include such other elements of folk tale as marchen, fairy tale, legend, etiological tale, fable, myth, and motif.

251 The Short Story (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.
English 102 recommended but not required.

Focuses on the short story tradition, especially by Americans, exploring major works and developments within the genre. Elements of fiction as expressed by diverse authors will be examined.

252 The English Bible as Literature (3) UC:CSU

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.
English 102 recommended.

A study of the Bible with the Oxford Annotated Revised Standard Version with the Apocrypha as the basic text.

270 Science Fiction - Fantasy (3) UC:CSU

(J.R.R. Tolkien, etc.)

Lecture 3 hours.

Prerequisite: English 101 with a grade of "C" or better.
English 102 recommended but not required.

Presents science fiction as literature, with emphasis on the use of mythology; science fiction by scientists and nonscientists, political and philosophical oriented science fiction, and science fiction as fantasy and escape literature.

185 Directed Study - English (1) CSU - RPT 2**285 Directed Study - English (2) CSU****385 Directed Study - English (3) CSU**

Conference 1 hour per unit.

Allows students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - English (1-4) CSU**

See Cooperative Work Experience Education.

*UC Credit Limit: English 211 and 212 combined, maximum 6 units.

**UC Credit Limit: Maximum one repeat.

Environmental Design

101 Elements of Architecture (3) UC:CSU

Lecture 1 hour, Laboratory 5 hours.

Introduces the principles of design common to architecture and visual arts. Integrates the theory of architectural design with historical and cultural foundations. Develops analytical skills in visual perception and critical awareness and visits to construction sites.

Environmental Science

1 The Human Environment: Physical Processes (3) UC:CSU

Lecture 3 hours.

Introduction to the environmental mechanisms that constitute our life support systems and the social, political and economic factors that are the ultimate cause of these problems. This includes an examination of the difference between science and technology and the limits to technological solutions to our environmental problems. The basic science required to understand how our environmental systems work is presented followed by analysis of the essential components of our life support systems and how we impact them. Finally, the major environmental issues are analyzed along with potential solutions to these problems where they exist.

2 The Human Environment: Biological Processes (3) **UC:CSU

Lecture 3 hours.

Introduction to the biological aspects of our environmental problems including an examination of large scale systems including population and ecosystems and individual scale issues such as nutrition and toxicity. We will examine the ability of species to adapt leading to an examination of pesticide resistance and development of antibiotic resistant pathogens. Global population will be examined as well the mechanisms of population dynamics. This information is the foundation for discussion and analysis of the relationship between population and economics (standard of living), the potential for global pandemics and the other results of uncontrolled population growth and an examination of population control programs. The structure of ecosystems and the dynamics of ecosystem function will be presented accompanied by analysis of topical ecosystem issues. This information will be used to develop an understanding of the problems in setting environmentally meaningful standards for toxins and other pollutants. In the time remaining, various issues of individual importance will be discussed such as nutrition, toxicity, birth defects, and cancer.

7 Introduction to Environmental Geology (3) UC:CSU

Lecture 3 hours. Same as Geology 10.

A survey course that examines the interrelationships between humans and the environment and includes a review of natural processes and their effects. Includes a discussion of hazard, risk and catastrophic geologic events such as earthquakes, landslides, floods and volcanoes. Mineral, energy, soil and water resources will be discussed, the future of these resources analyzed and the impact of their extraction and use investigated.

185 Directed Study - Environmental Science (1) CSU - RPT 2

285 Directed Study - Environmental Science (2) CSU

385 Directed Study - Environmental Science (3) CSU

Prerequisite: A minimum of 3 units in Environmental Science. Conference 1 hour per unit.

Allows students to pursue Directed Study in Environmental Science on a contract basis under the direction of a supervising instructor.

****UC Credit Limit:** Environmental Science 2 and Plant Science 901 combined, maximum one course.

Equine Science

See additional courses under **Animal Science 600-699**

680 Basic Mule Principles (2)

Lecture 2 hours.

Formerly Equine Science 99A.

It is highly recommended for safety reasons that students have completed a course in basic equitation before enrolling in this course.

Schooling and training of mules for riding and utility purposes. Emphasis will be placed on controlling and conditioning the mule in a manner safe for students and mule.

681 Advanced Mule Handling (2)

Lecture 2 hours.

Formerly Equine Science 99B.

Prerequisite: Equine Science 680.

Prepares the trainer to train for event work, packing and driving.

685 Special Topics for the Mule Trainer (6)

Laboratory 12 hours.

Recommended Preparation: Equine Science 680 and 681.

This course is offered in six 1-unit (2 hour) modules.

This modular series trains the students in specific aspects of mule handling, care and maintenance not covered in introductory classes. At the completion of this series, students will have learned essential principles to enable them to work in the mule industry.

685A Farrier Science for Mules (1)

Laboratory 2 hours.

Recommended Preparation: Equine Science 680 and 681.

This course will introduce the student to the basic principles and special requirements of mule hoof care. It will discuss and demonstrate the specifics of mule shoeing.

685B Fundamentals of Mule Driving (1)

Laboratory 2 hours.

Recommended Preparation: Equine Science 680 and 681.

This course will teach the student the basics of harnessing mules then using the mules to walk along in pairs while in harness. It will include the techniques of using harnessed mules to pull wagons and loads.

**685C Health Care and Grooming for Mules (1)**

Laboratory 2 hours.

Recommended Preparation: Equine Science 680 and 681.

This course will introduce the student to the basics of health care and grooming that are specific to the mule. Various grooming methods and required supplies are introduced. Specific diseases and conditions are discussed. Prevention and treatment are stressed.

685D Mule Packing, Loading and Hitching (1)

Laboratory 2 hours.

Recommended Preparation: Equine Science 680 and 681.

This course teaches the proper way to pack a mule, to apply loads and then hitch the mule for packing to a specific location. Various knots, equipment and supplies are introduced. Planning for a pack trip is included.

685E Diagnosing and Treating Mule Diseases and Injuries (1)

Laboratory 2 hours.

Recommended Preparation: Equine Science 680 and 681.

This course will introduce the student to common mule diseases and how to diagnose them. Gives basic symptoms and treatments. Various common injuries and their treatment are discussed. Common medicines are discussed. How to select a good mule vet is discussed.

685F Theory Versus Practice in Mule Training (1)

Laboratory 2 hours.

Recommended Preparation: Equine Science 680 and 681.

This course discusses the difference between the theory of mule training and the practice used in mule training. Different theories are discussed and the modification that might be used in actual practice. Students will write a mule training program.

Finance

1 Principles of Finance (3) CSU

Lecture 3 hours.

Examines the principles of money, credit, banking, and the role of the Federal Reserve System and government policy on the financial environment. Studies types of financial instruments, interest rates, capital management, money and capital markets and currency fluctuations and hedging for global business. Includes detailed instruction on the Time Value of Money and its application to calculations in personal and business finance.

2 Investments (3) CSU

Lecture 3 hours.

This course emphasizes the study of the stock market from a practical viewpoint. It includes developing an understanding of diversification, allocation, growth stocks, value stocks, dividends, technical analysis, fundamental analysis, bonds and options. The course also covers real estate and other investment opportunities.

8 Personal Finance and Investments (3) CSU

Lecture 3 hours.

An examination of the concepts and tools necessary for the rational allocation of personal resources. Emphasis is on the significant financial decisions facing each household during its life cycle, including budgeting, record keeping, home ownership, consumer purchases, credit, insurance, investing, retirement and estate planning.

French

1 Elementary French I (5) UC:CSU

Lecture 5 hours.

Recommended: Concurrent enrollment in French 101.

Recommended: Eligibility for English 28.

Students with previous knowledge of French should not enroll in French 1, but in a higher level Native speakers should enroll in French 4, 5, or 6

Introduces the fundamentals of pronunciation and grammar, practical vocabulary and useful phrases. Focuses upon the ability to understand, speak, read, and write in simple French. Exposes the student to French culture. English is only used when it is necessary to explain difficult grammatical concepts; otherwise, the class is conducted in French. This course corresponds to the first year of high school French.

2 Elementary French II (5) UC:CSU

Lecture 5 hours.

Prerequisite: French 1 or one year of high school French with a grade of "C" or better in either case.

Recommended: Concurrent enrollment in French 101.

Recommended: Eligibility for English 28.

Students with previous knowledge of French should not enroll in French 2, but in a higher level. Native speakers should enroll in French 4, 5, or 6

Continues the fundamentals of French pronunciation and grammar, practical vocabulary and useful phrases. Stresses the ability to understand, speak, read and write in simple French. Exposes the student to French culture. The class is conducted entirely in French except for grammar clarification. This course corresponds to the second year of high school French.

3 Intermediate French I (5) UC:CSU

Lecture 5 hours.

Prerequisite: French 2 or two years of high school French with a grade of "C" or better in either case.

Recommended: Concurrent enrollment in French 101.

Recommended: Eligibility for English 28.

Note: Concurrent enrollment in French 8 is strongly recommended for non-native speakers.

Not offered every semester.

Completes the study of basic French grammar. Continued emphasis upon French pronunciation, practical vocabulary, and useful phrases. Stresses the ability to understand, speak, read, and write in intermediate French. Includes more challenging texts and continued improvement in writing and speaking through written and oral dialogues. Further exposure of French culture as a background for conversation and reading. The class is conducted entirely in French except when English clarification is necessary for grammatical concepts. This course corresponds to the third year of high school French.

4 Intermediate French II (5) UC:CSU

Lecture 5 hours.

Prerequisite: French 3 or three years of high school French with a grade of "C" or better in either case.

Recommended: Concurrent enrollment in French 101.

Note: Concurrent enrollment in French 8 is strongly recommended for non-native speakers.

Not offered every semester.

Expands the structural concepts acquired in French 1, 2, 3. Develops additional vocabulary to maximize comprehension and expression skills. Provides depth in the study of France and the francophone world's culture and literature with wider range of reading material. Emphasizes oral discussions, presentations, as well as written compositions and analysis.

5 Advanced French I (5) UC:CSU

Lecture 5 hours.

Prerequisite: French 4 with a grade of "C" or better.

Recommended: Concurrent enrollment in French 101.

Note: Concurrent enrollment in French 8 is strongly recommended for non-native speakers.

Not offered every semester.

Expands the structural concepts acquired in French 4. Develops advanced vocabulary to maximize comprehension and expression skills. Provides greater depth in the study of France and the francophone world's culture and literature with wider range of readings. Emphasizes oral discussions, presentations, as well as written compositions and analysis on a more complex topics and advanced level.

6 Advanced French II (5) UC:CSU

Lecture 5 hours.

Prerequisite: French 5 with a grade of "C" or better.

Note: Concurrent enrollment in French 8 is strongly recommended for non-native speakers.

Not offered every semester.

Review advanced structures. Studies some important texts from the seventeenth century through the present time, with special emphasis on oral discussions, presentations, and written essays and analysis of the literature and culture of France and the Francophone world.

8 Conversational French (2) CSU RPT 3

Lecture 2 hours.

Prerequisite: French 2 or equivalent with a grade of "C" or better.

This course is offered as a pass/no pass course only.

Not offered every semester.

Continues to stress the fundamentals of French pronunciation. Develops conversational skill and fluency through a review of basic French grammar (French 1 & 2) and the core vocabulary of everyday situations, including cultural experiences. French is used throughout except in instances in which clarification in English is necessary. This course is intended for students who have had the equivalent of French 2, and is offered on a credit/ no credit basis only.

10 French Civilization (3) UC:CSU

Lecture 3 hours.

No knowledge of French required.

Note: May be taught in one-unit modules: French 10A, 10B, and 10C. All three modules must be taken for UC transfer credit to be granted.

French 10A (1 unit) is offered in conjunction with the Summer in Paris program.

This course is offered as a pass/no-pass course only.

Not offered every semester.

This course consists of lectures and discussions in English on the geography, history, government and institutions of France, the life and customs of its people, its literature, arts and sciences, and its contribution to civilization. It is especially recommended to all students of French.

81 Practical French for Business (3)

Lecture 3 hours.

Prerequisite: French 1 or equivalent.

Not offered every semester.

This course consists of lectures in English and exercises and conversational practice in French, related to commercial and marketing environments. Students will acquire skills in business correspondence in French and familiarize themselves with business and social practice in French-speaking countries.

101 French Language Laboratory (1) CSU - RPT 3

Laboratory 2 hours.

Note: Recommended for all students enrolled in French 1, 2, 3, 4, 5, or 8.

This course is offered as a credit/no credit course only.

This is a credit/no-credit course. Students receive one unit of college credit with no letter grade by spending at least 32 hours over the semester using the equipment and completing the lab workbook assignments. This language workshop uses multi-media (video, audio and computers) to enhance instruction. Students attend The Learning Center (TLC), the Media Center, and/or the Language Lab.

185 Directed Study - French (1) CSU - RPT 2**285 Directed Study - French (2) CSU****385 Directed Study - French (3) CSU**

Conference 1 hour per unit.

Allows students to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

Geographic Information Systems (GIS)

31 Introduction to the Geographic Information Systems (3) UC:CSU

Lecture 3 hours.

Same as Geography 31. Credit not given for both courses.

An introduction to fundamentals of GIS, including history of automated mapping; introduction to cartographic principles (scales, coordinate systems, projections, cartographic design); GIS terminology; data structures; topology; data acquisition; spatial analysis; review of hardware/software used in GIS; and applications of GIS technology in science, government, and business.

32 GIS Applications: ArcView (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Same as Geography 32. Credit not given for both courses.

Recommended Preparation: Geography 31 or GIS 31, and Computer Science 501.

A brief survey of GIS Fundamentals, emphasizing hands-on experience using computer hardware and GIS software. Emphasis on vector-based data using and an introduction to hands-on work with raster-based data using Spatial Analysis modules. (Currently using ESRI's ArcGIS software: versions upgraded to maintain currency with industry software usage.)

33 Intermediate GIS Applications: ArcView (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Same as Geography 33. Credit not given for both courses.

Recommended Preparation: Geography 32 or GIS 32.

More in-depth use of GIS software and familiarization with more advanced GIS software operations. Application of GIS fundamentals and software skills to a semester-long project, from inception and initial planning to data acquisition and final project design, using census and/or other real-world data. Depending on selected project, possible use of 3-D, Spatial Analysis, Network Analysis, Model Building, and other modules. (Currently using ESRI's ArcGIS software: versions upgraded to maintain currency with industry software usage.)

36 Cartography and Base Map Development (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Same as Geography 36. Credit not given for both courses.

Prerequisites: Geography 31 or GIS 31, and Geography/GIS 32 (ArcView) or equivalent.

A comprehensive study of GIS cartography including cartographic principles (such as history, principles, projections, scales, map accuracy), data acquisition methods (such as remote sensing, aerial images, GPS), and base map development (scanning, digitizing, and coordinate geometry), and map production using ArcView and/or MapInfo software.



37 Introduction to Global Positioning Systems (GPS) (1) CSU

Lecture 1 hour.

Same as Geography 37. Credit not given for both courses.

Recommended Preparation: Geography 31 or GIS 31.

Introduction to the terminology, equipment, techniques, and technology of GPS, using a hand-held unit to determine location, and completion of a traverse using GPS and a topographic quadrangle, collecting data to be used in a GIS.

38 Spatial Analysis and Modeling (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Same as Geography 38. Credit not given for both courses.

Prerequisite: Geography 31 or GIS 31, and Geography/GIS 32 (ArcView) or equivalent.

An introduction to spatial analysis, briefly reviewing principles of statistics and relating them to methods of geographically referenced data. Sampling strategies for data structures (raster and vector) used in GIS will be introduced. Single and multi-layer operations (classification, coordination, modeling analysis) and spatial correlation will be covered.

39 GIS in Science, Business, and Government (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Same as Geography 39. Credit not given for both courses.

Prerequisite: Geography 38 or GIS 38, or equivalent.

An in-depth survey of uses of GIS applications in science, government, and business. Topics include data acquisition, accuracy, analysis, presentation techniques, and legal issues. Individual student projects will include use of hardware and software, data acquisition, base map development, cost benefit analysis, and presentation of map layouts.

40 GIS Internship (1) CSU

Lecture 1 hour.

(Same as Geography 40. Credit not given for both courses.)

Prerequisite: Geography 38 or GIS 38, or equivalent.

A directed field study in which students apply classroom instruction to real-world GIS projects in the community in a business or government agency while under the supervision of an advisor from the college. The short-term internship will include periodic meetings with the advisor, completion of interim reports, and presentation of a final report.

Geography

1 Physical Geography (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Studies the earth's physical environment using an Earth Systems Science approach. Emphasis is given to earth-sun relationships, atmosphere-hydrosphere interactions related to weather and climate, lithospheric processes and geomorphology, integration of climate, soils and biomes and their spatial patterns. Tools used for geographic inquiry may include maps, satellite imagery, geographic information systems, and field investigation.

2 Cultural Elements of Geography (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Studies the diversity of human populations, their cultural origins, diffusion and contemporary spatial patterns. Topics include demography, languages, religions, political units, economic activities and development and urbanization. Emphasis is given to interrelationships between human activities and the biophysical environment including environmental alteration. Specific countries, areas or cultural groups illustrating various topics are utilized as case studies. Tools of geographic inquiry may include maps, satellite imagery, and geographic information systems.

3 Introduction to Weather and Climate (3) UC:CSU

Lecture 3 hours.

Same as Meteorology 3. Credit not given for both courses.

Studies the earth's atmospheric environment using an Earth Systems Science approach. Emphasis is given to Earth-sun relationships, solar radiation inputs, earth radiation emission and temperature, global warming, atmospheric moisture measurements, adiabatic processes, clouds and precipitation formation, atmospheric pressure and wind flow, storm development, weather forecasting, and climate and climate change. Tools used for inquiry may include weather maps, satellite imagery, and geographic information systems.

7 World Regional Geography (3) UC:CSU

Lecture 3 hours.

A geographical survey of the world's major regions with emphasis on those features important to an understanding of current global concerns and problems.

14 Geography of California (3) UC:CSU

Lecture 3 hours.

Delineates the regions of California, their biophysical features and resources in relation to patterns of population and settlement, economic activities, trade, transportation, and environmental problems.

15 Physical Geography Laboratory (2) UC:CSU

Lecture 1 hour; Laboratory 2 hours.

Prerequisite: Geography 1.

Supplements the material of Geography 1. Laboratory exercises are used to increase understanding of spatial location and temporal processes on the Earth, to develop skills for map and image analysis, to appraise Earth-sun relationships, to identify major atmosphere-hydrosphere interactions related to weather and climate, to interpret lithospheric processes and geomorphologic features, to analyze the integration of climate, soils and biomes and their spatial patterns. Tools used for laboratory inquiry may include topographic maps, satellite images, selected weather instruments and computer software.

20 Field Studies in California Geography (6) CSU

Lecture 6 hours.

Course may be offered as 1 unit modules, Geography 20A-F.

Field surveys of people-land relations on the diverse physical and cultural landscapes of Southern California. These surveys enhance the understanding of past and present cultural environments that people superimpose on their natural environment.

21 Introduction to the Geography of the United States and Canada (3) UC:CSU

Lecture 3 hours.

Provides a regional study of the western United States and Canada, the Eastern United States and Canada, and Alaska and Hawaii. This course explores the physical and cultural geographic backgrounds of Anglo-America and the current economic and land-use patterns.

22 Introduction to the Geography of Latin America (3) UC:CSU

Lecture 3 hours.

Provides a regional study of Mexico, Central America and the Caribbean, and South America. Course examines the physical and cultural backgrounds of Latin America and the current landuse and economic patterns.

Course may be offered as 1 unit modules:

22A Geography of Mexico (1) *UC:CSU

22B Geography of Central America and the Caribbean (1) *UC:CSU

22C Geography of South America (1) *UC:CSU

31 Introduction to Geographic Information Systems (3) UC:CSU

Lecture 3 hours.

(Same as GIS 31. Credit not given for both courses.)

An introduction to fundamentals of GIS, including history of automated mapping; introduction to cartographic principles (scales, coordinate systems, projections, cartographic design); GIS terminology; data structures; topology; data acquisition; spatial analysis; review of hardware/software used in GIS; and applications of GIS technology in science, government, and business.

32 GIS Applications: ArcView (3) CSU

Lecture 2 hours; Laboratory 2 hours.

(Same as GIS 32. Credit not given for both courses.)

Recommended Preparation: Geography 31 or GIS 31, and Computer Science 501.

A brief survey of GIS Fundamentals, emphasizing hands-on experience using computer hardware and GIS software. Emphasis on vector-based data using and an introduction to hands-on work with raster-based data using Spatial Analysis modules. (Currently using ESRI's ArcGIS software: versions upgraded to maintain currency with industry software usage.)

33 Intermediate GIS Applications: ArcView (3) CSU

Lecture 2 hours; Laboratory 2 hours.

(Same as GIS 33. Credit not given for both courses.)

Recommended Preparation: Geography 32 or GIS 32.

More in-depth use of GIS software and familiarization with more advanced GIS software operations. Application of GIS fundamentals and software skills to a semester-long project, from inception and initial planning to data acquisition and final project design, using census and/or other real-world data. Depending on selected project, possible use of 3-D, Spatial Analysis, Network Analysis, Model Building, and other modules. (Currently using ESRI's ArcGIS software: versions upgraded to maintain currency with industry software usage.)

36 Cartography and Base Map Development (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Same as GIS 36. Credit not given for both courses.

Prerequisite: Geog/GIS 31, and Geog/GIS 32 or equivalent.

A comprehensive study of GIS cartography including cartographic principles (such as history, principles, projections, scales, map accuracy), data acquisition methods (such as remote sensing, aerial images, GPS), base map development (scanning, digitizing, and coordinate geometry), and map production using GIS software.

37 Introduction to Global Positioning Systems (GPS) (1) CSU

Lecture 1 hour.

Same as GIS 37. Credit not given for both courses.

Recommended Preparation: Geography 31 or GIS 31.

Introduction to the terminology, equipment, techniques, and technology of GPS, using a hand-held unit to determine location, and completion of a traverse using GPS and a topographic quadrangle, collecting data to be used in a GIS.

38 Spatial Analysis and Modeling (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Same as GIS 38. Credit not given for both courses.

Prerequisite: Geog/GIS 31, and Geog/GIS 32 or equivalent.

An introduction to spatial analysis, briefly reviewing principles of statistics and relating them to methods of geographically referenced data. Sampling strategies for data structures (raster and vector) used in GIS will be introduced. Single and multi-layer operations (classification, coordination, modeling analysis) and spatial correlation will be covered.

39 GIS in Science, Business, and Government (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Same as GIS 39. Credit not given for both courses.

Prerequisite: Geography 38 or GIS 38, or equivalent.

An in-depth survey of uses of GIS applications in science, government, and business. Topics include data acquisition, accuracy, analysis, presentation techniques, and legal issues. Individual student projects will include use of hardware and software, data acquisition, base map development, cost benefit analysis, and presentation of map layouts.

40 GIS Internship (1) CSU

Lecture 1 hour.

Same as GIS 40. Credit not given for both courses.

Prerequisite: Geography 38 or GIS 38, or equivalent.

A directed field study in which students apply classroom instruction to real-world GIS projects in the community in a business or government agency while under the supervision of an advisor from the college. The short-term internship will include periodic meetings with the advisor, completion of interim reports, and presentation of a final report.

185 Directed Study - Geography (1) CSU - RPT 2**285 Directed Study - Geography (2) CSU****385 Directed Study - Geography (3) CSU**

Conference 1 hour per unit.

Prerequisite: A minimum of 3 units in Geography

Allows students to pursue Directed Study in Geography on a contract basis under the direction of a supervising instructor.

***UC Credit Limit:** Geography 20A, B, C must all be taken for credit to be granted.

Geology

See also **Environmental Science 1, 7; Oceanography 1, 10.**

1 Physical Geology (3) UC:CSU

Lecture 3 hours.

Introduces the student to the general field of geology; including a study of the work of rivers, winds, glaciers, oceans, volcanism and seismology in shaping the earth, with emphasis upon the relationships existing between humans and the geological processes.

2 Earth History (3) UC:CSU

Lecture 3 hours.

Prerequisite: Geology 1

An introduction to the geological history of the earth and its inhabitants, with emphasis on the evolution of life and landforms of North America. Topics include life on earth such as plants, fish, amphibians, rise and fall of the dinosaurs, and the mammals. Multimedia presentations are used throughout the course. Field trips will be taken.

4 Physical Geology & Laboratory (5) *UC:CSU

Lecture 4 hours; Laboratory 2 hours.

Same as Geology 1 and 6 combined.

A study of the work of rivers, winds, glaciers, oceans, volcanism, and seismology in shaping the earth, with emphasis upon the relationships existing between humans and the geologic processes. Laboratory exercises in rock and mineral identification, and map interpretation.

6 Physical Geology Laboratory (2) *UC:CSU

Lecture 1 hour; Laboratory 2 hours.

Prerequisite: Geology 1 or concurrent enrollment.

Laboratory exercises in identification of rock-making and ore minerals, igneous, metamorphic, and sedimentary rocks. Interpretation of topographic maps, geologic maps and aerial photographs. Geology 6 is intended to satisfy physical science lab credits for all students concurrently enrolled in Geology 1.

7 Earth History Laboratory (3) UC:CSU

Lecture 3 hours.

Prerequisite: Geology 1 and Geology 2

Corequisite: Geology 2

A supplemental laboratory course for Geology 2, intended to teach the scientific methods of reasoning and to give the student an acquaintance with the fundamental principles of historical geology. Laboratory exercises will examine the history of the earth from its origin to the present as interpreted from the fossil record and radiometric dating techniques. Also included will be the evolutionary study of fossils and study of rock types and ancient landforms. Will include methods used to determine events in Earth history and reconstruct past environmental conditions. Several field trips will be taken. Strongly recommended for the student who is enrolled in or has completed Geology 2.



- 10 Introduction to Environmental Geology (3) UC:CSU**
Lecture 3 hours.
Same as Environmental Science 7.
 A survey course that examines the interrelationships between humans and the environment and includes a review of natural processes and their effects. Includes a discussion of hazard, risk and catastrophic geologic events such as earthquakes, landslides, floods and volcanoes. Mineral, energy, soil and water resources will be discussed, the future of these resources analyzed and the impact of their extraction and use investigated.
- 12 Introduction to the Geology of California (3) UC:CSU**
Lecture 3 hours.
 Surveys the physical and historical geology of California. Gives consideration to the twelve geomorphic provinces into which the State is divided, and to the characteristic geological record, with particular reference to the later part of earth history.
- 22 Geomorphology (4) UC:CSU**
Lecture 3 hours; Laboratory 2 hours.
Note: This course is taught in one unit modules
 Offers a basic course in the description, evolution, and classification of landforms. The student will have an opportunity to examine representative landforms through field trips.
- 185 Directed Study - Geology (1) CSU - RPT 2**
- 285 Directed Study - Geology (2) CSU**
- 385 Directed Study - Geology (3) CSU**
Conference 1 hour per unit.
 Allows students to pursue Directed Study in Geology on a contract basis under the direction of a supervising instructor.
- *UC Credit Limit: Geology 1, 4 and 6 combined, maximum 5 units.*

Health

- 7 Physical Fitness and Nutrition (3) *UC:CSU**
Lecture 3 hours.
 Considers the nature and importance of physical fitness and good nutrition in our personal and social development. Analyzes and evaluates various types of muscular activities in terms of students' needs and interests. Encourages the selection of nutritive foods for weight control, disease prevention, and general well-being.
- 8 Women's Personal Health (3) *UC:CSU**
Lecture 3 hours.
 This course provides a comprehensive overview of critical, epidemiological, contemporary, and cultural/ethnic women's health topics and a framework for informed personal decision making.
- 9 Health for the Mature Individual (3) CSU**
Lecture 3 hours.
 Designed to meet the personal needs and interests of mature and older students in the field of aging. Emphasis is placed on promoting and maintaining physical, emotional, and social good health, despite possible limitations of advancing years.

- 11 Principles of Healthful Living (3) *UC:CSU**
Lecture 3 hours.
Not an activity class.
Note: Credit given for either Health 10 or Health 11, but not both.
 Encompasses the same content as Health 10 but explores the material in greater depth.
- 185 Directed Study - Health (1) CSU - RPT2**
- 285 Directed Study - Health (2) CSU**
- 385 Directed Study - Health (3) CSU**
Conference 1 hour per unit.
 Allows students to pursue Directed Study in Health Education on a contract basis under the direction of a supervising instructor.
- 911-941**
Cooperative Work Experience Education - Health (1-4) CSU
See Cooperative Work Experience Education
**UC Credit Limit: Maximum one course.*

History

- 1 Introduction to Western Civilization I (3) UC:CSU**
Lecture 3 hours.
May be offered as an honors section.
 Teaches historically the major elements in the Western heritage from the earliest Mesopotamian civilizations through the religious reformations of the sixteenth century. Introduces students to the ideas and institutions central to western civilization, and acquaints them, through reading and critical discussion, with representative contemporary documents and writings of enduring interest.
- 2 Introduction to Western Civilization II (3) UC:CSU**
Lecture 3 hours.
May be offered as an honors section.
 Teaches historically the major elements of the Western heritage from the Age of Absolutism in the 17th century to the present. Introduces students to the ideas and institutions central to western civilization, and acquaints them, through reading and critical discussion with representative contemporary documents and writings of enduring interest.
- 3 History of England and Great Britain I (3) UC:CSU**
Lecture 3 hours.
 Surveys the political, economic, social, and cultural developments of the British Isles from the earliest times through the seventeenth century.
- 4 History of England and Great Britain II (3) UC:CSU**
Lecture 3 hours.
 Traces the political, economic, social, and cultural development of the British Isles and the British Empire from the eighteenth century to the present.
- 5 History of the Americas I (3) UC:CSU**
Lecture 3 hours.
 Surveys the political, economic, social, and intellectual history of Latin America from the Age of Exploration, conquest of the indigenous people of the Americas, through the colonial period.
- 6 History of the Americas II (3) UC:CSU**
Lecture 3 hours.
 Explores the political, economic, social, and intellectual history of Latin America and the development of the United States during the nineteenth and twentieth centuries with special emphasis on their interpolitical relationship.

- 11 Political and Social History of the United States I (3) *UC:CSU**
Lecture 3 hours.
May be offered as an honors section.
Surveys the history of the United States from pre-Columbian times to 1865. Devotes particular attention to political and social events as well as the development of America's central institutions.
- 12 Political and Social History of the United States II (3) **UC:CSU**
Lecture 3 hours.
Surveys the political, economic, social, and intellectual history of the United States from the Civil War through the Twentieth Century.
- 13 The United States in the Twentieth Century (3) **UC:CSU**
Lecture 3 hours.
This course covers the main events, actors, and themes of the 20th century, primarily focusing on their impact on American history (i.e. cultural, political, and social movements), including a discussion of America's central institutions.
- 20 History of California and the Pacific Coast (3) UC:CSU**
Lecture 3 hours.
Surveys the history of the Pacific Coast of North America from the period of the explorations to the present. Emphasizes especially the cultural, political, economic, and social development of California.
- 27 History of Africa (3) UC:CSU**
Lecture 3 hours.
Covers the history of Africa from ancient times to the present. Includes the historical ramifications of the African Diaspora to the Western Hemisphere.
- 29 Asian Civilization: The Middle East (3) UC:CSU**
Lecture 3 hours.
The course traces the historical development of the Middle East from the rise of the earliest Middle Eastern civilizations to the present, including a consideration of the major political and social issues and conflicts of the modern era.
- 39 History of South Asia (3) UC:CSU**
Lecture 3 hours.
Surveys the history and culture of South Asia, or the Indian subcontinent including the modern nations of Bangladesh, India, and Pakistan, from the development and evolution of its earliest cultures and civilization to the present.
- 41 The African-American in the History of the United States I (3) *UC:CSU**
Lecture 3 hours.
Surveys United States history and major American institutions from the early Colonial Era through the Civil War with special emphasis on the contributions of African-American to the nation's political and social development.
- 42 The African-American in the History of the United States II (3) **UC:CSU**
Lecture 3 hours.
Surveys United States history and major American institutions from the end of the civil war to the present time, with special emphasis on the African-Americans in the social and political development of American civilization.
- 43 The Mexican-American in the History of the United States I (3) *UC:CSU**
Lecture 3 hours.
Traces the historical evolution of the Mexican and his culture and institutions to 1865, and surveys the contributions of the Mexican-American to the United States, with particular emphasis on the Southwest, and the causes and consequences of the Mexican-American War.

- 44 The Mexican-American in the History of the United States II (3) **UC:CSU**
Lecture 3 hours.
Traces the historical evolution of the Mexican-American since the 1850s, and analyzes the aftermath of the Mexican-American War, legal and illegal immigration from Mexico, the civil rights movement, and the contributions of the Mexican-Americans to the American experience. Includes a discussion of basic American institutions.
- 52 The Role of Women in the History of the U.S. (3) UC:CSU**
Lecture 3 hours.
Explores the political, economic, social, and intellectual history of women in the development of the United States from the early colonial era to the present day with special emphasis on their contributions as well as their problems.
- 76 History of the United States Since 1945 (3) UC:CSU**
Lecture 3 hours.
Course examines and analyzes the history of the United States from 1945 to present, and includes domestic political events, foreign affairs, cultural and intellectual developments, and gender, racial, and ethnic relationships.
- 86 Introduction to World Civilizations I (3) UC:CSU**
Lecture 3 hours.
Traces the development and interrelationships of the major world civilizations and their cultural traditions and contributions from the earliest times to the beginning of the era of European expansion in the sixteenth century.
- 87 Introduction to World Civilization II (3) UC:CSU**
Lecture 3 hours.
Traces the development and interrelationships of the major world civilizations and their cultural traditions and contributions from the era of European expansion in the sixteenth century to the present.
- 185 Directed Study - History (1) CSU - RPT 2**
- 385 Directed Study - History (3) CSU**
Conference 1 hour per unit.
Allows students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.
**UC Credit Limit: History 11, 41 and 43 combined, maximum one course.*
***UC Credit Limit: History 12, 13, 42 and 44 combined, maximum one course.*

Horse Science

See course listings under **Animal Science** 600-699.



Horticulture, Ornamental

See course listings under **Plant Science** 700-899.

Humanities

6 Great People, Great Ages (3) UC:CSU - RPT 1

Lecture 3 hours.

May be offered as an honors section.

An interdisciplinary program in the liberal arts, which covers an historical period such as the Renaissance from the perspectives of philosophy, art, music, literature, architecture, science, etc.

31 People in Contemporary Society (3) UC:CSU

Lecture 3 hours.

Surveys humanity's cultural development from the Renaissance to the present. Presents general information on the arts, literature, and ideas of the Renaissance, Baroque, Neoclassic, and Romantic periods. Concludes an examination of Twentieth Century culture in particular. Since Humanities 30 and 31 are independent of each other, they need not be taken in successive order.

60 People and Their World: Technology and the Humanities (3) UC:CSU

Lecture 3 hours.

Examines art, music, literature, drama, philosophy, and history in an exploration of the urban environment and society as it has been affected by technology.

61 People and Their World: The Creative Process (3) CSU

Lecture 3 hours.

Surveys humanity's creativity as expressed in myths and dreams and explores works of art and literature to discover the range of humanity's creative instinct. Involves art, music, literature, psychology; drama, philosophy, and history.

185 Directed Study - Humanities (1) CSU - RPT 2

385 Directed Study - Humanities (3) :CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in humanities on a contract basis under the direction of a supervising instructor.

Industrial Technology

Industrial Technology courses are listed individually under sub-headings, (e.g., **Industrial Technology - Machine Shop/CNC**)
Automotive Service Technology - Listed separately
Drafting-Mechanical (includes CAD)
Electronics - Listed separately
Engineering-Mechanical - Listed separately
Machine Shop/CNC (includes CAM)
Welding

Industrial Technology classes are affiliated with the Society of Manufacturing Engineers and American Welding Society.

185 Directed Study - Industrial Technology (1) CSU - RPT 2

285 Directed Study - Industrial Technology (2) CSU

385 Directed Study - Industrial Technology (3) CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Industrial Technology on a contract basis under the direction of a supervising instructor.

911-941

Cooperative Work Experience Education - Industrial Technology (1-4) CSU

See Cooperative Work Experience Education

Industrial Technology (Drafting - Mechanical)

105 Industrial Print Reading I (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Provides training in reading basic engineering blueprints widely used in contemporary manufacturing industries. Both the visualization and interpretation facets of reading are given extensive coverage. Exposure and analysis of common drawing types, views, lines, dimensions, tolerances, callouts, notes, symbology; and revision procedures are included.

110 Mechanical Computer-Assisted Drafting I (3) UC:CSU

Lecture 1 hour; Laboratory 5 hours.

Same as E.M. 110. Credit not given for both courses.

A foundational course in the theory and practice of mechanical computer-assisted drafting. Topics include technical sketching, hardware devices, software utilization, orthographic projection, single and multiple views, and basic dimensioning standards.

115 Mechanical Computer-Assisted Drafting II (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as E.M. 115. Credit not given for both courses.

An elementary course in the theory and practice of mechanical computer-assisted drafting. Units include pictorial sketching, computer equipment, software manipulation, isometric projection, oblique projection, and pictorial dimensioning conventions.

205 Technical Descriptive Geometry (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Same as E.M. 205. Credit not given for both courses.

Provides training in the analysis and solution of orthographic projection problems through application of the fundamental principles of descriptive geometry. Emphasis is placed on exposure to and interpretation of points, lines, and planes in primary, secondary, and successive auxiliary views. Theory and practice are included that involve visualization and graphic representation of intersections, angles, parallelism, perpendicularity, and revolutions.

210 Mechanical Computer-Assisted Drafting III (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as E.M. 210. Credit not given for both courses.

An introductory course in the principles and practices of mechanical computer-assisted drafting. Areas covered include basic sectional views, cutting planes, section lining, basic auxiliary views, angle determination, and transfer distances.

215 Mechanical Computer-Assisted Drafting IV (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as E.M. 215. Credit not given for both courses.

A basic course in the concepts and skills of mechanical computer-assisted drafting. Units include detail drawings, dimensional tolerancing, feature specification, assembly drawings, parts list generation, and screw thread callouts.

310 Mechanical Computer-Assisted Drafting V (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as E.M. 310. Credit not given for both courses.

An intermediate level course in concepts and skills of mechanical computer-assisted drafting. Topics covered include advanced details with multiple sectional views, and advanced details with primary and secondary auxiliary views.

315 Mechanical Computer-Assisted Drafting VI (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as E.M. 315. Credit not given for both courses.

A mid-level course in the concepts and skills of mechanical computer-assisted drafting. Units include surface texture specification detail assemblies with welding symbology, sheet metal details with flat patterns, and geometric dimensioning and tolerancing.

410 Mechanical Computer-Assisted Drafting VII (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as E.M. 410. Credit not given for both courses.

An advanced course in the theory and practice of computer-aided drafting. Topics included will be advanced multiview and pictorial assemblies and complete sets of working drawings that utilize ANSI precision fits in their manufacture.

415 Mechanical Computer-Assisted Drafting VIII (3) CSU

Lecture 1 hour; Laboratory 5 hours.

Same as E.M. 415. Credit not given for both courses.

An advanced course in the theory and practice of computer-aided drafting. Areas of focus will include the construction, editing, and display of three-dimensional wire-frame, surface, and solid models of rectangular and cylindrical parts.

Industrial Technology (Machine Shop-CNC)

130 Technology of Metal Machining Processes I (3)

Lecture 1; Laboratory 5 hours.

An introduction to the fundamentals of metal-machining processes.

Theory is supplemented with demonstrations and/or practice on: lathes, mills, grinders, and drills. The course conveys concepts of metal-machining to: draftspersons, engineers/designers, NC programmers/ operators, QC inspectors; and provides entry-level skills to machinists, machine operators, and toolmakers.

140 Fundamentals of CNC Technology (3)

Lecture 1 hour; Laboratory 5 hours.

Acquaints the beginning student in numerical control with the fundamental concepts underlying this new science. Studies the format and manual preparation of tapes for a variety of basic numerical control Systems. Provides practical experience in the set up and operation of numerical controlled machine tools employing point-to-point, continuous path and circular interpolation machining control.

230 Technology of Metal Machining Processes II (3)

Lecture 1 hour; Laboratory 5 hours.

Recommended Preparation: Industrial Technology 130.

Increases the depth and breadth of understanding of the theoretical concepts and practical skills introduced in Industrial Technology 130. The students will advance their studies in metallurgy theory and practice, engineering materials, metrology, and conventional machining techniques.

244 CNC Programming and Machine Operation - Lathe (3)

Lecture 1 hour; Laboratory 5 hours.

Recommended Preparation: Industrial Technology 140 and 130.

Continues the study of N/C part program preparation begun in Industrial Technology 140 and develops the techniques of planning for efficient operation sequencing. Compares N/C, CNC and DNC; including examination of these techniques in relation to CAD/CAM. Emphasizes writing and running CNC Lathe programs.

248 CNC Programming and Machine Operation - Mill (3)

Lecture 1 hour; Laboratory 5 hours.

Recommended Preparation: Industrial Technology 140 and 130.

Acquaints the advanced student with three axis CNC applications involving manufacturing planning, tooling design and/or specification, CNC mill programs employing full 3-axis positioning and implementation of programs using CNC mill equipment in the CAM lab. Students will learn and practice microcomputer assisted part programming of CNC mill.

330 Technology of Metal Machining Processes III (3)

Lecture 1 hour; Laboratory 5 hours.

Recommended Preparation: Industrial Technology 230.

Emphasis is placed on the development of skill and concepts learned in Industrial Technology 130 and Industrial Technology 230 for those persons who will be employed in the metal-machining industry. Close tolerance work will be required. Additional techniques such as jig boring will be introduced.

332 Projects Laboratory in Metal Machining Processes I (3)

Lecture 1 hour; Laboratory 5 hours.

Recommended Preparation: Industrial Technology 230.

The course develops skills in the techniques of design, planning, and execution. Prototype work not possible in regular classes will be covered. Emphasis is placed on developing a project that requires extensive job planning, independent study, and machining.

**346 CAM Programming Using Surf CAM (3) CSU**

Recommended Preparation: Industrial Technology 140.

Computer-aided manufacturing CNC programming using Surf CAM software. 2D and 3D geometry creation and manipulation, cutter selection & parameters, tool path creation and verification covered. Students will complete CNC programming assignments using Surf CAM.

444 Projects Laboratory-CNC Lathe Programming (3)

Lecture 1 hour; Laboratory 5 hours.

Recommended Preparation: Industrial Technology 244.

Develops skills in the techniques of design, planning, and execution of computer numerical control programs for a CNC lathe. Part programs and CNC programming practices not possible in Industrial Technology 244 will be covered. Emphasis is placed on developing a project to be programmed and machined using a CNC lathe, requiring extensive job planning, independent study and development.

448 Projects Laboratory-CNC Mill Programming (3)

Lecture 1 hour; Laboratory 5 hours.

Recommended Preparation: Industrial Technology 248.

Develops skills in the techniques of design, planing, and execution of computer numerical control programs for a CNC mill. Part programs and CNC programming practices not possible in Industrial Technology 248 will be covered. Emphasis is placed on developing a project to be programmed and machined using a CNC mill, requiring extensive job planning, independent study and development.

601 Robotics Workshop (2)

Lecture 1 hour; Laboratory 2 hours.

Introductory course in Robotics and Manufacturing Technology covering safety, basic circuit theory, resistor color coding, use of DMM, soldering, integrated circuits, microprocessors, Moore's Law, computer controlled machines and the future of manufacturing. Students will build and program robots and develop computer control programs to operate robots.

602 Advanced Robotics Workshop (2)

Lecture 1 hour; Laboratory 2 hours.

An advanced course in robotics and manufacturing technology covering concepts of feedback control and reactive control of electro-mechanical systems, programming in Basic and C, uses of computers in robot control and metalworking & machining processes. Students will build, program, and operate a walking robot and a competition vehicular robot to be used in inter-school league activities.

911-941**Cooperative Work Experience Education - Industrial Technology (1-4) CSU**

See Cooperative Work Experience Education

Industrial Technology (Pre-Engineering)

171 Civil Engineering and Architecture (3) CSU

Lecture 1 hour; Laboratory 5 hours.

This course provides an overview of the fields of Civil Engineering and Architecture, while emphasizing the interrelationship and dependence of both fields on each other. Students use state of the art software to solve real world problems and communicate solutions to hands-on projects and activities. This course covers topics such as: the roles of civil engineers and architects, project planning, site planning, building design, project documentation and presentation.

175 Introduction to Engineering Design (3) CSU

Lecture 1 hour; Laboratory 5 hours.

A course that teaches problem-solving skills using a design development process. Models of product solutions are created, analyzed and communicated using solid modeling computer design software.

249 Computer Integrated Manufacturing (3) CSU

Lecture 1 hour; Laboratory 5 hours.

A course that applies principles of robotics and automation. The course builds on computer solid modeling skills developed in Introduction to Engineering Design, and Design and Drawing for Production. Students use CNC equipment to produce actual models of their three-dimensional designs. Fundamental concepts of robotics used in automated manufacturing, and design analysis are included.

275 Principles of Engineering (3) CSU

Lecture 1 hour; Laboratory 5 hours.

A course that helps students understand the field of engineering and engineering technology. Exploring various technology systems and manufacturing processes help students learn how engineers and technicians use math, science, and technology in an engineering problems solving process to benefit people. The course also includes concerns about social and political consequences of technological change.

278 Digital Electronics (3) CSU

Lecture 1 hour; Laboratory 5 hours.

A course in applied logic that encompasses the application of electronic circuits and devices. Computer simulation software is used to design and test digital circuitry prior to the actual construction of circuits and devices.

Industrial Technology (Welding)

161 Oxy-Acetylene Welding I (3)

Lecture 1 hour; Laboratory 5 hours.

Gives the beginning student a solid foundation in the principles of oxyacetylene welding and cutting. Emphasizes safety along with related information on equipment, methods and materials.

162 Oxy-Acetylene Welding II (3)

Lecture 1 hour; Laboratory 5 hours.

Provides the advanced student with the enhanced concepts and skills required in the oxy-acetylene welding and cutting process. Reviews the basic principles of safety, equipment, methods, and materials then continues with fitting, metallurgy, heat treating, and distortion control factors.

223 General Metallurgy I (4)

Lecture 4 hours.

Presents an in-depth study of the production of ferrous metals, the physical and mechanical properties and characteristics of ferrous and nonferrous alloys. Includes a study of the varying effects of heat and alloy composition relative to structure and properties of various metals.

261 Arc Welding I (3)

Lecture 1 hour; Laboratory 5 hours.

Gives the student a basic foundation in the principles and practices associated with shielded metal arc welding. Emphasizes the rules of safety along with fundamental information on the tools and techniques used in the shielded metal process.

262 Arc Welding II (3)*Lecture 1 hour; Laboratory 5 hours.*

Provides the student with the intermediate level concepts and skills required for successful shielded metal arc welding. Reviews essential safety, equipment, and methodology guidelines then continues with mid-level joint preparation and metallurgical effects on weldments.

361 Inert Gas Arc Welding I (3)*Lecture 1 hour; Laboratory 5 hours.*

Gives the student a solid foundation in the principles and practices necessary to construct weldments using gas tungsten arc welding. Stresses welding safety and elementary information on the equipment and procedures critical to the gas tungsten process.

362 Inert Gas Arc Welding II (3)*Lecture 1 hour; Laboratory 5 hours.*

Provides the student with the intermediate level theory and techniques required for successful gas tungsten arc welding of ferrous and nonferrous metals. Reviews basic safety and equipment information then explores the gas metal and flux cored arc welding processes.

461 Advanced Arc Welding I (3)*Lecture 1 hour; Laboratory 5 hours.*

Gives the advanced student the training required to prepare for "Certification" in the Shielded Metal Arc Welding (SMAW) of structural steel. Lecture and practice concentrates on building codes, fabrication techniques, and testing.

462 Advanced Arc Welding II (3)*Lecture 1 hour; Laboratory 5 hours.*

Provides the advanced student the skill needed to prepare for "Certification" in the Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) of structural steel. Discussion and application concentrates on construction regulations, weldment generation, and inspection.

911-941**Cooperative Work Experience Education - Industrial Technology (1-4)***See Cooperative Work Experience Education.*

Insurance

101 Principles of Property and Liability Insurance (3)*Lecture 3 hours.*

This course presents basic information concerning various aspects of Property and Liability Insurance. First segment of the course covers fundamentals of insurance including: types of insurers, institutions that provide insurance, regulations, and measurements of financial performance. Second segment includes insurance operations, such as marketing, underwriting, and claims. Final segment covers insurance contracts, loss exposure, and risk management.

102 Personal Insurance (3)*May be offered as Insurance 99a**Lecture 3 hours*

This course presents basic information regarding personal insurance. The course covers automobile insurance; homeowners insurance; other residential insurance, such as fire and earthquake insurance; marine insurance; other personal property and liability insurance; financial planning; life insurance; and health insurance. This course contains valuable personal insurance information for anyone who does not possess the knowledge of how to handle his/her personal insurance needs.

103 Commercial Insurance (3)*May be offered as Insurance 99b**Lecture 3 hours*

This course presents basic information regarding the whole area of Commercial Insurance. Covers information concerning commercial property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, business owner's policies and farm insurance, workers compensation and employers liability insurance, and other miscellaneous insurance.

International Business

1 International Trade (3) CSU*Lecture 3 hours.*

This course gives a comprehensive overview of international business including basic trade theory, international marketing, export/import financing, the foreign currency markets, the operation and management of multinational firms, and the cultural aspects of global trade. It emphasizes the practical application of basic international trade topics.

6 International Marketing I (3) CSU*Lecture 3 hours.*

This course presents the challenges of marketing consumer and industrial products in the global marketplace and the most effective approaches to these challenges. It explores the top potential exports for different countries and the most promising markets through the use of current market data and actual case studies of international marketing companies.

18 Basics of Exporting (1)*Lecture 1 hour.*

This course is designed to provide the student with the basic information needed for an understanding of the export process. The course reviews the most important U.S. Government export regulations and gives the student an overview of export documentation and terminology.

19 Basics of Importing (1)*Lecture 1 hour.*

This course is designed to give the student a solid understanding of the import process, including import documentation, and U.S. Government customs regulations. The course guides the student through the process of creating a basic import business plan.

22 International Management (3)*Lecture 3 hours.*

An introduction to international management principles with an overview of global and multinational organizations. This course covers the issues of international human resource, operational topics, marketing decisions, strategic planning, and cross-cultural issues.



Italian

1 Elementary Italian I (5) UC:CSU

Lecture 5 hours.

Recommended: Eligibility for English 28.

Note: Students with previous knowledge of Italian should not enroll in Italian 1 or 2, but in a higher level. Native speakers should enroll in Italian 3, 4, 5, or 6.

Introduces the fundamentals of pronunciation and grammar, practical vocabulary and useful phrases. Emphasizes the ability to understand, speak, read and write in simple Italian. Exposes the student to the culture of Italy. English is used whenever it is necessary to explain difficult grammatical concept. Otherwise the class is conducted in Italian. It corresponds to the first year of High School Italian.

2 Elementary Italian II (5) UC:CSU

Lecture 5 hours.

Prerequisite: Italian 1 or one year of high school Italian, with a grade of "C" or better.

Recommended: Eligibility for English 28.

Note: Students with previous knowledge of Italian should not enroll in Italian 1 or 2, but in a higher level. Native speakers should enroll in Italian 3, 4, 5, or 6.

Continues the study of basic Italian conversation using practical vocabulary and regular and irregular verbs in the present and past tenses. Stresses oral and written communication. Reading and writing for comprehension incorporate information about the culture and customs of Italy. It corresponds to the second year of High School Italian.

3 Intermediate Italian I (5) UC:CSU

Lecture 5 hours.

Prerequisite: Italian 2 or two years of high school Italian with a grade of "C" or better.

Recommended: Eligibility for English 28.

Note: Concurrent enrollment in Italian 8 is strongly recommended for non-native speakers.

Normally offered in the Fall semester only.

Reviews the grammatical structures studied in Italian 1,2 and continues the grammar necessary for communication and comprehension of both spoken and written Italian. Promotes fluency by immersing the student in practical situations which require extensive use of the language. Continues the study of Italian culture, life and civilization. Provides special attention to representative Italian literature. Corresponds to the first three years of High School Italian.

4 Intermediate Italian II (5) UC:CSU

Lecture 5 hours.

Prerequisite: Italian 3 or three years of high school Italian with a grade of "C" or better.

Note: Concurrent enrollment in Italian 8 is strongly recommended for non-native speakers.

Normally offered in the Spring semester only.

Expands the structural concepts studied in Italian 1, 2 and 3. Develops additional vocabulary and related skills for maximum comprehension and expression. Provides greater depth in Italian literature with wider range of reading. Emphasizes discussion and analysis of the material. Continues the study of Italian culture and civilization.

5 Advanced Italian I (5) UC:CSU

Lecture 5 hours.

Prerequisite: Italian 4 with a grade of "C" or better.

Note: Concurrent enrollment in Italian 8 is strongly recommended for non-native speakers.

Normally offered in the Spring semester only.

Introduces some of the important movements in Italian literature. It includes reading prose and poetry from representative Italian authors and continues the study of advanced composition and grammar.

6 Advanced Italian II (5) UC:CSU

Lecture 5 hours.

Prerequisite: Italian 5 with a grade of "C" or better.

Note: Concurrent enrollment in Italian 8 is strongly recommended for non-native speakers.

Normally offered in the Spring semester only.

Concerns works of Italian literature selected by students and instructor on the basis of relevance, interest and historical impact. Emphasis is on individual study and research shared in the form of reports both oral and written. This serves as a basis for the study of advanced composition, grammar and style.

8 Conversational Italian (2) CSU - RPT 3

Lecture 2 hours.

Prerequisite: Italian 2 or equivalent with a grade of "C" or better.

This course is offered as a pass/no pass course only.

Provides opportunities for practical conversation on everyday topics, current events, and cultural material, and for expansion of vocabulary according to student interest.

10 Italian Civilization and Culture (3) UC:CSU

Lecture 3 hours.

Study of the civilization of Italy from the origins to the present. Conducted in English. Designed as a humanities course for all college students, especially those interested in arts, literature, architecture, music, politics, history and philosophy.

185 Directed Study - Italian (1) CSU - RPT 2

285 Directed Study - Italian (2) CSU

385 Directed Study - Italian (3) CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Italian on a contract basis under the direction of a supervising instructor.

Japanese

1 Elementary Japanese I (5) UC:CSU

Lecture 5 hours.

Recommended: Eligibility for English 28.

Note: Students with previous knowledge of Japanese should not enroll in Japanese 1 or 2, but in a higher level Native speakers should enroll in Japanese 3 or 4.

Stresses the fundamentals of aural comprehension and pronunciation, basic vocabulary, useful phrases and the ability to speak, read and write simple Japanese. Includes basic facts on customs, culture and geography.

2 Elementary Japanese II (5) UC:CSU

Lecture 5 hours.

Prerequisite: Japanese 1 with a grade of "C" or better.

Recommended: Eligibility for English 28.

Note: Students with previous knowledge of Japanese should not enroll in Japanese 1 or 2, but in a higher level Native speakers should enroll in Japanese 3 or 4.

Continues the study of fundamentals of aural comprehension, basic vocabulary and the ability to speak, read and write simple Japanese. Includes orientation to customs, culture and geography.

3 Intermediate Japanese I (5) UC:CSU

Lecture 5 hours.

Prerequisite: Japanese 2.

Normally offered in the Fall semester only

Continues the study of grammar and vocabulary building for conversational fluency and written composition. Begins the study of short narrative writings.

4 Intermediate Japanese II (5) UC:CSU

Lecture 5 hours.

Prerequisite: Japanese 3.

Normally offered in the Fall semester only.

Continues the study of grammar and vocabulary building for conversational fluency and written composition. Continues the study of short narrative writings. Includes the study of Japanese culture.

8 Elementary Conversational Japanese (2) CSU RPT 3

Lecture 2 hours.

Prerequisite: Japanese 1 with a grade of "C" or better.

Provides opportunity for oral communication in everyday settings about current events, general cultural materials and individual personal interests.

27 Cultural Awareness Through Advanced Conversation (3) UC:CSU

Lecture 3 hours.

Prerequisite: Japanese 3.

Stresses the usage of Japanese language skills that have been acquired through prior courses for authentic communication purposes. Explores the modern lives and customs of Japanese people and prepares for real encounters with Japanese culture. Includes intercultural comparisons between American culture and Japanese culture.

185 Directed Study - Japanese (1) CSU RPT 3**285 Directed Study - Japanese (2) CSU****385 Directed Study - Japanese (3) CSU**

Conference 1 hour per unit.

Allows students to pursue Directed Study in Japanese on a contract basis under the direction of a supervising instructor.

106 Mechanics of Expression (3) CSU

Lecture 3 hours.

Provides thorough instruction in grammar, punctuation, capitalization and word usage. Concentrates on critical analysis and application of the interaction and relationship to each other of words, phrases and clauses in the correct and effective expression and transference of thoughts in written English.

108 Article Writing (3) CSU

Lecture 3 hours.

Offers instruction in the writing of material for a magazine, including articles, editorials and reviews suitable for publication; includes practice in editing and the use of illustrative materials.

202 Advanced Newswriting (3) CSU

Lecture 3 hours.

Prerequisite: Journalism 101 with a grade of "C" or better.

Provides the student with principles and practice in writing specialized types of newspaper and online stories and increases mastery of fundamental reporting techniques. Interpretative writing skills, editorial writing, and feature writing are included. Required of all journalism majors.

217 Publication Laboratory (2) CSU RPT 3

Laboratory 6 hours.

Prerequisite: Journalism 101 with a grade "C" or better; concurrent enrollment in Journalism 202 or 218 or Photography 21.

Stresses constructive criticism of students in writing style and news evaluation. Publication production plans are developed. The instruction is directed by newspaper, advisor and staff members.

218 Practical Editing (3) CSU RPT 3

Lecture 1 hour; supervised activity 6 hours.

Prerequisite: Journalism 202 with a grade of "C" or better.

Recommended: Prior or concurrent enrollment in Journalism 216 for Journalism majors.

Provides practical instruction and practice in writing, editing and other preparation required to produce the campus newspaper. Print and online editions are evaluated and critiqued in regularly scheduled student staff meetings.

219 Techniques for Staff Editors (1) CSU RPT 2

Laboratory 3 hours.

Prerequisite: Journalism 101 with a grade of "C" or better and concurrent enrollment in Journalism 202 or 218 or Photography 21.

Offers instruction for campus newspaper editors in editorial writing and analysis of editorial problems. Emphasis is placed on formulating editorial policy.

220 Magazine Editing (3) CSU - RPT 3

Lecture 2 hours; Laboratory 3 hours.

Prerequisite: Journalism 101 with a grade of "C" or better and concurrent enrollment in Journalism 202 or 218, or Photography 20 or 21.

Presents the theory of writing and editing a magazine. Artistic design, principles of harmony and unity, and creativity in layout are stressed. Writing and editing of copy, designing pages, selecting photographs and other illustrations and design materials, preparing them for production; arranging production schedules; and other aspects of publishing are included.

221 News Photography (4) CSU RPT 3

Lecture 2 hours; Laboratory 6 hours.

Same as Photography 21. Credit not given for both courses.

Prerequisite: Photography 20 with a grade of "C" or better.

Gives practical experience in the taking and processing of news and feature pictures, emphasizing the use of cameras normally employed in photojournalism. Affords students the opportunity to take, develop, and print pictures for the college newspaper and magazine.

Journalism

100 Social Values in Mass Communication (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

A general interest survey and evaluation of the mass media in economic, historical, political, psychological and social terms. Focus is to help the media consumer better understand today's mass communications: newspapers, radio, television, motion pictures, magazines, advertising and public relations. Course content discusses relationships, ethics, rights and responsibilities of media in today's society.

101 Collecting and Writing News (3) CSU

Lecture 3 hours.

Recommended: Concurrent enrollment in Journalism 100 for all journalism majors.

Stresses instruction and practice in news gathering with particular emphasis on documentation, research and news writing. Adherence to professional writing style; legal and ethical aspects of the profession are included. Required of all journalism majors.

**251 Visual Communication in Mass Media (3)**

Lecture 3 hours.

Recommended: *Journalism 100,101; Photo 10*

Examines the pervasive influence of the visual components of mass communication including signs, typography, photographs, newspaper layout, magazine and Web design, editorial cartoons, print and television advertisements, television programs, and cinematography. Emphasizes determining obvious and implied messages and their impact on individuals and society. Includes discussion of ethical considerations inherent in visual communication.

185 Directed Study - Journalism (1) CSU - RPT 2**285 Directed Study - Journalism (2) CSU****385 Directed Study - Journalism (3) CSU**

Conference 1 hour per unit.

Allows students to pursue Directed Study in Journalism on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Journalism (1-4) CSU**

See *Cooperative Work Experience Education*

Law

For additional law courses, see **Administration of Justice and Business Administration.**

3 Civil Rights and the Law (3) UC:CSU

Lecture 3 hours.

The course offers a comparative and analytical study of Civil Rights Law and related subjects based upon the United States Constitution and decisions of the United States Supreme Court. Students will have an opportunity to participate in class discussion of civil rights issues currently affecting their lives everyday. Topics included in the course are Due Process of Law, Freedom of Expression, Association, Press, Religion; Right of Privacy; Equal Protection; Search and Seizure; Miranda Rights; Right to a Fair Trial; Death Penalty; and Structure of the Legal System.

Learning Foundations

See also **Learning Skills and Special Education**

22 Learning Strategies (1) (NDA)

Lecture 1 hour.

Replaces Special Education 1

Designed for students with verified disabilities, this course provides information about each student's individual learning disabilities and how to compensate for their related learning problems. The course will develop and practice techniques to enhance academic achievement appropriate for specific learning disabilities.

30 Study Strategies (2) (NDA) - RPT 2

Lecture 2 hours.

Designed for students with verified disabilities, this course will develop and implement effective study strategies. Topics will include: time management, note taking, textbook reading strategies, test taking, coping with test anxiety, improving active listening skills, and goal setting. In addition, student will identify their personal learning strengths and how to apply them.

43 Reading Comprehension II (3) (NDA) - RPT 3

Lecture 3 hours.

Replaces Special Education 2.

Designed for students with verified disabilities, this course will focus on reading and understanding sentences, paragraphs, and extended passages from diverse sources. Students will also learn to paraphrase and will develop new vocabulary.

50 Computer Assisted Vocabulary Development (1) (NDA) - RPT 2

Laboratory 2 hours.

Designed for students with verified disabilities, this course uses a special computer program that individualizes instruction and provides opportunities for learning, review, and testing of vocabulary words in all three learning modalities (visual, auditory, tactile). Open to students of all ranges of vocabulary knowledge. Students may take this course up to three times and learn different words each time.

56 Computer Assisted Spelling Development (1) (NDA) - RPT 2

Laboratory 2 hours.

Designed for students with verified disabilities, this course uses a special computer program that individualizes instruction and provides opportunities for learning, review, and testing spelling words and spelling rules in all three learning modalities (visual, auditory, tactile). Students may take this course up to three times and learn different words each time.

60 Computer Assisted Beginning Writing Skills (3) (NDA) - RPT 2

Laboratory 3 hours.

Designed for students with verified disabilities, this course uses special computer programs that teach and practice sentence writing, proof reading, and short paragraph writing. This course involves the use of sentence patterns and verb forms. Students may take this course up to three times and do more advanced work each time.

61 Computer Assisted Intermediate Writing Skills (3) (NDA) - RPT 2

Laboratory 3 hours.

Designed for students with verified disabilities, this course uses special computer programs that teach and practice intermediate sentence writing and short essay writing. This course involves the use of more advanced sentence patterns and verb forms than Learning Skills 60. Students may take this course up to three times and do more advanced work each time.

Learning Skills

1 Reading (3) (NDA) - RPT 3

Lecture 2 hours; Laboratory 2 hours with homework.

Individualized, self-paced reading remediation for ESL students and/or native speakers. Program ranges from learning to read to improving comprehension and interpretation. Tutors and computer programs supplement learning.

2 English Fundamentals (3) (NDA) - RPT 3

Lecture 2 hours; Laboratory 2 hours with homework.

Recommended: *Concurrent enrollment in Learning Skills 7.*

Individualized, self-paced work on punctuation, sentence structure and correctness, supplemented by computer-assisted instruction.

3 Vocabulary (3) (NDA) - RPT 3*Lecture 5 hours.*

This class teaches strategies to learn vocabulary in the context of language use. Acquisition techniques such as context clues, phonology, word morphology, syntax, word forms, semantic categories, dictionary and thesaurus use, and comprehension skills will be covered for success in college/vocational coursework.

7 Basic Composition (3) (NDA)*Lecture 2 hours; Laboratory 2 hours with homework.*

Small group workshop (4-10 people) in all types of writing, from journal to research paper. ESL and native-speaking students participate in exercises, writings, peer response, as well as work individually at their own pace. Tutors, computer programs supplement workshop activities. Preparation for English 84-87 or English 21.

10 Mathematics Fundamentals (3) (NDA) - RPT 3*Lecture 2 hours; Laboratory 2 hours.*

Individualized, self-paced instruction in math from whole number operations to algebra and geometry. Tutorial and computerized math programs provide review, remediation and/or practice.

Library Science

102 Internet Research Methods (1) CSU*Lecture 1 hour; Laboratory 1.5 hours per week.***Recommended:** *Knowledge of Windows 6, Basic keyboarding skills.*

This course focuses on how to find and evaluate information and resource materials on the Internet. Information access, search strategies, and specific search tools will be covered. Copyright, censorship, and intellectual property will be discussed.

Life Science

Life Science courses are listed under the headings of:

Anatomy
Biology
Microbiology
Oceanography
Physiology

Linguistics

1 Introduction to Language and Linguistics (3) UC:CSU*Lecture 3 hours.**Same as Anthropology 104. Credit not given for both courses.*

Surveys the great variety of ways humans communicate both verbally and nonverbally. The course focuses on the structure, function, and history of language, with selections on the sociology and psychology of language, language learning, and the origins and evolution of language.

Machine Shop

See course listings under
Industrial Technology - Machine Shop/CNC.

Management

2 Organization and Management Theory (3) CSU*Lecture 3 hours.*

This course provides students with an introduction to the management and organization of businesses. Provides students with an understanding of how the management of people and resources accomplishes organizational goals. Covers the basic concepts of leading, planning and control, organization design, operations management, decision making, human resource management, managing change, individual and group behavior, motivating and rewarding employees, communicating and interpersonal skills, work teams, ethics, leadership and trust.

6 Public Relations (3) CSU - RPT 1*Lecture 3 hours.*

Covers essentials for organizing and operating a public relations program. Includes the study of relations with the community, customers, stockholders, news media, employees. Multicultural relations and PR writing are also covered.

13 Small Business Management I (3) CSU*Lecture 3 hours.*

Presents a systematic approach to successful small business operation. Covers personnel evaluation, pre-ownership evaluation, management and leadership, financing, location, taxation, records, employees, purchasing, advertising, sales, and credit. Emphasizes the development of a business plan.



31 Human Relations for Employees (3) CSU

Lecture 3 hours.

This course covers the practical application of psychological and sociological principles to the study of human relations in business and industry. The course emphasizes case studies and teamwork. Topics covered include communication styles, self-esteem, ethics, attitude and motivation, self-disclosure, emotional balance, leadership strategies, work force diversity, and professional presence.

33 Personnel Management (3) CSU

Lecture 3 hours.

Consists of a critical examination of the principles, methods, and procedures related to the effective utilization of human resources in organizations. Includes the management of employment recruiting, testing, selection and placement; job evaluation; wage and salary administration; labor relations and communication; performance evaluation; promotion and transfer; accident prevention; labor law and legislation; benefits and services; discipline, motivation and morale.

Cooperative Work Experience Education - Business (1-4)

See Cooperative Work Experience Education.

Marketing

1 Principles of Selling (3) CSU

Lecture 3 hours.

This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing are covered. The course is designed to help students currently involved in sales as well as those seeking to improve their communication skills. Sales presentations, videotapes and case studies are used.

11 Fundamentals of Advertising (3) CSU

Lecture 3 hours.

This course introduces the student to the role of advertising in our economy. It gives a comprehensive overview of the planning and managing of advertising. The course also covers how the major forms of media, such as television, radio, newspapers, magazines, the internet are integrated into the advertising campaign.

21 Principles of Marketing (3) CSU

Lecture 3 hours.

This course introduces students to various activities in the field of marketing. It provides an understanding of the principles involved in the distribution of a product from the producer to the user or consumer. It covers the consumer market, consumerism, packing and branding, pricing, wholesaling, retailing, sales promotion, personal selling and international marketing.

31 Retail Merchandising (3) CSU

Lecture 3 hours.

Offered Fall semesters only.

Covers the retail operation in total including a study of store location, store layout, store organization, merchandise buying, pricing, stock planning and retail sales promotion. Personnel duties and responsibilities are also studied including the work of the department manager, store buyer, merchandise manager, publicity director, store superintendent, and the store comptroller.

Cooperative Work Experience Education - Business (1-4)

See Cooperative Work Experience Education.

Mathematics

MATHEMATICS PLACEMENT PROCESS:

All students who have not completed a college mathematics course must complete the Mathematics Placement Process at the Pierce College Assessment Center (Campus Center). Contact the Assessment Center at (818) 719-6499 for an appointment and sample tests. Review is essential because the test cannot be taken again for six months.

Placement tests are given at four levels: Algebra Readiness, Elementary Algebra, Intermediate Algebra, and Precalculus. Upon completing the process, students are advised of their recommended placement and given an authorization to enroll in that course. Students seeking authorization to enroll in a course other than that recommended by the assessment process must obtain enrollment authorization from a Mathematics Department advisor, if they have satisfied the prerequisite.

Mathematics Laboratory

Open to any regularly enrolled student in Pierce College. Mathematics tutoring is located in The Learning Center in room TLC 1613 (enter through room TLC 1604), 9 a.m. – 8 p.m., Monday – Thursday, and 9 a.m. – 2 p.m., Friday. Additional Mathematics tutoring is available in room COSC 1512 (Mathematics computer classroom). Call 818-719-6468 for times.

105 Arithmetic for College Students (3) (NDA)

Lecture 3 hours.

Reviews the arithmetic essential in college and business. Topics include fractions, decimals, percent, and measurement. The course emphasizes problem-solving techniques that are useful in practical situations.

110 Introduction to Algebraic Concepts (5) (NDA)

Lecture 5 hours.

Discusses abstract ideas necessary to understanding algebra and reviews selected topics of arithmetic relevant to algebra. Introduces fundamental notions of algebra including signed numbers, simple equations, and modeling. Includes hands-on laboratories and group work instruction in study skills.

112 Pre-Algebra (3) (NDA)

Lecture 3 hours.

Discusses abstract ideas necessary for understanding algebra and reviews selected topics in arithmetic relevant to algebra. Introduces fundamental notions of algebra including signed numbers, simple equations, and modeling.

115 Elementary Algebra (5)

Lecture 5 hours.

Prerequisite: A grade of "C" or better in Mathematics 110 or 112, or appropriate skill level demonstrated through the Mathematics placement process.

Includes operations with algebraic expressions, solutions of linear equations and inequalities, systems of linear equations, quadratic equations, graphs of lines and simple parabolas. No credit given for students who have completed Mathematics 116.

120 Plane Geometry (5)

Lecture 5 hours.

Prerequisite: Mathematics 115*** or appropriate skill level demonstrated through the Mathematics placement process, and equivalent high school preparation.

Covers an introduction to logic and the construction of a formal proof, the study of plane figures such as triangles, parallelograms and other polygons, and circles. Construction methods with compass and straight edge; computations for perimeter, area and volume.

125 Intermediate Algebra (5)

Lecture 5 hours.

Prerequisite: Mathematics 115*** with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics placement process and equivalent high school preparation.

Note: Credit given for either Mathematics 125 or 126, but not both.

Linear equations and inequalities, systems of linear equations and Gaussian elimination, quadratic equations, polynomials and rational expressions, exponents and radicals. Functions and their graphs, including linear, quadratic and exponential functions; logarithms, polynomials and algebraic fractions. Modeling and problem solving. Sequences, conic sections, and complex numbers.

145 Technical Mathematics I (3)

Lecture 3 hours.

Prerequisite: Mathematics 105

Provides an introduction to the practical application of mathematics as needed in industry. Fractions, decimals, percentage, square and square roots, constants, solids, etc. are reviewed. Emphasis is on the solution of technical problems beneficial to those engaged in an industrial trade.

146 Technical Mathematics II (3)

Lecture 3 hours.

Reviews algebraic operations beginning with the relationship of arithmetic to algebra and solutions of technical math problems using elementary algebra. Introduction to and study of fundamentals of plane geometry, right and oblique triangle trigonometry as related to practical industrial problems.

215 Principles of Mathematics I (3) UC:CSU

(for Prospective Elementary School Teachers)

Lecture 3 hours.

Prerequisite: Mathematics 120 and either 125 or 126*** with grades of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.

Includes problem solving, functions, systems of numeration and number concepts; whole numbers, integers, rational and real numbers, together with their algorithms; use of manipulatives; techniques/strategies employed by children to accomplish arithmetic tasks. For prospective elementary or junior high school teachers.

227 Statistics (4) UC:CSU

Lecture 4 hours.

Prerequisite: Mathematics 125 or 126*** with a grade of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.

UC Credit Limit: Credit not given for both Statistics 1 and Mathematics 227

Discusses averages, variability, graphical techniques, probability hypothesis testing, sampling, estimation, correlation, prediction, and linear regression. Emphasis is on the collection and analysis of data and how inferences about a population are made from a sample.

235 Finite Math (5) UC:CSU

Lecture 5 hours.

Prerequisite: Mathematics 125.

This course covers topics of finite mathematics, including solving systems of linear equations, operations on matrices, and linear programming with the simplex method. In addition, the course covers the mathematics of finance, combinatorics, probability and statistics. Optional topics may include set theory, logic, and game theory.

238 Calculus for Business and Social Science I (5) *UC:CSU

Lecture 5 hours.

Prerequisite: Mathematics 125 or 126*** with a grade of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.

Recommended Preparation: Mathematics 245.

An introduction to the study of calculus of one variable, differentiation and integration of algebraic and exponential functions, application of differential calculus to modeling and curve sketching, use of integral calculus to determine areas between curves, techniques of integration. Topics of finite mathematics including compound interest and annuities.

240 Trigonometry (3) CSU

Lecture 3 hours.

Prerequisite: Mathematics 120 and either 125 or 126*** with grades of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.

Centers on a study of the six trigonometric functions, including a study of their graphs, inverses of the functions, solution of triangles, models for periodic phenomena, identities, conditional equations, and polar coordinates.

245 College Algebra (3) **UC:CSU

Lecture 3 hours.

Prerequisite: Mathematics 120 and either 125 or 126*** with grades of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.

Discusses relations, functions and their graphs, matrices and determinants, theory of equations, permutations, combinations, probability, and conic sections.

260 Pre-calculus (5) **UC:CSU

Lecture 5 hours.

Prerequisite: Mathematics 240*** with a grade of "C" or better or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.

UC Credit Limit: Maximum 4 units.

Develops properties of the elementary functions, including exponential, logarithmic and trigonometric functions. Graphing is stressed. Elements of analytic geometry, including conic sections and sequences and series are developed.

261 Calculus I (5) *UC:CSU

Lecture 5 hours.

Prerequisite: Mathematics 260*** with a grade of "C" or better, or equivalent high school preparation and appropriate skill level demonstrated through the Mathematics placement process.

Begins a sequence of three courses in calculus. Coverage includes limits, continuity, differentiation and some integration of algebraic and transcendental functions. Applications of the calculus include related rates, maxima and minima of functions of one variable, calculation of areas, volumes, arc length and growth.

262 Calculus II (5) UC:CSU

Lecture 5 hours.

Prerequisite: Mathematics 261*** with a grade of "C" or better, or a score of 3 or higher on the high school Advanced Placement Calculus AB Test.

Continues the study of calculus begun in Mathematics 261 with attention given to techniques and applications of integration as well as functions expressed in polar and parametric forms. Infinite series and expansion of functions into series and introduction to differential equations complete the course.

263 Calculus III (5) UC:CSU

Lecture 5 hours.

Prerequisite: Mathematics 262*** with a grade of "C" or better, or a score of 3 or more on the high school Advanced Placement Calculus BC Test.

Concludes the study of calculus begun in Mathematics 261. The concepts of the derivative and the definite integral are extended to functions of several variables in the form of partial derivatives and multiple integrals. In addition, the theory of limits, derivatives, and integrals are extended to vector-valued functions. Topics in vector calculus such as vector fields, line integrals, divergence and curl, Green's, Stokes', and the Divergence theorems are treated.

270 Linear Algebra (3) UC:CSU

Lecture 3 hours.

Prerequisite: Mathematics 262*** with a grade of "C" or better. Mathematics 263 is strongly recommended.

Covers vector spaces, linear transformations and matrices, matrix algebra, determinants, solutions of systems of equations, eigenvectors and eigenvalues.

**275 Ordinary Differential Equations (3) UC:CSU**

Lecture 3 hours.

Prerequisite: Mathematics 263 with a grade of "C" or better

Includes an introduction to first, second and higher order linear differential equations, operator methods, series solutions, the gamma function, Laplace transform techniques, Boundary value problems, and numerical methods with an emphasis on applications.

185 Directed Study - Mathematics (1) CSU - RPT 2**285 Directed Study - Mathematics (2) CSU****385 Directed Study - Mathematics (3) CSU**

Conference 1 hour per unit.

Allows students to pursue Directed Study in Mathematics on a contract basis under the direction of a supervising instructor.

***UC Credit Limit:** Mathematics 238 combined with Mathematics 261 maximum credit one course.

****UC Credit Limit:** Mathematics 245 combined with Mathematics 260, maximum credit one course.

*****Or the equivalent course at an accredited college or university.**

UC Credit Limit: Mathematics 227, Statistics 1 and 7, maximum one course.

185 Directed Study - Meteorology (1) CSU - RPT 2**285 Directed Study - Meteorology (2) CSU****385 Directed Study - Meteorology (3) CSU**

Conference 1 hour per unit.

Prerequisite: Geography 3 or Meteorology 3.

Allows students to pursue Directed Study in Meteorology on a contract basis under the direction of a supervising instructor.

Media Arts

Media Arts courses are listed separately under the following headings:

**Broadcasting
Cinema
Journalism
Multimedia
Photography
Public Relations**

Meteorology

3 Introduction to Weather and Climate (3) UC:CSU

Lecture 3 hours.

Same as Geography 3. Credit not given for both courses.

Studies the earth's atmospheric environment using an Earth Systems Science approach. Emphasis is given to Earth-sun relationships, solar radiation inputs, earth radiation emission and temperature, global warming, atmospheric moisture measurements, adiabatic processes, clouds and precipitation formation, atmospheric pressure and wind flow, storm development, weather forecasting, and climate and climate change. Tools used for inquiry may include weather maps, satellite imagery, and geographic information systems.

Microbiology

1 Introductory Microbiology (5) *UC:CSU

Lecture 3 hours; Laboratory 6 hours.

Note: A total of 5 units given for Microbiology 1 and 20.

Prerequisite: Biology 3, 6 or 44 and Chemistry 51 or Physiology 1 or 8 or equivalent with a grade of "C" or better.

Major emphasis is on the nature of bacteria—their morphology, metabolism, genetics, growth and methods of controlling their populations, their aptitude in causing infectious diseases, and host-pathogen relationships. Other topics include free living and pathogenic fungi, protozoa, the helminthes (worms) and the diseases they cause, the fundamentals of virology and immunology, bioterrorism, and potential infectious agents of bioterrorism. Laboratory techniques emphasize microscopy, aseptic techniques in cultivation, isolation, staining, enumeration, control, and identification of bacteria. Students explore microbes in soil, air, water, and food with particular emphasis on medical microbiology and the major etiological agents of disease, as well as an introduction to biotechnology.

20 Introductory Microbiology (4) *UC:CSU

Lecture 3 hours; Laboratory 3 hours.

Note: A total of 5 units given for Microbiology 1 and 20.

Prerequisite: Biology 3, 6 or 44 and Chemistry 51 or Physiology 1 or 8 or equivalent with a grade of "C" or better.

Mirco 20 is primarily the study of bacteria—their history, morphology, metabolism, genetics, growth, methods for control and most importantly, their role in infectious diseases, host-pathogen interactions, and as potential agents of bioterrorism. Other major topics covered are virology and immunology. The lab introduces skills in microscopy, and aseptic techniques in the handling, isolation, cultivation, staining, identification, genetic manipulation, and control of bacterial populations.

***UC Credit Limit:** Combined Microbiology 1 and 20, maximum one course.

Modern Languages

Modern Language courses are listed separately under the following headings:

**American Sign Language
French
Italian
Japanese
Spanish**

Multimedia

100 Introduction to Multimedia Computer Applications (3) CSU - RPT 3

Lecture 2 hours; Laboratory 2 hours.

This course develops skills necessary to digitally manipulate graphic images and text in industry standard multimedia computer applications. Emphasis is placed on mastering basic computer skills while applying design principles to finished projects. The course will also introduce the principles of digital video editing.

110 Visual Communication (3) CSU - RPT 3

Lecture 2 hours; Laboratory 2 hours.

This is a fundamental course on the nature of visual communication. Emphasis is placed on historical, philosophical, theoretical, cultural and practical aspects of art, design and Multimedia.

200 Digital Imaging (3)

Lecture 2 hours; Laboratory 2 hours.

Note: Computer application for this class is Adobe Photoshop.
Prerequisite: Art 604.

This is a fundamental course in digital imaging. Emphasis is placed on techniques used in computer manipulation of photographs, digital capture, color theory, lighting, the printing process and presentation.

210 Digital Editing (3) CSU - RPT 3

Lecture 2 hours; Laboratory 2 hours.

This course introduces students to computer applications for the digital editing of video and sound. Emphasis is placed on non-linear post production tools.

230 Visual Communication for Multimedia (3) CSU

Lecture 2 hours; Laboratory 2 hours.

This course examines visual communication as it is affected by recent trends in multimedia. Emphasis is placed on creating original scripts and multimedia projects that reflect a wide variety of cultural contexts.

340 Vector Graphics (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Note: Computer applications covered in this class are Adobe Illustrator and Macromedia Flash.

This is a course in vector graphics for multimedia, using multimedia computer applications to produce full-color vector illustrations. Students will examine the role of vector graphics in various multimedia applications, such as game design and animation.

801 Multimedia Storytelling (6) CSU

Lecture 3 hours; Laboratory 9 hours.

Prerequisite: Journalism 101 and Photo 10

This convergence journalism course incorporates print and broadcast techniques to produce multimedia pieces for the web. This includes multimedia storytelling incorporating shooting and editing video, recording and editing sound, writing and still photographs.

802 Introduction to Podcast (1)

Laboratory 3 hours.

Corequisite: Journalism 101

This course teaches the principles and practice of writing for audio podcasts -- with some additional instruction for video -- emphasizing news, entertainment and information. Podcasts will be developed in class. Students will learn to use microphones, recording and editing software, and how to post their podcasts. A website will be provided for students to post podcasts, and popular online options will be used for posting.

Music

Check with the Music Department or Counseling Office for transferability of courses to four-year institutions, and for unit limitations of courses accepted by both University of California and CSUN. All Music Majors are required to enroll in a performing ensemble each semester (Music 501, 531, 721, 741, 745). Performance classes study different literature each semester, and musical growth is in no sense completed in a single semester. For these reasons it is educationally sound for a student to repeat a music performance course.

101 Fundamentals of Music (3) UC:CSU

Lecture 3 hours.

This course presents basic information about music and music performance, including the rudiments of music notation, scales, key relationships, intervals, chord construction and common musical terms. Also, beginning levels of ear training, sight singing and keyboard techniques are introduced.

111 Music Appreciation I (3) UC:CSU

Lecture 3 hours.

Provides a survey of music by considering the development of musical ideas and their relationship to cultural life from the Middle Ages to the present. Music listening skills are developed through lectures, listening activities, and concert attendance.

112 Music Appreciation II (3) UC:CSU

Lecture 3 hours.

Prerequisite: Music 111.

Offers a continuation of Music 111, stressing the forms and styles of music common to the various historical periods.

121 Music History and Literature I (3) UC:CSU

Lecture 3 hours.

Note: Students should have some familiarity with 18th century harmonic practice. Offered Fall semesters.

Traces the history and development of musical thought from ancient Greece through 1750. Emphasizes extensive listening through recordings and concerts. Designed primarily for music majors and those with considerable musical background.

122 Music History and Literature II (3) UC:CSU

Lecture 3 hours.

Note: Students should have some familiarity with 18th century harmonic practice. Offered Spring semesters.

Studies styles and forms beginning with the great classical composers and concluding with the music of the present day. Designed primarily for music majors and those with some musical background.

152 Current Musical Events (1) CSU - RPT 3

Laboratory 2 hours. Attendance at local concerts required. Concurrent enrollment in Music 111 is recommended.

Students attend on campus concerts presented by faculty, student, and guest artists. These concerts present a wide variety of musical styles which serve to enrich the student's appreciation of music.

161 Introduction to Electronic Music (3) CSU

Lecture 2 hours; Laboratory 2 hours.

This course provides instruction in the use of synthesizers, Musical Instrument Digital Interface (MIDI), computers, musical acoustics, sound design, and music software. Emphasis is placed on technical, compositional, and performance skills utilizing digital synthesizers in conjunction with computers and music software.

165 Introduction to Recording Arts (3) CSU

Lecture 2 hours; Laboratory 2 hours.

An introduction to the theory and practice of audio recording. Topics include: the nature of sound; basic acoustics; analog and digital audio recording systems; terminology; microphone principals and usage; recording styles; multitrack recording procedures.



- 181 Applied Music I (.5) UC:CSU**
Lecture 1 hour.
Corequisite: Concurrent enrollment in a harmony class (Music 201, 202, 203, 221 or 223).
Private and small group study of the performance techniques related to the students major instrument or voice.
- 182 Applied Music II (.5) UC:CSU**
Lecture 1 hour.
Prerequisite: Music 181.
Continuation of Music 181.
- 183 Applied Music III (.5) UC:CSU**
Lecture 1 hour.
Prerequisite: Music 182.
Continuation of Music 182.
- 184 Applied Music IV (.5) UC:CSU**
Lecture 1 hour.
Prerequisite: Music 183.
Continuation of Music 183.
- 200 Introduction to Music Theory (4) UC:CSU**
Lecture 3 hours; Laboratory 2 hours.
This course prepares music majors to qualify for Music 201 and Music 211. It presents basic information about music and music performance, including the rudiments of music notation, scales, key relationships, intervals, chord construction and common musical terms. Also, beginning levels of ear training, sight singing and keyboard techniques are introduced.
- 201 Harmony I (3) UC:CSU**
Lecture 3 hours.
Note: Students must be familiar with notation, scales, intervals keys and common musical terms. Concurrent enrollment in Music 211 and a major performing ensemble (Music 501, 531, 721, 741 or 745) is strongly recommended for music majors.
Concerns diatonic harmony which includes a study of triads and their inversions. Introduces nonchordal tones through harmonization of simple given parts. Includes harmonic analysis.
- 202 Harmony II (3) UC:CSU**
Lecture 3 hours.
Prerequisite: Music 201 and 211.
Corequisite: Music 212 and 501, 531, 721, 741, or 745.
Continues Music 201, including a study of secondary triads, modulation, all forms of dominant harmony, and the sequence.
- 203 Harmony III (3) UC:CSU**
Lecture 3 hours.
Prerequisite: Music 202 and 212
Corequisite: Music 213 and 501, 531, 721, 741, or 745.
Continues Music 202 and is primarily a study of nondominant seventh chords, the Neopolitan and augmented sixth chords and other chromatic harmonies.
- 211 Musicianship I (2) UC:CSU**
Lecture-Performance 3 hours.
Prerequisite: Music 101 or equivalent with a grade of "C" or better.
Note: Students must be familiar with notation, scales, intervals, keys and common musical terms.
Development of sight reading, dictation and keyboard skills.
- 212 Musicianship II (2) UC:CSU**
Lecture-Performance 3 hours.
Prerequisite: Music 211 with a grade of "C" or better.
Continuation of Music 211.
- 213 Musicianship III (2) UC:CSU**
Lecture-Performance 3 hours.
Prerequisite: Music 212 with a grade of "C" or better.
Continuation of Music 212.
- 214 Musicianship IV (2) UC:CSU**
Lecture-Performance 3 hours.
Prerequisite: Music 213 with a grade of "C" or better.
Continuation of Music 213.
- 221 Counterpoint I (3) UC:CSU**
Lecture 3 hours.
Prerequisite: Music 201 and 211 with grades of "C" or better.
Offered in the Fall semesters.
Covers two and three-part modal counterpoint based upon sixteenth century polyphony.
- 222 Counterpoint II (3) UC:CSU**
Lecture 3 hours.
Prerequisite: Music 201 and 211 with grades of "C" or better.
Offered in the Spring semesters.
Covers two and three-part tonal counterpoint based upon the polyphony of the Baroque period.
- 223 20th Century Compositional Techniques (3) UC:CSU**
Lecture 3 hours.
Prerequisite: Music 203.
Provides an opportunity for the gifted and creative student to experiment with new harmonic techniques of the 20th century. Includes an introduction to analytical techniques and principles of musical composition.
- 225 Basic Conducting (2) UC:CSU - RPT 2**
Lecture-Performance 3 hours.
Note: Students must be familiar with musical notation.
Concerns the basic techniques for conducting both choral and instrumental musical ensembles. Explores various conducting responsibilities including rehearsal technique, beat patterns, cueing and expressive gestures.
- 226 Choral Conducting (2) CSU**
Lecture-Performance 3 hours.
Note: Students must be familiar with musical notation.
Continues Music 225 and applies techniques to choral works suitable for school, church, and community choral groups.
- 231 Orchestration and Arranging I (3) UC:CSU**
Lecture 3 hours.
Prerequisite: Music 201.
Presents the student with an introduction to the instruments of the orchestra and band and teaches how to score for them in various combinations.
- 232 Orchestration and Arranging II (3) UC:CSU**
Lecture 3 hours.
Prerequisite: Music 231.
Continuation of Music 231. Offers the student an opportunity to advance the techniques learned in Music 231.
- 250 Music Performance Workshop (.5) CSU - RPT 3**
Lecture-Performance 3 hours.
Preparation and performance of musical selections. Lectures and discussions of various aspects of public performance.
- 251 Jazz Improvisation Workshop (.5) UC:CSU - RPT 3**
Lecture-Performance 3 hours.
Note: Students must be able to play a jazz instrument or voice.
A student-directed environment for jazz and rock-style improvisation. The ensemble is determined by enrollment which differs every semester.
- 261 Electronic Music Workshop (3) CSU - RPT 2**
Lecture 2 hours; Laboratory 2 hours.
Note: Students must be familiar with basic concepts of digital synthesis through computer and MIDI applications.
This course extends the electro-acoustic music techniques introduced in Music 161. As continuation of Music 161, the focus of this course is on the application of advanced electro-acoustic music equipment, software and techniques used in a contemporary music project studio. The production of music using advanced synthesis, computer applications, MIDI, signal processing and recording techniques will be stressed.

265 Advanced Recording Arts Workshop (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Prerequisite: Music 165 with a grade of "C" or better.

This is an advanced recording theory and hands-on workshop using our recording studio. Topics include stereo and multitrack recording, overdubbing and mixing processes, use of microphones and microphone placement, digital and analog console operation, advanced magnetic and digital recording principles, computerized digital audio workstation operation, and signal processing equipment.

299 Music Honors (1) †UC:CSU - RPT 3

Laboratory 3 hours.

Prerequisite: Music 121, 122, and 203.

Provides the gifted student in music an opportunity for concentrated independent study in selected areas under the direct supervision of an instructor. Presents a course of study through a series of projects designed to increase the students' knowledge of those aspects of music most pertinent to their individual interests and talents.

301 Keyboard Harmony I (1) UC:CSU

Lecture 1 hour.

Prerequisite: Music 101 or equivalent.

Emphasis will be on work using both hands, on harmonizing anthem-type melodies and on using 3-note chords in the right hand with single bass notes in the left hand. The student will also perform florid melodies using single notes in the right hand with 3-note chords in the left hand.

302 Keyboard Harmony II (1) UC:CSU

Lecture 1 hour.

Prerequisite: Music 301 with a grade of "C" or better, or equivalent.

This course is a continuation of student development of keyboard skills. Emphasis will be on left hand harmonic patterns such as Alberti bass, "waltz" bass, and two part (treble and bass) harmonizations. This level is to include secondary seventh chords (and inversions), secondary dominants (and inversions), as well as transient and real modulatory exercises.

303 Keyboard Harmony III (1) UC:CSU

Lecture 1 hour.

Prerequisite: Music 302 with a grade of "C" or better, or equivalent.

This course is a continuation of student development of keyboard skills, using more complex piano idioms, harmonizations to include the augmented sixth chord family, the Neapolitan sixth, chromaticism, remote key movement and relationships, as well as some early 20th Century techniques, such as parallelism, chords in fourths, polytonal passages, etc.

321 Elementary Piano I (2) UC:CSU

Lecture-Performance 3 hours.

This course introduces the basic techniques and skills used to play the piano and electronic keyboard instruments. Also, music reading, scales and chord progressions are introduced along with the terminology and theory related to the music being studied.

322 Elementary Piano II (2) UC:CSU

Lecture-Performance 3 hours.

Note: Students must be able to perform simple major scales, melodies with basic chordal accompaniment and two-part pieces similar to those found in Bartok's *Mikrokosmos*, volume 1.

Continuation of Music 321.

323 Elementary Piano III (2) UC:CSU

Lecture-Performance 3 hours.

Note: Students must be able to perform two-octave major scales, simple melody, and accompaniment pieces such as those found in *Music for Millions*, Volume 17 and two-part pieces similar to those found in Bartok's *Mikrokosmos*, Volume 2.

Continuation of Music 322.

324 Elementary Piano IV (2) UC:CSU

Lecture-Performance 3 hours.

Prerequisite: Music 323 with a grade of "C" or better.

Continuation of Music 323.

341 Intermediate Piano (2) UC:CSU - RPT 3

Lecture-Performance 3 hours.

Prerequisite: Elementary Piano.

Continuation of Music 324. Introduces compositions stressing scales, chords, arpeggios and harmonic structure of music in an interpretive manner. Emphasizes style and interpretation.

351 Piano Ensemble (1) UC:CSU - RPT 3

Laboratory 2 hours.

Prerequisite: Music 341.

Provides the opportunity for ensemble experience through the performance of literature for two pianos, four and eight hands. Particular emphasis on style, interpretation and the development of sight reading.

411 Elementary Voice I (2) UC:CSU

Lecture-Performance 3 hours.

Concentrates on general, basic fundamentals of singing, using vocal exercises, and simple songs. Emphasis on developing an understanding of the singing voice, the body as a musical instrument, and the vocal potential of each student. Songs used implement and illustrate vocal growth and development.

412 Elementary Voice II (2) UC:CSU

Lecture-Performance 3 hours.

Note: Traditional voice students must be familiar with the basic fundamentals of singing and the art song styles. Pop voice students must be familiar with the fundamentals of singing and microphone technique.

Continuation of Music 411.

413 Elementary Voice III (2) UC:CSU

Lecture-Performance 3 hours.

Continuation of Music 412.

414 Elementary Voice IV (2) UC:CSU

Lecture-Performance 3 hours.

Continuation of Music 413.

441 Song Repertoire (2) UC:CSU - RPT 3

Lecture 1 hour; Laboratory 2 hours.

Prerequisite: Music 414.

Offers the voice student the opportunity to study and perform a varied repertoire selected from musicals, art songs and operas.

501 College Choir (.5) UC:CSU - RPT 3

Laboratory 3 hours.

Open to all students, regardless of vocal experience.

Experience the joy of singing! In this class you will learn basic singing techniques and music reading skills through the study, preparation and performance of standard choral literature and popular music.

531 Philharmonic Choir (.5) UC:CSU - RPT 3

Laboratory 3 hours.

Note: Some familiarity with choral repertoire and proper vocal technique is required.

Study and performance of choral literature from all stylistic periods, including popular music. Emphasis, however, is placed upon major choral works.

561 Chamber Chorale (.5) UC:CSU - RPT 3

Laboratory 3 hours.

Prerequisite: Audition.

Concerns the study and performance of musical literature of small chamber choral groups from the sixteenth century to the present.

571 Jazz Choir (.5) CSU - RPT 3

Lecture-Performance 4 hours.

Prerequisite: Audition.

This course offers practical experience in singing jazz, folk, and rock music in a small ensemble setting.



- 601 Brass Instrument Instruction I (2) UC:CSU**
Lecture-Performance 3 hours.
 Offers instruction in trumpet, trombone, tuba and French horn. Recommended for students interested in learning to play a brass instrument, to write and arrange for brass instruments, or acquiring the skills to teach others to play these instruments.
- 602 Brass Instrument Instruction II (2) UC:CSU**
Lecture-Performance 3 hours.
 Continuation of Music 601.
- 603 Brass Instrument Instruction III (2) UC:CSU**
Lecture-Performance 3 hours.
 Continuation of Music 602.
- 604 Brass Instrument Instruction IV (2) UC:CSU**
Lecture-Performance 3 hours.
 Continuation of Music 603.
- 611 String Instrument Instruction I (2) UC:CSU**
Lecture-Performance 3 hours.
 Offers instruction in violin, viola, cello and bass. Recommended for students interested in learning to play a string instrument, to write and arrange for string instruments, or acquiring the skills to teach others to play these instruments.
- 612 String Instrument Instruction II (2) UC:CSU**
Lecture-Performance 3 hours.
 Continuation of Music 611.
- 613 String Instrument Instruction III (2) UC:CSU**
Lecture-Performance 3 hours.
 Continuation of Music 612.
- 614 String Instrument Instruction IV (2) UC:CSU**
Lecture-Performance 3 hours.
 Continuation of Music 613.
- 621 Woodwind Instrument Instruction I (2) UC:CSU**
Lecture-Performance 3 hours.
 Offers instruction in flute, oboe, clarinet, bassoon and saxophone. Recommended for students interested in learning to play a woodwind instrument, to write and arrange for woodwind instruments, or acquiring the skills to teach others to play these instruments.
- 622 Woodwind Instrument Instruction II (2) UC:CSU**
Lecture-Performance 3 hours.
 Continuation of Music 621.
- 623 Woodwind Instrument Instruction III (2) UC:CSU**
Lecture-Performance 3 hours.
 Continuation of Music 622.
- 624 Woodwind Instrument Instruction IV (2) UC:CSU**
Lecture-Performance 3 hours.
 Continuation of Music 623.
- 650 Beginning Guitar (2) UC:CSU**
Lecture-Performance 3 hours.
 Concerns beginning guitar skills with emphasis on learning to read music on the guitar, up to the fifth fret for the left hand. Right hand technique will be finger, and pick oriented; and the course is a perfect introduction to either classical, commercial, or folk guitar playing.
- 651 Classical Guitar I (2) UC:CSU**
Lecture-Performance 3 hours.
Note: Familiarity with music notation and basic guitar technique is required
 Provides basic instruction in Classical Guitar playing at the beginning level. Includes appropriate exercises to develop technical facility, material for sight-reading, study of basic chords, and repertoire.
- 652 Classical Guitar II (2) UC:CSU**
Lecture-Performance 3 hours.
 Continuation of Music 651.
- 653 Classical Guitar III (2) UC:CSU**
Lecture-Performance 3 hours.
 Continuation of Music 652.
- 654 Classical Guitar IV (2) UC:CSU**
Lecture-Performance 3 hours.
 Continuation of Music 653.
- 661 Commercial Guitar I (2) CSU**
Lecture 1 hour; Laboratory 2 hours.
Note: Familiarity with rudimentary chord symbols and basic guitar technique is required.
 Designed to give the guitarist experience in playing melody, accompaniments, and performing songs with simultaneous chords and melody. Styles covered include jazz, jazz-fusion, rock and bossa-nova. Techniques include scales and sight reading up to the fifth position in keys up to three flats and three sharps.
- 662 Commercial Guitar II (2) CSU**
Lecture 1 hour; Laboratory 2 hours.
Prerequisite: Music 661 or appropriate private instruction.
Note: Must possess own instrument.
 Continuation of Music 661.
- 663 Commercial Guitar III (2) CSU**
Lecture 1 hour; Laboratory 2 hours.
Prerequisite: Music 662 or appropriate private instruction.
Note: Must possess own instrument.
 Continuation of Music 662.
- 664 Commercial Guitar IV (2) CSU**
Lecture 1 hour; Laboratory 2 hours.
Prerequisite: Music 663 or appropriate private instruction.
Note: Must possess own instrument.
 Continuation of Music 663.
- 705 Chamber Music (.5) UC:CSU - RPT 3**
Lecture-Performance 3 hours.
 Provides experience in typical chamber music and chamber orchestra combinations. Open to qualified instrumentalists, including pianists, string and wind instrument players.
- 721 Orchestra (1) UC:CSU - RPT3**
Lecture-Performance 4 hours.
 Concerns reading and detailed study of the standard symphonic repertoire. Provides experience in interpreting music of various styles and performing for college functions.
- 741 Band (1) UC:CSU - RPT 3**
Lecture-Performance 4 hours.
Note: Ability to play a band instrument required
 Includes the study and performance of standard works for instrumental wind ensembles.
- 745 Symphonic Band (.5) UC:CSU - RPT 3**
Lecture-Performance 6 hours.
Note: Ability to play a wind or percussion instrument required.
 Explores contemporary and traditional band literature with an emphasis upon performance-related experiences. Provides opportunities for solo performances, section rehearsals, and large ensemble rehearsals and performances.
- 755 Brass Ensemble (.5) UC:CSU - RPT 3**
Lecture-Performance 3 hours.
 Provides rehearsal and performance experiences that utilize a wide variety of brass literature.

765 Percussion Ensemble (.5) UC:CSU - RPT 3*Laboratory 3 hours.*

Provides the student with the opportunity to learn a wide variety of percussion ensemble literature including both symphonic and commercial styles. Public performances will be given.

776 Musical Theatre (2) *UC:CSU - RPT 3*Lecture 1 hour; Laboratory 2 hours.*

A survey of musical theater with emphasis on the development of singing (vocal) techniques and performance skills. Dancing, acting and movement techniques will also be covered. Opportunities will be offered to apply these skills and techniques before a student audience.

777 Musical Theatre Workshop (3) *UC:CSU - RPT 3*Laboratory 6 hours.*

Practical experience using techniques and principles of singing and vocalization, staging of singing with dancing numbers, and acting scenes in a musical will be presented before an audience. Emphasis will focus on the development of acting, singing and movement skills.

781 Studio Jazz Band (.5) CSU - RPT 3*Lecture-Performance 4 hours.**Note: Ability to play a jazz instrument required*

This course offers practical experience playing in a large jazz band. Standard and special musical arrangements are rehearsed and performed with emphasis placed upon intonation, rhythmic accuracy, artistic expression and improvisation.

185 Directed Study - Music (1) CSU - RPT 2**285 Directed Study - Music (2) CSU****385 Directed Study - Music (3) CSU***Conference 1 hour per unit.*

Allows students to pursue Directed Study in Music on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Music (1-4) CSU***See Cooperative Work Experience Education*

**UC Credit Limits: Music 776 and Theater 279 combined; maximum credit, one course.*

Music 777 and Theater 280 combined; maximum credit, one course.

Numerical Control

See course listings under
Industrial Technology - Machine Shop/CNC

Nursing

See "Nursing: Associate in Arts Degree" for
General Education prerequisites, page 82.

250 Orientation to Nursing (1)*Lecture 1 hour.*

An elective course for generic students who have been accepted and will be entering the Nursing Program. This class provides students with an introduction to the program. Course work is designed to assess learning styles and develop individual strategies for promoting student success.

400 Adult Health Care I (4) CSU*Lecture 2 hours; Laboratory 6 hours.**Prerequisite: Acceptance into the Nursing Program.*

Introduces the student to the nursing process and Gordon's Functional Health Patterns as they relate to the care of the adult client. Basic clinical skills and related theory are presented. Encompasses physical, psychosocial, cultural, developmental, and legal aspects as related to nursing. Includes clinical experience.

402 Pharmacology (1) CSU*Lecture 1 hour.**Prerequisite: Acceptance into the Nursing Program.*

Introduces basic knowledge and skills required for safe and effective drug therapy. Includes mathematics used in calculation of drug dosage. Specific drug classifications are discussed in conjunction with Gordon's Functional Health Patterns. Nursing process serves as a framework in the application of content to client care.

403 Adult Health Care II (5) CSU*Lecture 2 hours; Laboratory 9 hours.**Prerequisite: Completion of the first semester of the Nursing Program or its equivalent.*

Introduces theory and concepts central to the practice of medical-surgical nursing, emphasizing short-term acute health problems and perioperative care. Encompasses physical, psychosocial, cultural, developmental, and legal aspects. Continues to expand knowledge of functional health patterns and the use of nursing process. Clinical experience is focused on multiple primary care assignments.

404 Maternal and Newborn Health Care (4) CSU*Lecture 2 hours; Laboratory 6 hours.**Prerequisite: Completion of the second semester of the Nursing Program or its equivalent or BRN referral.*

Studies the reproductive process and its effect on health and family life within the framework of the nursing process and Gordon's Functional Health Patterns. Covers the normal maternity cycle, common problems, and the newborn. Encompasses psychosocial, cultural, developmental, legal, and ethical aspects of maternity care. Women's health care is discussed. Includes clinical experience.

405 Psychiatric Health Care (4) CSU*Lecture 2 hours; Laboratory 6 hours.**Prerequisite: Completion of the first semester of the Nursing Program or its equivalent or BRN referral*

Introduces the concepts of psychiatric nursing utilizing Gordon's Functional Health Patterns and the nursing process. Presents current theory and practice in the care of the mentally ill. Psychosocial, physical, legal and illness stressors are discussed as they relate to the individual and family. A variety of clinical experiences are provided.

**406 Adult Health Care III (5) CSU**

Lecture 2 hours; Laboratory 9 hours.

Prerequisite: Completion of the second semester of the Nursing Program or its equivalent.

Builds upon previously learned concepts of medical-surgical nursing. Emphasizes the chronically-ill adult and gerontic client with concurrent acute health problems. Utilizes the Functional Health Patterns as a basis for assessment and implementation of the nursing process. Clinical experiences include multiple primary care assignments and introduces management of clients in small groups in the acute care setting.

407 Geriatric Health Care (3) CSU

Lecture 1 hour; Laboratory 6 hours.

Prerequisite: Acceptance into the Nursing Program.

Introduces the gerontic client including physical, psychological, social, spiritual, and intellectual aspects. Emphasizes interrelatedness of Gordon's Functional Health Patterns and nursing process, growth and development, and health problems in the aging client. Includes clinical experience.

408 Psychological Aspects of Health Care (1) CSU

Lecture 1 hour.

Prerequisite: Acceptance into the Nursing Program.

Facilitates assessment and promotion of mental health perspectives across the life span. Introduces the concepts of wellness and holistic health care while focusing on community mental health. Emphasizes nursing process and identification of behaviors which represent functional and dysfunctional health patterns as defined by Gordon. Examines multiple factors influencing mental health such as biological, sociocultural, or psychological components.

414 Adult Health Care IV (5) CSU

Lecture 2 hours; Laboratory 9 hours.

Prerequisite: Completion of the third semester of the Nursing Program or its equivalent.

Advanced theories and concepts of adult medical-surgical nursing with emphasis on complex and acute health problems. Includes physical, psychosocial, cultural, developmental, and legal aspects. Provides in-depth clinical experience utilizing functional health patterns and nursing process. Stresses management experience focusing on the staff nurse role.

415 Pediatric Health Care (4) CSU

Lecture 2 hours; Laboratory 6 hours.

Prerequisite: Completion of the third semester of the Nursing Program or its equivalent or BRN referral.

Discusses concepts of Pediatric Health Care within the framework of Gordon's Functional Health Patterns and the nursing process. Emphasis is placed upon health problems and the pediatric client's unique reaction to illness. Topics include growth and development from infancy through adolescence and adaptation of nursing techniques for the pediatric client/family. Includes clinical experience.

441 History, Trends, and Issues of Nursing (1) CSU

Lecture 1 hour.

Prerequisite: Concurrent enrollment in the fourth semester of the Nursing Program.

Examines current and relevant nursing issues within the context of historical development of organized nursing. Includes legal and ethical responsibilities and economic and educational issues as they affect the emergence of the modern nurse. Discusses the nurse's role as a contributing member of the discipline and the community.

442 Role Transition to RN (1) CSU

Lecture 1 hour.

Prerequisite: Approval to enter the Nursing Program. Must currently be a Licensed Vocational Nurse, foreign nurse graduate or a transfer nursing student.

Orients the advanced placement nursing student to the College and to the Nursing Program. Discusses the roles and responsibilities of the registered nurse. Instruction focuses upon the application of nursing process, its components, and the use of Gordon's Functional Health Patterns for assessment. Includes development of care plans for clients in a variety of settings.

450 Clinical Nursing Preceptorship (3)

Laboratory 8 hours.

Prerequisite: Completion of the second or third semester of the Nursing Program or the equivalent.

Elective nursing course to enhance student skills and knowledge, improve clinical performance, and increase confidence in the work setting. An intensive clinical experience in which the student is paired with a staff nurse in an acute care facility. Clinical topics include management and communication.

455 Workstudy Program (2)

Laboratory 6 hours.

Prerequisite: Nursing 403 and 406

Elective nursing course to enhance student skills/knowledge, improve clinical performance, and increase confidence in the work setting. An intensive clinical experience in which the student is paired with a staff nurse in an acute care facility.

463 Introduction to Nursing (.5)

Lecture .5 hour.

Designed for the pre-nursing major or student considering Nursing as a career. An introduction to nursing and the Nursing Program at L. A. Pierce College.

185 Directed Study - Nursing (1)**285 Directed Study - Nursing (2)****385 Directed Study - Nursing (3)**

Conference 1 hour per unit.

Allows students to pursue Directed Study in Nursing under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Nursing (1-4) CSU**

See Cooperative Work Experience Education

Oceanography

1 Introduction to Oceanography (3) UC:CSU

Lecture 3 hours.

Introduces the student to the general field of oceanography, including a study of the features of the ocean floor, how ocean basins are made and destroyed, the chemical and physical aspects of seawater, ocean-atmosphere interactions, ocean circulation, waves, tides, and beaches, with some emphasis on the Southern California marine environment. Interactions between marine life and seawater are also discussed. In addition, some of the effects that human society has on the ocean are discussed.

2 Introduction to Marine Biology (3) *UC:CSU

Lecture 2 hours; Laboratory 3 hours.

Same as Biology 123. Credit not given for both courses.

This course is designed to be taught at a marine biology field station in the Sea of Cortez and maximizes the opportunities afforded by field study. The lecture, laboratory and field study are integrated to examine the physical attributes of the Gulf of California nearshore ecosystem as it influences the biology of the marine plants and animals of the region. Emphasis is placed on the interactions among species which determine their distributions and the organization of communities. The biology of plants, invertebrates, fish, birds, marine mammals and marine reptiles are examined. Experimental and observational studies of fish form and function, invertebrate and fish behavior, as well as marine mammal and fish behavior and ecology are done primarily while in the water snorkeling. Issues relating to fisheries and resource utilization, and future management and/or exploitation by 3rd world countries are examined in the microcosm of the Bahia de los Angeles area of the Sea of Cortez.

10 Physical Oceanography Laboratory (2) UC:CSU

Lecture 1 hour; Laboratory 2 hours.

Prerequisite: Oceanography 1 or concurrent enrollment.

May be offered as an honors section.

Using oceanographic data to describe ocean conditions and interpret processes responsible. Bathymetric data are used to describe the ocean floor along the Southern California coast. Sediment samples are examined and interpreted. Oceanographic data are examined that demonstrate connections between sunlight, wind, water movement and phytoplankton abundance, as well as other relationships between life and water chemistry. A half-day cruise on a research vessel may be available for student participation.

12 Lectures in Marine Biology (3) *UC:CSU

Lecture 3 hours.

Same as Biology 121. Credit not given for both courses.

Note: Students interested in earning laboratory credit are encouraged to enroll concurrently in Oceanography 14.

May be offered as an honors section.

Introduction to the biology of the marine environment. A brief introduction to the physical conditions of the oceans is followed by a comprehensive examination of marine organisms. A strong emphasis is placed on understanding the biology of groups of organisms including morphology, feeding, reproduction, adaptations and ecology. A survey of marine communities involves developing an understanding of the fundamentals of community analysis and application of knowledge of the biology of individual organisms as members of communities. Communities examined include kelp forests, coral reefs, deep sea, hydrothermal vents, mangroves, the rocky intertidal zone, sandy subtidal and Antarctica. Environmental issues of fisheries management and pollution are discussed.

14 Marine Biology Laboratory (2) *UC:CSU

Lecture 1 hour; Laboratory 3 hours.

Same as Biology 122. Credit not given for both courses.

Prerequisite: Oceanography 12 or concurrent enrollment.

May be offered as an honors section.

A laboratory and field course introducing students to the Southern California nearshore marine environment. Marine plants and invertebrates and fishes are examined with respect to morphology, physiological ecology, classification and ecology. A strong field emphasis includes studies of the rocky intertidal zone, wetlands, sandy beach and nearshore pelagic and benthic communities. Students design and execute a written community analysis project requiring them to pose hypotheses, formulate a sampling design, and to analyze, plot and interpret data. Students also participate in oceanographic research cruises and experience all aspects of shipboard sampling.

185 Directed Study - Oceanography (1) CSU - RPT 2**285 Directed Study - Oceanography (2) CSU****385 Directed Study - Oceanography (3) CSU**

Conference 1 hour per unit.

Allows students to pursue Directed Study in Oceanography on a contract basis under the direction of a supervising instructor.

***UC Credit Limit:** Oceanography 2, 12, and 14 combined, maximum 5 units.

Older Adults

Encore is a Pierce College noncredit program that provides lifelong learning designed specifically for older adults.

29CE Literature and the Human Experience

This course is designed for older adults and offers a variety of literary experiences both past and present taking into consideration individual interests, backgrounds, and mental abilities. Selected literary works will be read and discussed. Class discussion provides an opportunity for participants to express an opinion and share life experiences.

42CE Creative Art for Seniors

Designed to unlock creativity with guided visualization in art. Students will learn to express themselves through drawing, painting and design.

43CE Arts & Crafts for Assisted Living

This course is designed for assisted living residents. A supportive and stimulating environment is provided to develop ideas expressed through mixed media, painting, sculpture and papermaking.

44CE Personal Finance for Seniors

This course is specifically designed for the older adult. The course will cover basic investment strategies, financial planning, the law, as well as techniques to minimize taxes and facilitate asset transfers.

47CE Beginning Shakespeare for Seniors

Participants will become acquainted with the great dramatic genius. Selected plays by Shakespeare will be read and discussed.

48CE Writing your Autobiography

This course will enable participants to share memories and create a record of events for family and friends. Learn the technical aspects of autobiography while reviewing and discussing the experiences that shape our lives.

49CE Music Appreciation for Seniors

Each week the class will focus on different musical themes and musical eras. The class will be invited to share musical memories while listening to professionally recorded music.

50CE Bereavement Support Group

Learn about the natural grieving process while learning how to heal and rebuild your life. Participants will have an opportunity to share experiences with others in a compassionate environment.

51CE Feeling Fit for Seniors

Build and maintain strength with resistance exercises. This course is for beginners who have not exercised frequently.

52CE Body Movement for Seniors

Improve cardiovascular performance with low impact aerobic exercises, some strength training and stretch movements; increase your flexibility with a variety of motions to music.

53CE Yoga for Seniors

This course will introduce participants to a form of yoga that conditions and improves flexibility and balance. Apply these concepts to manage stress and improve restful sleep.

Office Administration

See course listing under **Computer Applications and Office Technologies**



- 55CE Implications of Aging**
Explore the issues facing adults in contemporary society: stereotypes, age bias, loss and change. Course will examine the aging process using physiological, psychological and sociological points of view.
- 56CE Seeing and Understanding Art for Seniors**
Investigate the history of art and view selections from particular time periods and regions. Students will view art through slides, film and video.
- 57CE Adventures in Theatre**
This class explores the development of a play from paper to performance. Students will be guided from the backstage to the front stage while tracing the life cycle of a play from the hands of the playwright through auditions, rehearsals and performance.
- 58CE Healthy Living**
Learn about health promotion and lifestyle choices by reviewing research and literature from allied health professions.
- 59CE Body Conditioning for Seniors**
Build and maintain strength with resistance exercises. Improve cardiovascular performance with low impact aerobic exercises, strength training and stretch movements for core strength, weights and resistance machines for muscular strength and increased bone density, and stretches for increased flexibility.
- 60CE Senior Topics**
This course is designed for older adults and offers a variety of topics both past and present taking into consideration individual interests, backgrounds, and physical and mental abilities. The discussion forum provides an opportunity for participants to express an opinion, share life experiences, compare events through reminiscence and examine current events to interpret how they impact their lives.
- 61CE Chi Gong / Tai Chi for Seniors**
This course is designed for the older adult and offers instruction in the principles of chi gong and tai chi to maintain and increase flexibility, muscle tone, breathing capacity, and enhance coordination and balance. This course provides exercises that are flowing, smooth and gentle on the body and contribute to sound physical, mental and emotional well-being.
- 62CE Life Drawing for Seniors**
This course will introduce the older adult student to rendering the human figure through gesture, contour and value. A variety of materials and techniques will be utilized in describing the human form.
- 63CE Watercolor Painting for Seniors**
This course introduces participants to basic watercolor techniques and equipment while concentrating on color and composition.
- 64CE Matter of Balance: Managing Concerns about Falls**
A Matter of Balance is based on research conducted by the Roybal Center for Enhancement of Late-Life Function at Boston University. This course is designed to reduce the fear of falling and increase activity levels among older adults. Participants learn to set realistic goals to increase activity, change their environment to reduce fall risk factors, and learn simple exercises to increase strength and balance. If you have turned down a chance to go out with family or friends because you were concerned about falling down or have cut down on a favorite activity because you might fall, A Matter of Balance is for you.
- 65CE Healthier Living: Managing Ongoing Health Conditions**
Developed by Stanford University School of Medicine, Healthier Living is taught by two trained leaders, one or both of whom also have a chronic health condition. Healthier Living provides participants with effective strategies and mutual support to build the participants' confidence in their ability to manage their health and maintain active and fulfilling lives.

- 66CE Senior Topics II**
This is a short-term course, sixteen hours. See 60CE for course description.
- 67CE Senior Topics III**
This is a short-term course, ten hours. See 60CE for course description.
- 68CE Body Conditioning II for Seniors**
This is a short-term course, ten hours. See 59CE for course description.

VOC ED 187CE Computer Usage Skills

This short-term open entry-open-exit, self-paced course will allow students to learn to use microcomputers as an educational tool and workplace skill. The course will provide non-threatening mode for computer training in the use of software and the Internet to complete assignments.

Personal Development

4 Career Planning (1) CSU

Lecture 1 hour.

Designed to give the vocationally undecided student an understanding of the career planning process. May include vocational tests, various self appraisal techniques, and information regarding occupational characteristics, trends, entry and career levels. Teaches career planning skills and allows the student to work toward a career choice.

8 Career Planning and Development (2) CSU

Lecture 2 hours.

Teaches the process of career planning. The emphasis is on learning about yourself and the world of work and how to use this information in career planning. This course also acquaints the students with college services, personnel, curricula, and student activities.

15 Personal Development Seminar (3) (NDA) - RPT 3

Lecture 3 hours.

Group study of a selected topic, the title and units to be specified in the schedule of classes. No more than 3 units may be taken in any semester.

20 Post Secondary Education: The Scope of Career Planning (3) *UC:CSU

Lecture 3 hours.

This Course introduces students to the role of higher education in society and to their role as students. Students explore personal attributes needed for college success, critical thinking and effective study strategies, relating to others in a diverse world, the career planning and decision making process, and transfer and educational planning. This course will also provide students with an overview of campus resources and policies.

40 College Success Seminar (3) *UC:CSU

Lecture 3 hours.

This course introduces students to the study of the educational, psychological, intellectual, social, and health-related factors that impact lifelong learning, well-being, and success. Topics include factors affecting internal and external motivation, critical thinking, effective learning strategies, interpersonal and cross-cultural communication, health and wellness issues, effective written and oral communication strategies, life management strategies, career exploration and educational planning.

**UC Credit Limit: 20 and 40 combined. Maximum credit one course.*

Philosophy

1 Introduction to Philosophy (3) UC:CSU

Lecture 3 hours.

This is a basic introduction to some of the fundamental issues of philosophy and humanity that include topics such as knowledge and reality, the meaning of the supernatural, the foundations of truth and science, and the nature of human consciousness/self.

2 Society and Values (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

This course introduces the student to some of the traditional and contemporary theories in rational decision making about ethical and political issues.

5 Critical Thinking and Composition (3) UC:CSU

Prerequisite: English 101 with a grade of "C" or better.

May be offered as an honors section.

This course is a development of critical thinking skills necessary for evaluation and formulation of argumentative essays, and practice in applying these skills. Critical writing about philosophical/logical concepts applicable to any systematic thinking is the focus of this course.

6 Logic in Practice (3) UC:CSU

Lecture 3 hours.

Logic in Practice deals with how to understand and evaluate arguments and explanations by applying accepted standards of good reasoning. Students will learn techniques to recognize deductively valid arguments and avoid formal fallacies. They will also consider what is required for inductively strong arguments in order to avoid informal fallacies. There is particular emphasis on the appeals made in advertising and political rhetoric.

9 Symbolic Logic I (3) UC:CSU

Lecture 3 hours.

Introduces techniques for representing truth-functional statements using letters and symbols, determining the validity of arguments using such statements, and demonstrating validity through formal proofs using a natural deduction system. Covers both propositional and quantificational logic through to first-order predicates and identity.

12 History of Greek Philosophy (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

This course introduces the student to a rigorous overview of ancient Greek thought starting with pre-Socratic philosophers and ending with Greco-Roman philosophy of the later ancient period. Major emphasis is placed on the works of Plato and Aristotle.

14 History of Modern European Philosophy (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Traces western philosophy from the renaissance to the 20th century. The course explores the rise of modern science, continental rationalism and British empiricism, and Kant.

15 History of Contemporary Philosophy (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Studies recent philosophical developments in Continental and Anglo-American philosophy with readings from such figures as Nietzsche, Heidegger, Husserl, Derrida, Foucault, Gadamer, Ricoeur, Habermas, Russell, Wittgenstein, Dewey, Quine, Rawls, Davidson and Rorty

19 Contemporary Problems in Bioethics (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

This class introduces the student to some of the traditional ethical theories and how they apply to contemporary biomedical ethical problems. Topics to be discussed will include some of the following: abortion, euthanasia, suicide, organ donation, informed consent, allocation of scarce resources, genetic engineering, human and animal research, stem cell research, and cloning.

45 C. E. U.'s will be available upon request.

20 Ethics (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Considers human conduct, the rules and institutions of moral order, and philosophically examines a range of today's moral issues, such as the just distribution of the social good, abortion, euthanasia, the environment, war, and world hunger.

29 The Ethics of Biotechnology (1) *UC:CSU

Lecture 1 hour.

Corequisite: Biology 40

This course provides an introduction to the use of ethical theories to examine the dilemmas associated with advances in biotechnology and methods of resolution of these dilemmas.

30 Asian Philosophy (3) UC:CSU

Lecture 3 hours.

Presents the history and key teachings of the philosophical traditions of East and South Asia with emphasis on Confucianism, Daoism, Hinduism, and Buddhism.

33 Comparative Survey of World Religions (3) UC:CSU

Lecture 3 hours.

This course is a historical overview of the principal religious traditions of the world, concentrating on Hinduism and Buddhism, Confucianism and Daoism, Christianity and Islam. Course considers origins, principal beliefs and practices, and contemporary issues.

35 Judaism, Christianity, and Islam (3) UC:CSU

Lecture 3 hours.

Offers a study of the history and doctrines of those religions that have emerged from the tradition of the prophet Abraham. The course will consider other major influences on their early development, including, but not limited to, ancient Egyptian and Mesopotamian religions, Zoroastrianism, Greek philosophy and Hellenic mystery religions. Representative sacred texts will be read.

40 Introduction to the Philosophy of Art (3) UC:CSU

Lecture 3 hours.

This introductory class will discuss and critically evaluate: the meaning of art, the meaning of beauty, truth in art, creativity and art, various philosophical theories regarding the nature of art.

41 Introduction to Philosophy and Literature (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Studies the literary medium as it is employed to express and explore philosophical themes such as freedom, determinism, moral responsibility, alienation and logic. Each particular class also allows for a review of literature of a relatively specific milieu, for example, twentieth century existentialism. Cognate concepts from literary criticism, anthropology, sociology, psychology and religion are utilized for understanding selected literary works although no background in any of these fields is required.

42 Philosophy and Cinema (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Examines film as philosophy, as a philosophical statement by the filmmaker via his or her art form; covering the traditional philosophical problems within the human condition, such as the very meaning of that human condition, reality, self, freewill, morality, mortality, along with other questions within the human quest that come under the role of philosophy.

*UC Credit Limit: Philosophy 29 must be taken with Biology 40 to receive transfer credit.



Photography

9 Introduction to Cameras and Composition (3) UC:CSU

Lecture 3 hours.

Not offered each semester.

Note: Intended for non-photo majors. No laboratory. Students must have a 35 mm camera. Fully automatic cameras without manual override capabilities do not allow students to fulfill some of the course's required assignments and limit the student's ability to learn basic photography concepts. If in doubt, contact the Photography Lab in BUNG 0333 for specific recommendations.

Designed to provide basic information in the use of cameras, lenses, film and exposure to produce good photographs. Slide assignments are given for analysis in class.

10 Beginning Photography (3) UC:CSU

Lecture 2 hours; Laboratory 3 hours.

Note: Students must have a 35 mm camera. Fully automatic cameras without manual override capabilities do not allow students to fulfill some of the course's required assignments and limit the student's ability to learn basic photography concepts. If in doubt, contact the Photography Lab in BUNG 0333 for specific recommendations.

Recommended Preparation: Previous or concurrent enrollment in Journalism 100 for Photojournalism majors. Students interested in taking advanced photo classes should enroll in Photography 27 concurrently with Photography 10 or the next semester.

Provides theory and practice of contemporary use of the camera; Includes expanded comprehension of exposure control with various light sources; Introduction to studio and flash exposure; Skills of photographic printing emphasized; an emphasis is also given to creative thinking and idea preparation and execution. Course will cover conventional and digital photography including imaging editing software, printing methods and the internet.

11 Advanced Photography (4) CSU - RPT 2

Lecture 2 hours; Laboratory 6 hours.

Prerequisite: Photography 10 with a grade of "C" or better.

Recommended: Previous or concurrent enrollment in Journalism 101 for Photojournalism majors.

Provides theory and practice of contemporary use of the camera; training in projection control; includes special effects procedures with an emphasis on creative thinking and idea preparation and execution.

16 Commercial Photography (3)

Lecture 2 hours; Laboratory 3 hours. Not offered each semester.

Prerequisite: Photography 11 with a grade of "C" or better.

Covers the major phases of commercial and illustrative photography as they apply to publication photography and Adobe Photoshop skills.

20 Beginning Photojournalism (4) CSU

Lecture 2 hours; Laboratory 6 hours.

Prerequisite: Photography 10 with a grade "C" or better.

Recommended Preparation: Previous or concurrent enrollment in Journalism 101 for Photojournalism majors.

Covers photojournalism methods, news, feature and sports photography. Introduction to documentary photograph and Adobe Photoshop skills.

21 News Photography (4) CSU - RPT 3

Lecture 2 hours; Laboratory 6 hours.

Same as Journalism 221. Credit not given for both courses.

Prerequisites: Photography 20 with a grade of "C" or better.

Gives practical experience in taking photojournalistic pictures, including news, sports, and feature photos. Students take pictures for the campus newspaper, magazine and website. Student learn editing, Photoshop and design skills. Some students will serve as editors for the campus newspaper.

27 History and Aesthetics of Photography (6) *UC:CSU

Lecture 6 hours.

*UC transferability pending approval and limited to 3 units.

Provides a chronological description of the major developments of the photographic medium. Relates these developments to society and to events in the other visual arts and examines the meaning of photography as a work of art.

49 Advanced Photographic Digital Imaging (6)

Lecture 2 hours; Laboratory 8 hours.

This digital imaging course will incorporate the use of camera, photographic software, scanners, and printers. Emphasis on creating and printing photographic images.

185 Directed Study - Photography (1) CSU - RPT 2

285 Directed Study - Photography (2) CSU

385 Directed Study - Photography (3) CSU

Conference 1 hour per unit

Allows students to pursue Directed Study in Photography on a contract basis under the direction of a supervising instructor.

911-941

Cooperative Work Experience Education - Photography (1-4) CSU

See Cooperative Work Experience Education

Physical Education

University of California accepts 4 units of credit from the following Physical Education courses listed under the headings of Aquatics, Individual and Dual Activities, Team Sports, Dance, Dance Studies, Dance Specialities, Dance Techniques and Intercollegiate Sports plus related activities. All classes may be taken by either gender with the exception of Intercollegiate Sports, which classifies various activities for "Men" or "Women."

Note: Only courses marked activity meet the District Requirements for Physical Education activity. Read thoroughly the Schedule of Classes to determine which level one should enroll in (i.e., Beg., Int., Adv.).

The activity of Physical Education requires repetitive practice for the student to achieve the course objectives. For this reason, it is educationally sound for a student to repeat a Physical Education activity course. No activity course may be taken for more than four semesters.

Check with the Department or Counseling Office for transferability of courses to four-year institutions and for unit limitations of courses accepted by both University of California and CSUN.

90 Individual Physical Fitness Laboratory A and B (2) UC:CSU - RPT 3

Laboratory 4 hours.

Individualized program to develop cardiovascular endurance, muscular endurance, strength and flexibility through aerobics, low impact aerobics, stretch/tone, power walking, jogging, weight training, resistance exercises, aqua-aerobics, par course and other exercise equipment. Individual evaluation and information on fitness, body composition analysis, nutrition and stress management.

91 Theory and Application of Aerobics and Conditioning (3) CSU*Lecture 2 hours; Laboratory 2 hours.*

Increases student awareness regarding changes in physiology resulting from aerobic exercise. Provides the students with an opportunity to participate in, and understand the components of a valid conditioning and nutritional program.

Aquatics (1) UC:CSU - RPT 3*Activity, 2 hours.*

Beginning, intermediate, and advanced levels offered for all courses listed below except 101. All levels may not be taught each semester:

101	Non-Swimmer
102	Swimming Skills

Individual and Dual Activities (1) UC:CSU - RPT 3*Activity, 2 hours.*

Beginning, intermediate, and advanced levels offered for all courses listed below. All levels may not be taught each semester:

203	Badminton Skills
212	Tennis Skills
225	Yoga Skills
228	Body Conditioning
229	Body Dynamics
230	Weight Training Skills
238	Self-Defense Skills
259	Golf Skills

Team Sports (1) UC:CSU - RPT 3*Activity, 2 hours.*

Beginning, intermediate, and advanced levels offered for all courses listed below. All levels may not be taught each semester:

301	Baseball Skills
304	Basketball Skills
313	Soccer Skills
322	Volleyball Skills

440 Social Dance (1) UC:CSU - RPT 3*Activity 2 hours.**Same as Dance 440.*

Popular social dancing including the Waltz, Foxtrot, East Coast Swing, West Coast Swing, Merengue, Tango, Cha Cha, Rhumba, Salsa, a review of the 20's dances, and other ballroom and social styles as time permits.

Intercollegiate Sports - Men, Women, and Coed. (2) UC:CSU - RPT 1

Activity, 10 hours or more in the sports in season.

503	Baseball (Men)
504	Basketball (Men/Women)
508	Football (Men)
511	Soccer (Women)
512	Softball (Women)
513	Swimming (CoEd)
514	Tennis (Men)
516	Volleyball (Men/Women)

550 Cheer / Yell Leaders / Marching Band (2) CSU - RPT 3*Activity, 6 hours. May be offered in 1 unit, 3 hour modules A & B***552 Athletics Pre-season Conditioning (1) UC:CSU - RPT 3***Activity, 3 hours.***Intercollegiate Sports - Strength and Fitness Training (1) UC:CSU - RPT 3***Activity, 3 hours.*

These courses are designed for the student athlete and are intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and techniques for the sport.

553	Football
554	Field
555	Cross Country
556	Basketball
557	Baseball
558	Soccer
559	Tennis
560	Competitive Swimming
561	Water Polo

640 Beginning Lifelong Fitness Laboratory (1) UC:CSU - RPT 3*Laboratory 3 hours.*

A laboratory physical fitness course designed to assess and address the areas of cardiovascular efficiency, body composition, muscle strength and endurance, and flexibility.

665 Basketball (1) UC:CSU - RPT 3*Activity 3 hours.*

This course is an activity class requiring 3 hours per week of participation in various basketball activities and skills.

666 Body Conditioning (1) UC:CSU - RPT 3*Laboratory 3 hours.*

This course offers instruction and participation in theory and techniques of attaining increased overall fitness through endurance and strength training utilizing resistance machines, circuit training, par course, and running.

675 Karate (1) UC:CSU - RPT 3*Activity, 3 hours.*

This course is structured under the Korean martial art Taekwondo. It emphasizes both the physical and mental aspects of human development. Focuses on improving flexibility, muscle strength, endurance, coordination, balance, self-confidence, and self-esteem.

684 Volleyball (1) UC:CSU - RPT 3*Activity 3 hours*

A course designed to teach the individual the fundamental principles of the rules, skills, play strategy and team work of volleyball.

690 Weight Training (1) UC:CSU - RPT 3*Laboratory 3 hours.*

This course offers instruction and practice in theory and techniques of weight training to gain muscle strength, flexibility; and endurance.

185 Directed Study - Physical Education (1) CSU - RPT 2**285 Directed Study - Physical Education (2) CSU****385 Directed Study - Physical Education (3) CSU***Conference 1 hour per unit.*

Allows students to pursue Directed Study in Physical Education under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Physical Education (1-4) CSU***See Cooperative Work Experience Education*



Physical Science

4 Physical Science & Laboratory (4) UC:CSU

Lecture 3 hours; Laboratory 3 hours.

Same as Physical Science 1 and 14 combined.

This is a one semester, inquiry-based physical science course suitable for a general education course or prospective or practicing elementary teachers. This is a single integrated course without separate lecture and laboratory parts. This course uses a computerized active learning format involving group activity and discussion. Students construct a meaningful understanding of physics and chemistry concepts through hands-on experiences and computer simulations. The course covers: mechanics, electricity & magnetism, light, thermodynamics, physical changes, chemical changes, and the periodic table.

185 Directed Study - Physical Science (1) CSU - RPT 2

285 Directed Study - Physical Science (2) CSU

385 Directed Study - Physical Science (3) CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Physical Science on a contract basis under the direction of a supervising instructor.

No credit for Physical Science 1 if taken after a college course in astronomy, chemistry, geology or physics.

Physics

All Physics, Engineering, and Astronomy majors should enroll in either Physics 101 if qualified or Physics 6 their first semester at Pierce.

6 General Physics I (4) *UC:CSU

Lecture 3 hours; Laboratory 3 hours.

May be offered as modules 6A (3 units) and 6B (1 unit)

Prerequisite: A course in Trigonometry with a grade of "C" or better.

Introduction to general physics addressing mechanics, thermodynamics, and Vibrations & Sound. The course includes both lecture and laboratory. The laboratory provides students hands-on verification of the laws of physics discussed in the lecture.

7 General Physics II (4) *UC:CSU

Lecture 3 hours; Laboratory 3 hours.

May be offered as modules 7A (3 units) and 7B (1 unit)

Prerequisite: Physics 6 with a grade of "C" or better.

Continues Physics 6 into principles of electricity and magnetism, optics, and modern physics. The laboratory includes both quantitative and qualitative experiments, and active-learning activities which permit students to verify, illustrate, and deduce various laws of physics.

11 Introductory Physics (4) ** Δ UC:CSU

Lecture 3 hours; Laboratory 3 hours.

Prerequisite: Mathematics 115 and Mathematics 120.

Surveys the field of physics including laws of motion, properties of matter, heat, sound, electricity and magnetism, light, atomic and nuclear structure, relativity and brief introduction to modern physics. This general introductory course with laboratory helps prepare the student for Physics 101, 66, or 6. It is aimed at developing physical intuition, problem solving techniques and laboratory procedures. It is not open to students who have had a college course in physics.

12 Physics Fundamentals (3) ** Δ UC:CSU

Lecture 3 hours.

Credit not given for BOTH Physical Science 1 and Physics 12.

Surveys the field of physics including laws of motion, properties of matter, heat, sound, electricity and magnetism, light, atomic and nuclear physics, and relativity. There will be given an historic perspective and applications in today's culture.

66 Physics for Life Science Majors I (5) *UC:CSU

Lecture 3 hours; Laboratory 6 hours.

Prerequisite: Mathematics 240.

Corequisite: Mathematics 261.

Considers, at the beginning calculus level, the fundamental principles of mechanics, gravitation, thermodynamics, fluids, oscillatory motion, waves, and sound, with applications to biological and biochemical systems.

67 Physics for Life Science Majors II (5) *UC:CSU

Lecture 3 hours; Laboratory 6 hours.

Prerequisite: Mathematics 261 and Physics 66.

Continues the study begun in Physics 66 into principles of electricity and magnetism, optics, and modern physics, at the beginning calculus level of mathematical sophistication, with applications to biological and biochemical systems.

101 Physics for Engineers and Scientists I (5) *UC:CSU

Formerly Physics 37.

Lecture 3 hours; Laboratory 6 hours.

Prerequisite: Mathematics 261.

Corequisite: Mathematics 262.

Considers the fundamental principles and applications of classical mechanics, gravitation, periodic motion, and fluid mechanics at the beginning calculus level of mathematical sophistication. The laboratory includes both quantitative and qualitative experiments, tutorials, and active learning activities which permit students to verify, illustrate, and deduce various laws of physics.

102 Physics for Engineers and Scientists II (5) *UC:CSU

Formerly Physics 38.

Lecture 3 hours; Laboratory 6 hours.

Prerequisite: Mathematics 262 and Physics 101.

Corequisite: Mathematics 263.

Continues the study of physics begun in Physics 101 involving introductory thermodynamics and electricity and magnetism. The laboratory includes both quantitative and qualitative experiments, tutorials, and active-learning activities which permit students to verify, illustrate, and deduce various laws of physics.

103 Physics for Engineers and Scientists III (5) *UC:CSU

Formerly Physics 39.

Lecture 3 hours; Laboratory 6 hours.

Prerequisite: Mathematics 263 and Physics 102.

Concludes the study of physics begun in Physics 101 and Physics 102 involving waves, light and optics, relativity, introductory quantum mechanics, atomic and nuclear physics. It may include topics in molecular and condensed matter as well as particle physics. The laboratory includes both quantitative and qualitative experiments, tutorials, and active-learning activities which permit students to verify, illustrate, and deduce various laws of physics.

911-941

Cooperative Work Experience Education - Physics (1-4) CSU

See Cooperative Work Experience Education

*UC Credit Limit: Physics 6 and 7, or 66 and 67, or 101, 102 and 103; maximum credit, one series.

**UC Credit Limit: No credit for Physics 11 or 12 if taken after Physics 6, 66 or 101.

Δ UC Credit Limit: Physics 11 and 12 combined, maximum credits one course.

Physiology

1 Introduction to Human Physiology (4) *UC:CSU

Lecture 3 hours; Laboratory 3 hours.

Prerequisite: Anatomy 1, or Agriculture 511 and 512, AND Biology 3, 6 or 44 with a grade of "C" or better.

Lectures and laboratory exercises focus on the principle functions of the human body; circulatory, respiratory, digestive, nervous, sensory, muscular, excretory, endocrine, and reproductive.

The following sequence (Physiology 8 followed by Physiology 9) is fully equivalent to the separate Anatomy 1 and Physiology 1 courses.

8 Integrated Human Anatomy and Physiology I (4) *UC:CSU

Lecture 3 hours; Laboratory 3 hours.

Prerequisite: Biology 3, 6 or 44 with a grade of "C" or better.

Introduction to the structure and function of the human body, with emphasis on the organ and systems level of study. Anatomical and physiological topics are integrated in this first course of a two semester sequence. Laboratory includes quantitative measurements of physiological and clinical relevance, and includes the study of human cadavers.

9 Integrated Human Anatomy and Physiology II (4) *UC:CSU

Lecture 3 hours; Laboratory 3 hours.

Prerequisite: Physiology 8 with a grade of "C" or better.

Introduces structure and function of the human body, with emphasis on the organ and systems level of study. Anatomical and physiological topics are integrated in this second course of a two semester sequence.

***UC Credit Limit:** Physiology 1, 8, and 9 and Anatomy 1 combined, maximum 8 units.

Plant Science

Agriculture - General Plant Science 100-199

Horticulture and Landscaping Plant Science 700-899

Natural Resources Management Plant Science 900-999

103 Introduction to Soils (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Considers the origin, formation, structure, and composition of soils. Includes the effects of tillage, drainage, and irrigation upon soil productivity. Examines the effect of laboratory and field work dealing with the maintenance and improvement of soil fertility upon various crops and farm systems. Analyzes the effect of organic and inorganic fertilizers upon soil productivity, control of Soil moisture, and the problems of alkali and dry land management.

110 Food and Society (3) CSU

Lecture 3 hours.

A general education course which reviews the role and impacts of food, and food production, on the development of civilization. The biological and ecological impacts of food production will be covered as well as the economic, political, and social dimensions of modern Agri-business. World hunger and food policies will explore the future.

701 Retail Floral Design and Practices I (2) CSU

Lecture 1 hour; Laboratory 2 hours.

Teaches students the flowers and plants in Southern California used primarily in the florist trade. Includes the use and care of equipment used in the trade and shop practice in flower care and corsage making.

702 Retail Floral Design and Practices II (2) CSU

Lecture 1 hour; Laboratory 2 hours.

Prerequisite: Plant Science 701.

Continues Agriculture 701. As laboratory work, includes bowl arrangements for home and hospital, baby novelty arrangements, and anniversary arrangements. Studies foliage and flowering plant trimming, green planters, and the use of plastic flowers.

703 Retail Floral Design and Practices III (2) CSU

Lecture 1 hour; Laboratory 2 hours.

Prerequisite: Plant Science 702.

Continues Agriculture 702. Studies floral designing of memorial offerings, floral sprays, set pieces such as wreaths, hearts, crosses, and blankets. Includes a study of general shop techniques. As part of the course requirements, requires students to spend some time in local floral shops.

704 Advanced Retail Floral Design and Practices (2)

Lecture 1 hour; Laboratory 2 hours.

Prerequisite: Plant Science 703.

Presents advanced demonstration in floral arrangements for special occasions, including complete coverage of wedding bouquets and corsages, church decorations, ballroom and banquet decor.

708 Floristry Projects (6)

Laboratory 12 hours.

Involves planning, developing, and completing an individual floricultural production project under the guidance of a faculty advisor, on or off the college campus.

711 Botany for Horticulture (4) UC:CSU

Lecture 3 hours; Laboratory 3 hours.

Considers the fundamentals of botany, including a study of the main external parts and functions of flowering plants, the basic plant cell, composition and functions, and various specialized tissues and their functions. Discusses plant reproduction, both sexual and asexual, including the basics of plant breeding and selection of new varieties for landscape horticulture. Emphasizes recognition, proper utilization, and maintenance of ornamental plants.

714 Principles of Horticulture (3) CSU

Lecture 3 hours.

Concerns the maintenance work commonly done in home and estate gardens as well as parks and other public areas. Gives attention to lawn care, techniques of watering, fertilization and weed control.

716 Arboriculture I (Care of Trees and Shrubs) (1)

Lecture 1 hour.

Basic methods of tree and shrub care. Selection, planting and maintenance of trees and shrubs from youth to specimen maturity. Emphasizes cultural aspects as well as selection criteria. Extensive instruction in pruning and shaping.

721 Organic Gardening (1)

Lecture 1 hour.

Introduces natural methods of food production. Different organic gardening methods; discussion of organic types of fertilizers, composting and pest control methods; sources of natural gardening supplies and natural food cooperatives are covered.

**3722 Care of Horticulture Equipment I (1)**

Lecture 1 hour.

Studies the selection, storage, maintenance, and care of horticultural tools and equipment with emphasis on hand operated types. Includes sources of equipment, adjustment, service, sharpening, and repair.

724 Drip Irrigation Techniques (1) CSU

Lecture 1 hour.

Studies the design, installation and maintenance of drip irrigation systems with emphasis on both theory and practical application to ornamental horticulture and food crop production.

725 Vegetable Production (1) CSU

Lecture 1 hour.

Discusses production of garden vegetables, preparation of the seed bed, planting, watering and fertilization. Pest control methods, selection of varieties and gardening equipment and tools are topics of instruction.

729 Viticulture Practices (3) CSU

Lecture 2 hours; Laboratory 2 hours.

A comprehensive study of grape growing utilizing the college plantings for field practice in planting, training and maintaining the vineyard. Varietal identification and use. Commercial production practices, mechanization and processing are covered.

730 Introduction to Enology (1) CSU

Lecture 1 hour.

History of wine and the wine production regions of the world. Emphasis on grapes and wine in California's historic Los Angeles area. Considers wine production and techniques. Theoretical aspects only. Wine not tasted or made.

742 Practicum in Horticulture (5) CSU

Lecture 5 hours.

See schedule of classes for specific topics.

Designed to present specific subjects to meet the needs of the horticulture industry and the community-at-large. Also meets the requirement for continuing education for various horticulture industries as dictated by the Agriculture Code of California.

756 Greenhouse Plant Production (3) CSU

Lecture 2 hours; Laboratory 3 hours.

Studies the status of the flower and pot plant growing industry. Considers all types of forcing structures, including their parts, maintenance, and use. For both greenhouse and field situations, studies soil and container mixes, nutrition, light, temperature, moisture, and pest and disease problems. Identifies flowering and foliage plants in common usage, which are grown in laboratory practice. Includes field trips for observation of industry facilities, methods, and problems.

757 Plant Propagation (3) CSU

Lecture 2 hours; Laboratory 3 hours.

Provides practice in plant propagation for commercial or home use. Requires students to propagate plant materials during laboratory hours. Discusses propagation methods, structures, diseases, and insect prevention and control of the plants being propagated. Provides laboratory work which includes seeding, transplanting, cutting, budding and grafting, potting and canning.

760 Indoor Plant Care and Maintenance I (1)

Lecture 1 hour.

Watering, fertilization, staking, pruning and planting the house plant. Discusses soil, light and humidity relationships. Discusses how and where to purchase plants.

761 Indoor Plant Care and Maintenance II (1)

Lecture 1 hour.

Prerequisite: Plant Science 760.

A continuation of Plant Science 760. Discusses general plant care, pest control and troubleshooting plant problems. Instruction of the plant maintenance business to include all aspects of customer relations and plant maintenance technician operations.

762 Interior Plantscaping (1)

Lecture 1 hour.

Economic and managerial aspects of plantscaping. Introduces technical aspects of interior design and planting. Emphasis on foliage plant selection and installation and client relationships.

800 Plant Identification and Use I (3) UC:CSU

Lecture 2 hours; Laboratory 2 hours.

Recommended: Plant Science 711 or Botany 1.

Presents a general course in plant identification, including woody and non-woody kinds. Emphasizes ornamental trees, shrubs, and vines, with some attention to annuals, perennials, flowers, succulents, and grasses. Is planned chiefly for students entering the fields of nursery practices, landscaping, and maintenance.

801 Plant Identification and Use II (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Continues Plant Science 800, considering plants used in landscaping and nursery occupations not included in Agriculture 800. Requires a number of field trips for observation of plants and their uses.

802 Plant Identification and Use III (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Includes the basic botany, habits, habitats, and culture of ornamental and fruit trees. Emphasizes identification, selection, training, correct placement, planting, and all-around care of trees. Considers problems of pruning, fertilization, pests and diseases and their treatment. Uses demonstrations and field trips largely within the school facilities.

803 Native Plants for the Landscape (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Teaches California native plant materials suitable for landscape use. Includes some drought tolerant species as well. Emphasizes recognition, selection for specific uses, cultural requirements, and ecology;

804 Landscape Drafting and Graphics (1)

Lecture 1 hour.

Basic landscape drafting practices, lettering, line work, symbols, sheet composition and dimensioning. Provides brief introduction to landscape design.

805 Basic Planting Design (1)

Lecture 1 hour.

Prerequisite: Plant Science 800 and 801 and 804.

Design and preparation of landscape planting plans. Emphasizes ecological and aesthetic considerations.

806 Landscape Planning and Design (4) ^ΔUC:CSU

Lecture 2 hours; Laboratory 4 hours.

^Δ**UC Credit Limit:** Plant Science 806 and 807 maximum of one course.

Includes the fundamental principles of landscape design, drafting, mapping techniques, basic design concepts as applied to residential and commercial developments, and practice in preparing landscape plans for small properties. Students must provide their own drawing equipment.

807 Advanced Landscape Planning and Design (4)

^Δ**UC:CSU - RPT 3**

Lecture 2 hours; Laboratory 4 hours.

Prerequisite: Plant Science 806.

^Δ**UC Credit Limit:** Plant Science 806 and 807 maximum of one course.

Continues Plant Science 806 with special emphasis on planting design oriented to commercial aspects, grading plans, construction drawings, specifications, cost estimates, and client relationships. Affords practice in solution of more difficult problems.

808 Residential Landscape Design (3) CSU

Lecture 3 hours.

Concentrates on home landscaping and the identification and selection of plant materials suitable for the average small house. Considers tree placement, lawn and ground covers, floral and shrub borders, foundation planting, the outdoor living space, play areas, and service yards. Requires students to complete a landscape plan of their choosing.

811 Landscape Construction Design (1)*Lecture 1 hour.***Prerequisite:** Plant Science 804.

Design of basic garden elements (i. e. walls, overheads, pools, steps, fences, decks, and paving). Reviews construction materials and their inherent qualities. Preparation of construction drawings.

812 Landscape Installation and Maintenance I (3) CSU - RPT 1*Lecture 2 hours; Laboratory 2 hours.*

Teaches how to install the landscape work commonly done at commercial and residential job sites. Includes sod installation; soil preparation; turf renovation, tree moving equipment; pruning and surgery; injection feeding; lawn header board construction; vertical mulching techniques; planting of shrubs, trees, flowers, and ground covers. Covers use and care of operative equipment used by landscaping and maintenance crews, rototillers, edgers, mowers, sod cutters, chainsaws, and use of instruments (transit, builders level, etc.).

813 Landscape Installation and Maintenance II (3) - RPT 1*Lecture 2 hours; Laboratory 2 hours.***Prerequisite:** Plant Science 812.

A continuation of skills and practices in the installation and maintenance of landscape projects. Emphasis will be on maintenance and business aspects.

815 Blueprint Reading and Cost Estimating (2)*Lecture 1 hour; Laboratory 2 hours.*

Interpretation of construction drawings and specifications for landscaping, to include quantity counts of material items and estimating costs of labor and materials.

816 Grading and Drainage Planning (1) CSU*Lecture 1 hour.*

Proper grading and drainage methodology in the landscape construction industry. Emphasis will be given to industry standards and practices.

817 Landscape Contracting Practices (1) CSU*Lecture 1 hour.*

Licensing requirements, testing procedures, and responsibilities of operating as a licensed landscape contractor.

818 Basic Construction Techniques (Landscape Construction) (3) CSU*Lecture 2 hours; Laboratory 3 hours.***Note:** Due to the nature of the class, strenuous activity is necessary on occasion.

Includes fundamental concepts, materials and methods of working with earth, wood, concrete, concrete block, brick and stone, and irrigation and drainage as they apply to construction. Includes projects, blueprint reading, budget information, use of construction equipment and instruments as related to projects. Includes operation of power equipment.

819 Advanced Construction Techniques (3)*Lecture 2 hours; Laboratory 3 hours.***Prerequisite:** Plant Science 818.

Installation of landscape projects with a minimum of instruction and supervision. Emphasis on responsibility and decision making.

820 Irrigation Design and Installation (3) CSU*Lecture 2 hours; Laboratory 2 hours.*

Studies the importance of irrigation to plant growth as well as the various methods of irrigation with special emphasis on sprinklers and irrigation management procedures.

821 Advanced Irrigation Design (3) CSU - RPT 2*Lecture 2 hours; Laboratory 2 hours.***Prerequisite:** Plant Science 820.

Design of large irrigation system, including multisystem operation, satellite programming, loop systems, pump systems, and installation procedures

822 Turf and Ground Cover Management (3) CSU*Lecture 2 hours; Laboratory 2 hours.*

Studies turfgrasses, their characteristics, uses, and management. Covers soils, soil preparation, irrigation, fertilization, insects, weeds, disease, and special management factors. Requires field trips to supplement class work.

823 Advanced Turf and Ground Cover Management (3) CSU*Lecture 2 hours; Laboratory 2 hours.***Prerequisite:** Plant Science 822.

Includes study of the following topics: equipment used with turfgrass management; soil aeration and thatch control irrigation, including drainage requirements and the use of wetting agents; sprinkler system design, checking and repair; disease, insect and weed identification and control; landscape shrubs and tree maintenance; record keeping and budgeting; personnel management and public relations.

826 Computer Landscape Design (3)*Lecture 1 hour.*

Provide basic training in the theory and practices of computer aided drafting and design (CAD). Emphasis will be placed on drawing and design solutions as they apply to the landscape industry. Both operating and application software is discussed and utilized to produce design solutions.

840 Introduction to Pest Management (3) CSU*Lecture 2 hours; Laboratory 2 hours.*

Covers the identification and control of insect pests common to agricultural crops inclusive of ornamentals, the identification and the knowledge and control of common rodents and their effect upon agricultural production. Requires identification collection of insects by each student, and field work to supplement class and laboratory work.

845 Biological Pest Control (1)*Lecture 1 hour.*

Natural approach to pest management based on understanding agro-ecosystems. Control of insects, mites and weeds using parasites and predators. Insectary operations, collection and release methods.

848 Training for Pest Control License (3)*Lecture 3 hours.*

Covers the subject matter of the examination for Agricultural Pest Control Advisers License.

851 Vertebrate Pest Control (1)*Lecture 1 hour.*

Vertebrate pests injurious to agricultural crops. Identification, life histories, and control methods. Covers gophers, ground squirrels, mice, rats, and others.

852 Residential Pest Control (1)*Lecture 1 hour.*

Identification of and control methods for common pests found around the homestead, including indoor and outdoor pests, ornamental, fruit, and vegetable pests.

896 Horticulture Projects (6) CSU*Laboratory 12 hours.*

Involves planning, developing, and completing an individual horticultural production project under the guidance of a faculty advisor, on or off the college campus.

901 Natural Resources Conservation (3) ^ΔUC:CSU*Lecture 3 hours.***^ΔUC Credit Limit:** Plant Science 901 and Env. Sci. 2 maximum credit one course.

Surveys the development of the conservation ethic in the United States and abroad and human populations in relation to natural resources. Examines the ecological basis of conservation, major ecosystems, their energy flow and resource relationships. Discusses plant and animal population dynamics, pollution, and pest control. Covers current government programs, legislation, and activities of conservation organizations. Studies practical conservation procedures and research applicable to improving environmental resources including soil, water, forests, fisheries, wildlife (including endangered species), air, and open spaces.

**942 Urban Forestry (2)**

Lecture 1 hour; Laboratory 2 hours.

Studies the emerging interest in developing and managing urban forests. Includes the environmental uses and benefits of trees in the urban environment; street tree and park plantings; windbreaks and climate moderating effects. Covers the use of trees as an energy source including recycling and fuelwood concepts. Field trips required.

960 Wildland Fire Science (2) CSU

Lecture 2 hours.

Provides the NRM major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques. Covers fire ecology, effects on other resources, and the use of prescribed fire.

975 California Native Plants (3) CSU

Lecture 2 hours; Laboratory 2 hours.

Native plants of Southern California. Emphasizes identification, plant community concepts, and native plant ecology. Covers the use of identification keys, classification concepts, and management implications of the various vegetation types. Intended primarily for NRM majors.

Political Science

Also See **Law 3** and **Chicano Studies 80**

1 The Government of the United States (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Studies the government of the United States as to historical background, constitutional background and development, structures and organizations, legal framework, basic concepts and key problems. Also provides an understanding of U. S. foreign policy, political parties and the electorate, civil liberties and civil rights, and issues facing the American people. A special study of California state and local government is a basic part of this course, providing for a strong civic involvement in self-government.

2 Modern World Governments (3) UC:CSU

Lecture 3 hours.

Studies a selected variety of major national states to secure a comparative picture of political philosophies, constitutions, political processes and governmental institutions. Emphasis is placed on those factors, geographic, historic, demographic and cultural, which contribute to differences in governmental experiences. Students will learn how to identify and apply concepts relevant to comparative political analysis.

5 The History of Western Political Thought (3) *UC:CSU

Lecture 3 hours.

*UC transferability pending approval.

Surveys important ideas and theories in political thinking that have been developed from the time of the ancient Greeks to the present day. Explores relationships between political theory and political life.

7 Contemporary World Affairs (3) UC:CSU - RPT 1

Lecture 3 hours.

May be offered as an honors section.

Studies modern international relations and the forces which confront policy makers. Emphasizes current areas of crisis. Provides a basic understanding of the position of the United States in a tense and highly competitive political world.

14 Government and Politics in the Middle East (3) UC:CSU

Lecture 3 hours.

This course surveys the domestic, regional, and international factors which shape the political landscape of the Middle East. It identifies and explains sources of instability and violence in the region by focusing on the processes of state building and state disintegration. The course examines, in comparative context, the particular experiences of Middle Eastern countries to answer questions concerning the nature, roots, and historical evolution of the region's regimes, nationalism, leadership, and institutions. The approach is thematic, not chronological.

19 Women in Politics (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Examines from a woman's perspective political theories and public policies which shape the various possibilities and strategies for women's political participation in the United States as well as other selected countries.

37 Introduction to Political Sociology (3) UC:CSU

Lecture 3 hours.

Same as Sociology 37. Credit not given for both.

This course is the sociological study of power, politics, and the state. In political sociology, students will examine the interrelation of politics and society by combining sociological analysis with analyses of political structure and political processes. Emphasis is placed on political sociological theories, elites and masses, the state, globalization, nationalism and social movements, media and interest groups, social and political institutions, capitalism, corporatism, and status.

42 Politics of Central and South America (3) UC:CSU

Lecture 3 hours.

A survey of the political history, institutions, socio-political movements, geography, interest groups and political parties of Central and South America. To discuss and analyze the history and geography of Central and South America, followed by a survey of several nations as each nation experienced the impact of European Colonialism and the subsequent transition from colonialism, American imperialism, and 20th century authoritarianism into 21st century democracies.

43 Politics of Mexico and Cuba (3) UC:CSU

Lecture 3 hours.

A survey of the political history, institutions, socio-political movements, geography, interest groups and political parties of Cuba and Mexico. To discuss and analyze the history and geography of the Cuba and Mexico, followed by a survey of the nations as each nation experienced the impact of European Colonialism and the subsequent transition from colonialism, American imperialism, and 20th century authoritarianism into 21st century democracies.

185 Directed Study - Political Science (1) CSU - RPT 2**285 Directed Study - Political Science (2) CSU****385 Directed Study - Political Science (3) CSU**

Conference 1 hour per unit.

Allows students to pursue Directed Study in Political Science on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Political Science (1-4) SU**

See Cooperative Work Experience Education

Psychology

1 General Psychology I (3) *UC:CSU

Required for Psychology majors.

Lecture 3 hours.

***UC Credit Limit:** Credit given for either Psychology 1 or Psychology 6, not both.

May be offered as an honors section.

Presents an introduction to the vocabulary, methods, and problems of psychology. Discusses individual and social problems of everyday life through the viewpoints and methods of modern scientific psychology.

2 General Psychology II (3) UC:CSU

Lecture 3 hours.

Note: Physiological Psychology or its college equivalent.

Prerequisite: Psychology 1 or 6 or its college equivalent with a grade of "C" or better.

Provides an introduction to physiological psychology, which considers the functional and anatomical aspects of the nervous system as they apply to behavior. Physiological processes, structure and functions of sense organs, and the effects of natural and introduced blood transported substances are analyzed in terms of their influences on emotions, speech, intelligence, consciousness, sleep, motivational and psychosomatic relationships.

3 Personality and Social Development (3) CSU

Lecture 3 hours.

Note: Provider approved by the California Board of Nursing. The course awards 45 contact hours of continuing education for nurses.

Examines the psychological processes through which people deal with the challenges of everyday life. Main topics include: personality theory, stress, coping processes, the self, social cognition, communication, interpersonal relationships, gender, developmental processes in adolescence and adulthood, human sexuality, health psychology, psychological disorders, and psychotherapy.

6 Human Behavior (3) *UC:CSU

Lecture 3 hours.

Note: Not recommended for students who have credit for Psychology 1, who are Psychology majors, or whose major requires Psychology 1.

***UC Credit Limit:** Credit given for either Psychology 1 or Psychology 6, not both.

Introduces the student to the methods and data of psychology as a behavioral science. Enables students to apply systematically obtained data and techniques to their own experience and to their relations with others.

11 Child Psychology (3) UC:CSU

Lecture 3 hours.

Recommended Preparation: Psychology 1 or 6

(Equivalent to Child Development 1. Credit not given for both courses.)

Note: Provider approved by the California Board of Nursing. The course awards 45 contact hours of continuing education for nurses.

Considers general and specific behavior patterns of children with a view to helping adults better understand the child's behavior and development.

12 Adolescent Psychology (3) UC:CSU

Lecture 3 hours.

Recommended Preparation: Psychology 1 or 6.

Note: Provider approved by the California Board of Nursing. The course awards 45 contact hours of continuing education for nurses.

Discusses behavioral patterns in the second decade of life, exploring differences between male and female adolescents and how gender stereotypes are undergoing change. Topics include adolescents in the mainstream and those in the disadvantaged stratum; cross cultural differences in adolescents; psychological needs of the period and how they are met.

13 Social Psychology (3) UC:CSU

Lecture 3 hours.

Recommended Preparation: Psychology 1 or 6

Note: Provider approved by the California Board of Nursing. The course awards 45 contact hours of continuing education for nurses.

Studies individual behavior as it affects others and as it is affected by others. Main topics include: Aggression, Attitudes, Discrimination and Prejudice, Conformity, Compliance, Obedience, Group Behavior, Interpersonal Relationships, Persuasion, Prosocial Behavior, "The Self", and Social Cognition.

14 Abnormal Psychology (3) UC:CSU

Lecture 3 hours.

Recommended Preparation: Psychology 1 or 6

Note: Provider approved by the California Board of Nursing. The course awards 45 contact hours of continuing education for nurses.

Acquaints the student with dynamics of personality, adjustment mechanisms, mental mechanisms, types of emotional disorders, various theories of their origin and development, and various therapeutic approaches.

16 Intimacy, Marriage, and Family Relationships (3) CSU

Lecture 3 hours.

Note: Provider approved by the California Board of Nursing. The course awards 45 contact hours of continuing education for nurses.

Presents a scientific study of human behavior and experience as expressed in love, marriage, and family relationships. Such topics as the psychological motives of couples, the emotional maturity of couples, the need for an adequate frame of reference for marriage, the development of interpersonal competence and effective partner and parentage relations are studied.

17 The Exceptional Child (3) CSU

Lecture 3 hours.

Note: Provider approved by the California Board of Nursing. The course awards 45 contact hours of continuing education for nurses.

Considers personality, social, and cognitive development of exceptional children, that is, mentally retarded, emotionally disturbed, brain damaged, learning disabled, ADHD, sensory impaired, bilingual, creative, and gifted children. Discusses familial reaction, special educational problems and techniques, and self-image.

26 Power and Speed Reading (3) CSU - RPT 1

Lecture 3 hours.

Emphasizes the development of reading speed, comprehension, and vocabulary through practice with various audio-visual devices. Emphasis is placed on applying techniques to both study and leisure reading.

32 Psychology of Women (3) UC:CSU

Lecture 3 hours.

Recommended Preparation: Psychology 1 or 6.

Note: Provider approved by the California Board of Nursing. The course awards 45 contact hours of continuing education for nurses.

This course should provide a better understanding of the experiences of women through exploration of cultural stereotypes, family structure, female sexuality, women's health and self-esteem issues.

40 Psychology of Parent Child Relations (3) CSU

Lecture 3 hours.

Presents a program for parents and others responsible for managing or raising children.

41 Life Span Psychology: From Infancy to Old Age (3) UC:CSU

Lecture: 3 hours.

Recommended Preparation: Psychology 1 or 6.

An introduction to psychological development from infancy through old age, including genetic, physical, and social influences on perception, learning, memory, intelligence, personality, self-concept, and social roles; tasks, changes, and adjustments related to each phase of the life cycle.



52 Psychological Aspects of Human Sexuality (3) UC:CSU

Lecture 3 hours.

Recommended Preparation: Psychology 1.

Note: Provider approved by the California Board of Nursing. The course awards 45 contact hours of continuing education for nurses.

Explores the psychological aspects of human sexuality. Addresses areas of sexual development and functioning as they have meaning for the individual as he/she develops his/her core awareness of self and sexual identity. Topics include male and female anatomy and function of sex organs; genesis of sexuality; myths and fallacies regarding the sexual process; its significance as a life function; dysfunction and variant behavior.

60 Stress Management (3) CSU

Lecture 3 hours.

Examines methods of managing environmental, organizational, social and internal stress in an effort to promote more effective coping on the part of the individual in occupational, interpersonal and everyday life situations.

66 Introduction to Critical Thinking (3) UC:CSU

Lecture 3 hours.

This course covers the nature of critical thinking, models and strategies, common fallacies of reasoning, self regulation in the thinking process, application of critical thinking to specific areas, and evaluation of problem solving techniques.

73 Laboratory in Physiological Psychology (1) UC:CSU

Prerequisite: Psychology 2 or its college equivalent with a grade of "C" or better, or concurrent enrollment.

Introduces students to the writing of research reports and to nervous system anatomy through sheep brain dissections. Using computerized polygraph equipment explores the interrelationships between human brain and mind, e.g., differences in brain waves during relaxation and mental calculations.

185 Directed Study - Psychology (1) CSU - RPT 2

285 Directed Study - Psychology (2) CSU

385 Directed Study - Psychology (3) CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.

911-941

Cooperative Work Experience Education - Psychology (1-4) CSU

See Cooperative Work Experience Education

Public Relations

1 Principles of Public Relations (3) CSU

Lecture 3 hours. Not offered each semester.

Evaluates public relations as a growing profession. Looks at the job opportunities for the practitioner, internal and external PR and the staff as well as the counselor tasks. Investigates relationships with the media, organizing and executing campaigns. The use of photography, graphics and marketing is studied.

Reading

See course listing under **English and Psychology 26**.

Real Estate

1 Real Estate Principles (3) CSU

Lecture 3 hours.

Introductory survey of the fundamentals and principles of real estate. Areas covered include legal descriptions, estates in land, methods of holding title, transfer of real property, encumbrances, contract law, real estate agency law, principles of real estate financing, real estate appraisal, escrow, construction, investment, California real estate license law, and landlord/tenant law. Career opportunities are also discussed. Applies toward the mandatory educational requirements for obtaining the California Real Estate Salesperson or Broker License.

3 Real Estate Practices (3) CSU

Lecture 3 hours.

Prerequisite: Real Estate 1.

This course covers the elements of day-to-day real estate sales and brokerage practices, emphasizing the selling process and the handling of a real estate transaction from listing to closing escrow. It offers guidelines in areas such as: listing agreements and purchase agreements, pricing property, qualifying the purchaser, agency relationships, financing and other topics. Applies towards the mandatory educational requirements for obtaining the California Real Estate Salesperson or Broker License.

Cooperative Work Experience Education - Business (1-4) CSU

See Cooperative Work Experience Education.

Recreation

911-941

Cooperative Work Experience Education - Recreation (1-4) CSU

See Cooperative Work Experience Education.

Service Learning

1 Introduction to Service Learning (1) CSU

Lecture 0.5 hour; Laboratory 1 hour.

Emphasizes the academics while nurturing a sense of social responsibility, ethics of service, and civic skills in students.

2 Field Work in Service Learning (1) CSU - RPT 3

Laboratory 3 hours.

This is an activity course in which students provide service to public and private non-profit agencies and charities. Emphasizes the academics while nurturing a sense of social responsibility, ethics of service, and civic skills in students. This course is integrated into and enhances the academic curriculum of the students, or the educational components of service learning courses.

Sign Language

See course listing under **American Sign Language**

Sociology

1 Introduction to Sociology (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Presents an orientation to the field of sociology including such sociological concepts and issues as culture and subculture; development of the self; gender and age roles; social class and caste; groups, communities, collectivities, and organizations; deviance; racism; human institutions: family, religion, education, government, economics; and population change in society.

2 American Social Problems (3) UC:CSU

Lecture 3 hours.

Deals with the sociological identification and analysis of contemporary social problems in the United States. Analyzes aspects of social and cultural change which include issues of personal demoralization and social disorganization. This course is also designed to introduce the student to the significance of race, class, and gender in understanding social problems in the U.S. and around the world. The course will focus on sociological theories in examining social problems.

3 Crime and Delinquency (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Examines the nature and extent of crime and delinquency, theories of causation, types of juvenile and adult offenses, and efforts by society to cope with law violations. Includes programs for prevention, correction, and rehabilitation.

4 Sociological Analysis (3) UC:CSU

Lecture 3 hours.

Considers approaches to the scientific analysis of society and social institutions. Analyzes various methodological tools utilized in social science research and emphasizes clarification of the basic social science issues. Students will analyze and organize data collected in the field.

8 Sociology of Aging (3) UC:CSU

Lecture 3 hours.

This course examines the social structural influences on the lives of individuals and their families in an aging society. Emphasis is placed on aging as a social process, and the ways in which societies and groups are differentiated by age.

11 Race & Ethnic Relations (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

This course examines the definitions, history, and experiences of ethnic and racial groups in this country. Attention is given to Blacks, Latinos, Native Americans, Asian Americans, and White Americans as well as women and religious minorities. What social, economic, and political factors affect majority-minority relations? What are the sources of discrimination? Of prejudice? Is social equality between different groups possible?

13 Society and Personality (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Studies the relationship between individual personality and the social milieu. Looks at research investigations and their findings. Devotes attention to child training and culture patterns in some western cultures compared to some non-western cultures.

15 Religion and American Sociology (3) UC:CSU

Lecture 3 hours.

This course is designed to introduce students to the sociological analysis of religion. It will distinguish sociological perspectives on religion from alternative approaches. It will examine the connections between religion and other aspects of social life, such as gender, class, race/ethnicity and sexual identity. It will also analyze the relationship between religion and social continuity and change. Emphasis is placed on analyzing relevant current events involving religion.

17 Introduction to Counseling (3) CSU

Lecture 3 hours.

This course is intended to be an introduction to the basic paradigms and techniques of counseling. It is an introductory course for those students who find themselves beginning their career in the helping profession. The purpose is to provide both a theoretical and a practical foundation of basic counseling skills and techniques. The areas of counseling include: marital, familial, sexual, emotional, ethical, legal, career, addiction, and diverse population.

21 Human Sexuality (3) UC:CSU

Lecture 3 hours.

This course provides a comprehensive introduction to the social, cultural, historical, and religious influences that shape contemporary sexual values and normative beliefs in the United States. Explores the diversities of major paradigms of sociology toward sexual practices and behavior, including cross-cultural traditions, sexual attraction and response, sexual deviance, sexual orientations and the commercialization of love, sex, and eroticism.

**28 The Family: A Sociological Approach (3) UC:CSU**

Lecture 3 hours.

May be offered as an honors section.

This course presents the family as a social institution. The course examines the structure and function of the modern family, as well as the historical influences on the development of the family. The course will highlight the family life cycle from mate selection through the issues of the aging family.

29 The U.S. and Terrorism (3) UC:CSU

Lecture 3 hours.

This class will examine the evolution of the U.S. presence in the Middle East and Central Asia. It will also explore the development of terrorism and the U.S. response.

37 Introduction to Political Sociology (3) UC:CSU

Lecture 3 hours.

Same as Political Science 37. Credit not given for both.

This course is the sociological study of power, politics, and the state. In political sociology, students will examine the interrelation of politics and society by combining sociological analysis with analyses of political structure and political processes. Emphasis is placed on political sociological theories, elites and masses, the state, globalization, nationalism and social movements, media and interest groups, social and political institutions, capitalism, corporatism, and status.

42 Educating the Educator (2)

Lecture 2 hours.

This course includes pedagogical issues which will help facilitate the development of courses for the ENCORE program. This course consists of educational theories/practices, teaching methodologies, learning styles, testing, evaluation, and curriculum development geared towards educating the older adult.

43 Online Teaching and Learning for Educators (2)

Lecture 2 hours.

Introduces strategies for designing and teaching an online course. Designed so that learners will experience the various components of an online course from both student and facilitator perspectives. Basic computer, word processing knowledge, and Internet access ability are assumed. Offered pass/no-pass only.

911-941**Cooperative Work Experience Education - Sociology (1-4) CSU**

See Cooperative Work Experience Education

Spanish

1 Elementary Spanish I (5) UC:CSU

Lecture 5 hours.

Recommended: Concurrent enrollment in Spanish 101.

Students with previous knowledge of Spanish should enroll in a higher level. Heritage speakers should enroll in Spanish 4, 5, or 6.

This is an introductory course designed for students who have had little or no recent formal instruction in Spanish. Upon successful completion of this course students are able to ask and answer questions in the present tense and understand and carry on simple conversations on familiar topics. This course is conducted primarily in Spanish.

2 Elementary Spanish II (5) UC:CSU

Lecture 5 hours.

Prerequisite: Spanish 1 with a grade of "C" or better, or equivalent high school preparation, or the appropriate skill level demonstrated in Spanish 1 by a successful score on the CAPE (Computer Assisted Placement Exam).

Recommended: Concurrent enrollment in Spanish 101.

Students with previous knowledge of Spanish should enroll in a higher level. Heritage speakers should enroll in Spanish 4, 5, or 6.

In this class students will learn to ask and answer questions in past tenses (including the preterit and imperfect), give commands, use present subjunctive, and be able to understand more complex conversations, speak and write with greater accuracy and detail. Proficiency in listening, speaking, reading, writing and the culture of Spanish-speaking countries is evaluated. Heritage speakers should enroll in Spanish 4, 5 or 6.

3 Intermediate Spanish I (5) UC:CSU

Lecture 5 hours.

Prerequisite: Spanish 2 with a grade of "C" or better, or equivalent high school preparation, or the appropriate skill level demonstrated in Spanish 2 by a successful score on the CAPE (Computer Assisted Placement Exam).

Recommended: Concurrent enrollment in Spanish 101.

Students with previous knowledge of Spanish should enroll in a higher level. Heritage speakers should enroll in Spanish 4, 5, or 6.

Upon entering this class students should be able to ask and answer questions in past tenses (including the preterit and imperfect), give commands, use present subjunctive, and be able to understand more complex conversations and speak and write with greater accuracy and detail. In this class students learn further grammatical constructions (past subjunctive, compound tenses and passive voice). Students begin to be able to understand and carry on more detailed conversations and speak and write with a moderate degree of fluency on a variety of cultural topics. Proficiency in listening, speaking, reading, writing and the culture of Spanish-speaking countries is evaluated. This course is conducted primarily in Spanish. Heritage speakers should enroll in Spanish 4, 5, or 6.

4 Intermediate Spanish II (5) UC:CSU

Lecture 5 hours.

Prerequisite: Spanish 3 with a grade of "C" or better, or equivalent high school preparation, or the appropriate skill level demonstrated in Spanish 3 (ability to ask and answer questions in the present and past tenses, give commands, use present and past subjunctive, compound tenses and passive voice. Students must be able to understand and carry on more detailed conversations and speak and write with a moderate degree of fluency on a variety of topics).

Recommended: Concurrent enrollment in Spanish 101.

Intermediate performance-based course whose major purpose is critical thinking and communicating. The five basic skills emphasized in this course are Listening, Speaking, Reading and Writing and cultural and literary awareness. Students expand their ability to perform the functions developed in Levels I-III as well as to develop the ability to understand literary issues, engage in close conversations with a critical mind, compare and contrast, explain and support an opinion and idea. This class is conducted in Spanish.

5 Advanced Spanish I (5) UC:CSU

Lecture 5 hours.

Prerequisite: Spanish 4 with a grade of "C" or better or the appropriate skill levels achieved in Spanish 4.

Note: Concurrent enrollment in Spanish 8 is strongly recommended for non-native speakers.

Recommended for native speakers, Spanish majors, and international business majors.

Advanced performance-based course whose major purpose is critical thinking and communicating. The five basic skills emphasized in this course are Listening, Speaking, Reading and Writing and cultural and literary awareness. Students expand their ability to perform the functions developed in Levels I-IV as well as to develop the ability to understand literary issues, engage in close conversations with a critical mind, compare and contrast, explain and support an opinion and idea and convince and persuade. This class content embraces concepts of broader cultural significance, including issues, such as environment, human rights, abstract ideas concerning art, literature, politics and society. This class is conducted in Spanish.

6 Advanced Spanish II (5) UC:CSU

Lecture 5 hours.

Prerequisite: Spanish 4 with a grade of "C" or better, or the appropriate skill levels achieved in Spanish 4.

Note: Concurrent enrollment in Spanish 8 is strongly recommended for non-native speakers.

Recommended for native speakers, Spanish majors and international business majors.

Advanced performance-based course whose major purpose is critical thinking and communicating. The five basic skills emphasized in this course are Listening, Speaking, Reading and Writing and cultural and literary awareness. Students expand their ability to perform the functions developed in Levels I-IV as well as to develop the ability to understand literary issues, engage in close conversations with a critical mind, compare and contrast, explain and support an opinion and idea and convince and persuade. This class content embraces concepts of broader cultural significance, including issues, such as environment, human rights, abstract ideas concerning art, literature, politics and society. This class is conducted in Spanish.

8 Conversational Spanish (2) CSU - RPT 3

Lecture 2 hours.

Prerequisite: Spanish 2 with a grade of "C" or better, or equivalent high school preparation, or the appropriate skill level demonstrated upon completion of Spanish 2.

This course is offered as a credit/no credit course only.

This is a conversation course designed for students who are able to ask and answer questions in the present and past tenses, give polite commands, use present subjunctive, and be able to understand basic conversations. Upon successful completion of this course students will begin to be able to understand and carry on more detailed conversations and speak with a moderate degree of fluency on a variety of topics. Significant amounts of time is spent engaging in oral communication and never in translation. The exclusive use of Spanish in the classroom from the beginning is done by memorization and role playing of dialogues, and prediction exercises. Students will be assigned four hours per week of homework including one mandatory hour in the Learning Center (TLC 1613).

9 Hispanic Civilization (3) UC:CSU

Lecture 3 hours.

This course is a cultural and literary history and an interpretation of Spanish civilization from its earliest beginnings to the present, with particular attention paid to Spanish art, literature, architecture and music. Few cultures in the world possess a comparable richness and continuity as demonstrated by the contributions of Romans, Jews, and Moors.

Emphasis will be placed on the discussion of the formation of a Spanish identity and cultural consciousness through such institutions as the Inquisition, the Catholic Church, the Monarchy and the military; in addition, we will analyze the revolutionary currents of various political and social philosophies that fought the radically conservative tendencies of the aforementioned religious and political institutions.

10 Latin American Civilization (3) UC:CSU

Lecture 3 hours.

Same as History 23. Credit not given for both courses.

A study of the diverse cultures of Spanish and Portuguese speaking countries and peoples, together with the themes, institutions, beliefs, and symbols that have endured through time and their quest to define and understand their identity in their actions, in their memories of the past, and in their dreams of the future.

11 Great Books of Spanish Literature (3) UC:CSU

Lecture 3 hours.

An interpretation of Spain and Spanish culture presented through a survey of its literature, with selected readings of important writers in their historical setting, from the foundational myth of "El Cid" to writers raised during the dictatorship of Franco in contemporary Spain.

12 Contemporary Mexican Literature (3) UC:CSU

Lecture 3 hours.

Humanities Credit.

Note: Readings are in English translation. Knowledge of the Spanish language is not required.

A course exploring Mexican cultural identity through great works of Mexican literature spanning the late 19th and early 21st centuries. The works of world famous authors such as Juan Rulfo, Octavio Paz, Elena Poniatowska, and Mariano Azuela will be studied in depth.

15 Great Books of Latin American Literature (3) UC:CSU

Lecture 3 hours.

Humanities Credit.

May be offered as an honors section.

Note: Readings are in English translation. Knowledge of the Spanish language is not required.

A course that studies the diverse cultures of Latin America through its greatest literary works, covering the Conquest to contemporary times. Great movements in Latin American literature will be covered, such as Romanticism, Realism, Naturalism, and the 'magic realism' of the so-called Latin American 'boom' novels of the 1960s and 1970s. Great authors such as Gabriel Garcia Marquez, Octavio Paz, Carlos Fuentes, Isabel Allende, Jorge Luis Borges and others will be analyzed in depth.

16 Mexican Civilization (3) UC:CSU

Lecture 3 hours.

A study of the diverse cultures of Mexico from Pre-Columbian to present times, including its culture, history, near-constant battles for freedom, sovereignty and independence.

21 Fundamentals of Spanish I (3) *UC:CSU

Note: Spanish 21 and 22 are equivalent to Spanish 1. Credit is given for either Spanish 1 or Spanish 21 and 22, not both.

Introductory course for students who have had little or no recent formal education in Spanish. Students learn to ask and answer questions in the present tense and understand and carry on simple conversations on familiar subjects. Proficiency in listening, speaking, reading, writing, and culture of Spanish-speaking countries is evaluated. Course covers chapters 1-3 of Espanol a lo vivo. Class assignments will require one hour per week in The Learning Center (TLC 1613).

22 Fundamentals of Spanish II (3) *UC:CSU

Prerequisite: Spanish 21.

Note: Spanish 21 and 22 are equivalent to Spanish 1. Credit is given for either Spanish 1 or Spanish 21 and 22, not both.

Continuation of introductory course for students who have had little or no recent formal education in Spanish. Students learn to ask and answer questions in the present tense and understand and carry on simple conversations on familiar subjects. Proficiency in listening, speaking, reading, writing, and culture of Spanish-speaking countries is evaluated. Course covers chapters 4-6 of Espanol a lo vivo. Class assignments will require one hour per week in The Learning Center (TLC 1613). Students must pass exit proficiency exam (CAPE) with a score of 295 or better to receive credit for the course.

24 Spanish for Medical Personnel (3) CSU RPT 1

Note: This course is taught in 1 unit modules and is offered as a credit/no credit course only.

Provider approved by the California Board of Nursing. Each of the 1-unit modules awards 15 contact hours of continuing education for nurses.

A basic course in Spanish for health service personnel serving the Spanish speaking community. Some knowledge of the basics of Spanish grammar and usage is recommended.

25 Spanish American Short Story in Translation (3) UC:CSU

Lecture 3 hours.

Humanities Credit.

Note: Readings are in English translation. Knowledge of the Spanish language is not required.

This course studies the compelling genre of the short story in the context of Latin American culture, history, politics and multi-national identity formation. Beginning during the time of the Conquest to the contemporary period, various short stories from around Latin America exemplify the stunning diversity of themes, styles, characters and the influence of various literary, artistic and social movements, such as Romanticism, Modernism, Naturalism, Surrealism and Expressionism. This course emphasizes reading and writing skills, and requires in-class essays and a longer, research paper.



26 Understanding Latin America through Film (3) UC:CSU

Lecture 3 hours.
Humanities credit.

This course looks at the prolific output of films from Latin America that emphasize social themes, particularly in the area of social justice and political conflict. Through film, the diverse countries of Latin America express their resistance to and engagement with repressive social and political practices that far too often seek to stifle the creative, marginalized voices of the striving individual. In addition to great films and directors of the past, we will study in depth the recent work of such gifted directors as Guillermo del Toro and Alejandro Gonzalez Inarritu.

27 Cultural Awareness Through Advanced Conversation (3) UC:CSU

Lecture 3 hours.
Humanities credit.

Prerequisite: Spanish 3 with a grade of "C" or better.

A course emphasizing fluency in both conversation and basic cultural knowledge of the Hispanic world, focusing mainly on contemporary social, cultural and political issues. Students will read a wide variety of texts for class discussion, including short stories, newspapers, magazines, essays and specialized Web pages addressing various aspects of Hispanic culture and contemporary issues. Also included in the course are guest speakers, community service projects, and student presentations.

48 Introduction to Spanish Translation I (3) CSU

Lecture 3 hours.

Prerequisite: Spanish 4 or equivalent skills.

This course is an introduction to the theory, methods, techniques, and problems involved in translation from Spanish to English. (There is also some translating from English to Spanish, and some elementary interpretation from Spanish to English). The emphasis is on general material taken from journals and newspapers, with some consideration from the fields of business, literature, and the social sciences. Required for students interested in Spanish Certificate in Translation.

49 Introduction to Spanish Translation II (3) CSU

Lecture 3 hours.

Prerequisite: Spanish 48 with a grade of "C" or better.

Note: Course taught in English. For students whose career options require bilingual skills.

Continues the study of basic translation theory with an emphasis on the contrastive aspects of English and Spanish grammars. Practical application of basic translation techniques and procedures to texts of a general nature. Required for students interested in Spanish Certificate in Translation.

65 Mexican Literature and Culture (3) UC:CSU

Lecture 3 hours.

This course will familiarize the student with Mexican civilization and literature, from the Spanish conquest to modern Mexico, as revealed through the tales of its people, art, music and writings.

101 Spanish Language Laboratory (1) CSU - RPT 3

Laboratory 2 hours.

Note: Recommended for all students enrolled in Spanish 1, 2, 3, 4, and 8.

This is a credit/no-credit course. Students receive one unit of college credit (with no letter grade) by spending at least 32 hours over the semester using the equipment and regularly handing in the lab workbook assignments to their instructor. This language workshop uses multi-media (video, audio and computers) to enhance instruction. Students must be currently enrolled in a Spanish language course.

185 Directed Study - Spanish (1) CSU - RPT 2

285 Directed Study - Spanish (2) CSU

385 Directed Study - Spanish (3) CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Spanish on a contract basis under the direction of a supervising instructor.

Special Education

See also Learning Foundations and Learning Skills

3 Computer-Directed Writing Skills (2) (NDA) - RPT 3

Lecture 1 hour; Laboratory 2 hours.

Formerly Learning Skills 21

Prerequisite: Learning Skills 185, Special Education 85.

Students will master precomposition and composition skills in order to write simple narrative/informative essays. Using IBM-based computer systems, learning disabled students will develop basic composition skills and demonstrate mastery of grammar, punctuation and spelling.

Speech

101 Oral Communication I (3) UC:CSU (CAN SPCH 4)

Lecture 3 hours.

May be offered as an honors section.

Recommended Preparation: Eligibility for English 28.

Offers training in the theory of speech communication and the practice of effective preparation and delivery of structured oral presentations.

102 Oral Communication II (3) *UC:CSU

Lecture, 3 hours.

* UC transferability pending approval.

This course emphasizes the speech and debate process. Fundamentals of effective argumentative, persuasive, impromptu and other speech and debate speaking events are examined. Oral activities are used extensively as the primary learning method. Activities may involve participation in local debate tournaments.

103 Business and Professional Speaking (3) CSU

Lecture 3 hours.

This course enables students to apply speech communication skills to business settings. Students complete structured written assignments and oral presentations relevant to business communication.

104 Argumentation (3) UC:CSU

Lecture 3 hours.

May be offered as an honors section.

Recommended Preparation: Eligibility for English 28.

Explores the critical thinking process, emphasizing the use of logic, reasoning, and evidence in the presentation and analysis of sound arguments. Students will participate in debates.

111 Voice and Articulation (3) CSU

Lecture 3 hours.

This introductory course teaches effective voice production, accurate American English pronunciation and effective sound identification. The primary focus of the course is on developing the awareness and production of correct vowel and consonant articulation through the use of phonetic practice. The course covers vocabulary, phonetic and diacritical symbols, alphabet and the vocal mechanism. The development of one's natural voice coordinated with proper breathing techniques through group and individual exercises is emphasized through sense-memory techniques.

113 English Speech as a Second Language (3) CSU - RPT 1*Lecture 3 hours.*

Stresses speaking of English, pronunciation, idiomatic expressions, phraseology; rhythmic inflections, grammar, vocabulary building, and oral composition. The course is designed for English second language learners with varying levels of English ability.

121 The Process of Interpersonal Communication (3) UC:CSU*Lecture 3 hours.***Recommended Preparation:** *Eligibility for English 28.*

This lecture/activity/discussion course examines the theory, scope and purpose of human communication in interpersonal environments. Students participate together in oral exercises.

122 Communication Across Cultures (3) UC:CSU*Lecture 3 hours.**May be offered as an honors section.*

Surveys the verbal and non-verbal ways cultures of the world communicate. It focuses on communication fundamentals, language, cultural origins, and methods of handling intercultural communication conflicts. Students will participate in researched oral discussions of selected cultural groups.

185 Directed Study - Speech Communication (1) CSU - RPT 2**285 Directed Study - Speech Communication (2) CSU****385 Directed Study - Speech Communication (3) CSU***Conference 1 hour per unit.***Prerequisite:** *Speech Communication 101, 102, or 104.*

Allows students to pursue directed, individualized study in the field of Speech Communication on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education -Speech (1-4) CSU Communication***See Cooperative Work Experience Education***7 Understanding and Applying Statistics (4) *UC:CSU***Lecture 4 hours.**May be offered as an honors section.***Prerequisite:** *Mathematics 125 or its college equivalent with a grade of "C" or better.***Note:** *Recommended for honors students and behavioral science majors.*

Using the computer and Statistical Package for the Social Sciences software (SPSS) to solve problems, this course emphasizes the sampling, interpretation and evaluation of statistical data. Topics include: measures of central tendency, frequency distributions, hypothesis testing, non-parametric tests including Chi square and the sign test, plus parametric tests ("z", "t", and ANOVA).

185 Directed Study - Statistics (1) CSU - RPT 2**285 Directed Study - Statistics (2) CSU****385 Directed Study - Statistics (3) CSU***Conference 1 hour per unit.*

Allows students to pursue Directed Study in Statistics on a contract basis under the direction of a supervising instructor.

***UC Credit Limit:** *Mathematics 227; Statistics 1, 7; maximum credit, one course.*

Statistics

1 Elementary Statistics I for the Social Sciences (3) *UC:CSU*Lecture 3 hours.***Prerequisite:** *Mathematics 125 or its college equivalent with a grade of "C" or better.***Note:** *Students may be required to present proof of completion of Intermediate Algebra or its equivalent at the first class meeting.*

Covers both descriptive and inferential statistics. Topics include methods used to collect and describe data, central tendency, variability, the normal curve, correlation, prediction, sampling distributions, probability, and hypothesis testing. The course utilizes hand calculators, personal computers, and a statistical software package (SPSS). Emphasis is on conceptualization as well as data analysis.

Supervision

See Learning Skills, Personal Development and Psychology 26.

1 Elements of Supervision (3) CSU*Lecture 3 hours.*

Introduces in general terms the total responsibilities of a supervisor in industry. Topics include organization, duties and responsibilities, human relations, grievances, training, rating promotion, quality-quantity control and management- employee relations.

Technical Theater

342 Technical Stage Production (2) UC:CSU - RPT 3*Laboratory 6 hours.**Same as Theater 342. Credit not given for both courses.***Recommended Preparation:** *Theater 300.*

Provides work in all aspects of play production in terms of study and laboratory practice, including stage managing, lighting, scene construction, painting, designing, and the use of stage equipment. Offers experience in stage crew and technical production.



Theater

100 Introduction to the Theater (3) UC:CSU

Lecture 3 hours.

A survey and theater appreciation course for both majors and non-majors. The class explores what theater is all about, what goes on in theater, and what it means from an audience perspective. The course seeks to supply the student with insights into the theatrical processes in order to give him or her a wider basis for evaluation and enjoyment. All aspects of play production are explored: playwrighting, producing, directing, acting, criticism, theater architecture, set design, costume design, lighting design, and the role of the audience.

110 History of the World Theater (3) UC:CSU

Lecture 3 hours.

Studies the development of the theater from earliest periods to the present. Play readings, films, and historical trends are discussed.

125 Dramatic Literature (3) UC:CSU

Lecture 3 hours.

Same as English 213. Credit not given for both courses.

Surveys the major dramatic forms in the Western World from the early beginnings to the present time. Play reading for pleasure, appreciation, and interpretation are stressed. Analysis and criticism follow.

225 Beginning Direction (3) UC:CSU

Lecture 3 hours.

Recommended Preparation: Theater 270 and one technical theater class (Theater 300 through 400).

Leads the student from the basic script through all the elements necessary to get the play on stage: interpretation, casting, scheduling, movement, blocking, business, pace and timing. Provides firm guidance for beginning directors in the technical handling of a script from preparation of a prompt script to working out of technical plots.

230 Acting for the Camera (3) UC:CSU

Lecture 1 hour; Laboratory 4 hours.

Prerequisite: Theater 270.

Introduction to acting skills for the camera utilizing improvisational techniques, character building and in class performance of memorized prepared work, dramatic, comedic and commercial, for the camera.

232 Play Production (2) UC:CSU - RPT 3

Laboratory 6 hours.

Prerequisites: Theater 342 and 411 (may be taken concurrently)

Recommended Preparation: Theater 270.

Required audition will be held the first week during which casts are selected for faculty directed productions.

Represents the culmination of the student's acting experience. Here students demonstrate their ability to perform in fully staged productions for audiences of the general public, and are encouraged, wherever possible, to develop from minor roles to the creation of more demanding characterizations.

240 Voice and Articulation for the Theater (3) UC:CSU

Lecture 3 hours.

Deals with the fundamentals of good voice, good speech, and dynamic vocal expressiveness. Toward these goals the following elements are studied: breathing, posture, resonance, loudness, timing, pitch, and clear articulation.

250 Children's Theater Production (2) CSU - RPT 3

Laboratory 6 hours.

Prerequisites: Theater 342 or 411 (may be taken concurrently).

Required auditions are held the first week of class, during which casts are selected for faculty directed productions.

This class is identical to Theater 232, the single exception being the kind of material presented.

265 Movement for the Actor (2) UC:CSU - RPT 1

Lecture 1 hour; Laboratory 2 hours.

Selections from plays, poetry and prose are utilized to train the actor to approach the text from a "movement" point of view. Exercises and improvisations in sensory-motor awareness lead to flexibility, balance, energy and expressiveness on stage.

270 Beginning Acting (3) UC:CSU

Lecture 3 hours.

Provides instruction in the basic techniques of acting. Prepares the student for subsequent acting classes, and meets one of the requirements for the production class.

271 Intermediate Acting (2) UC:CSU

Lecture 1 hour; Laboratory 2 hours.

Prerequisite: Theater 270.

Provides more advanced instruction in acting fundamentals through the medium of scene study. Greater depth is expected in both characterization and script analysis.

273 Advanced Acting (2) UC:CSU - RPT 1

Lecture 1 hour; Laboratory 2 hours.

Prerequisite: Theater 271.

Continues the in-depth work of Intermediate Acting utilizing scenes from mature works of drama. Presentational skills are sharpened as the student is readied for performance.

279 Musical Theatre (2) *UC:CSU - RPT 3

Lecture 1 hour; Laboratory 2 hours.

A survey of Musical Theatre with emphasis on the development of singing, dancing, movement, and acting skills and techniques. Opportunities will be offered to apply these skills and techniques before a student audience.

280 Musical Theatre Workshop (3) *UC:CSU - RPT 3

Laboratory 6 hours.

Practical experience using techniques and principles of acting in the musical theatre will be presented before an audience. Emphasis will focus on the development of acting, singing, and movement skills.

291 Rehearsals and Performances (1) UC:CSU - RPT 3

Laboratory 3 hours, plus rehearsals and performances.

Recommended Preparation: Theater 270, 342, or equivalent.

Auditions and interviews are held the first week of classes, during which casts and technical crews are selected for productions.

In this course students are actively involved in the production of plays for college and public performances. Primary emphasis is on the ability to perform acting and stage crew assignments. Students may also work in the areas of publicity, house management, technical theater, or costuming.

292 Rehearsals and Performances (2) UC:CSU - RPT 3

Laboratory 6 hours, plus rehearsals and performances.

Recommended: Theater 270, 342, or equivalent.

Auditions and interviews are held the first week of classes, during which casts and technical crews are selected for productions.

In this course students are actively involved in the production of plays for college and public performances. Primary emphasis is on the ability to perform acting and stage crew assignments. Students may also work in the areas of publicity, house management, technical theater, or costuming.

300 Introduction to Stage Craft (3) UC:CSU

Lecture 3 hours.

Through lecture and laboratory demonstration, covers all phases of scene construction, painting, mounting and running of stage scenery. Also covers the use of sound, lighting equipment, and stage properties. Additional instruction is given in stage terminology and the organization and management of stage crew activities.

310 Introduction to Theatrical Lighting (3) UC:CSU

Lecture 3 hours.

Presents the basic principles of theatrical lighting, designed to familiarize the student with the equipment, the medium, and the design functions of stage lighting.

315 Introduction to Theatrical Scenic Design (3) UC:CSU*Lecture 3 hours.**Prerequisite: Theater 300.*

Covers training and practice in the problems of designing for stage including construction and painting techniques, development of the design concept, budgeting, and modeling the design.

320 Computer Aided Drafting and Designing for the Theatre (3)*Lecture 1 hour; Laboratory 2 hours*

This course explores the techniques and skills needed to express the art of design in lighting, scenery, sound and costume in the theatre through the medium of the computer. This course focuses primarily on the computer drafting program known as vectorworks.

340 Theatre Management-On and Off Stage (2)*Lecture 2 hours.*

This course exposes the students to the knowledge and skills necessary to stage manage a theatrical production, and an overview of theatre administration.

411 Costuming for the Theater (3) UC:CSU - RPT 2*Lecture 2 hours; Laboratory 2 hours.**Note: Meets prerequisite for Theater 232 and 250.*

Surveys theatrical costuming as a craft and as a design art. Introduces design principles, research methods, pattern and construction techniques, sewing equipment use and maintenance, and the functions of costume personnel in production work. Lab work may include assignments on current department productions.

450 Beginning Stage Make-Up (2) UC:CSU*Lecture 1 hour; Laboratory 3 hours.*

Introduces students to the basic techniques and materials of theatrical make-up, and gives practice in its application. Students will learn to apply straight, corrective, middle age, old age, and fantasy make-up. The application of facial hair, scars and bruises and nose putty will also be studied. Lab work may include assignments on current department productions.

185 Directed Study - Theater (1) CSU - RPT 2**285 Directed Study - Theater (2) CSU****385 Directed Study - Theater (3) CSU***Conference 1 hour per unit.*

Allows students to pursue Directed Study in Theater on a contract basis under the direction of a supervising instructor.

911-941**Cooperative Work Experience Education - Theater (1-4) CSU***See Cooperative Work Experience Education*

**UC Credit Limits: Theater 279 and Music 776 combined; maximum credit, one course. Theater 280 and Music 777 combined; maximum credit, one course.*

Welding

See course listings under **Industrial Technology - Welding**





- Schneider, Sandra (1991)**
Professor of English
B.A., University of California, Irvine
M.A., Claremont Graduate School
- Schutzer, David L. (1985)**
Professor of Anthropology
A.A., Pierce College
B.A., California State University, Northridge
M.A., University of California, Los Angeles
- Shapiro, Leland S. (1976)**
Professor of Animal Science
B.S., M.S., California Polytechnic State University,
San Luis Obispo
Ph.D., Oregon State University
Licensed Pasteurizer, State of California
Registered Small Animal Dietitian
- Sharpe, Kenneth J. (1984)**
Professor of Electronics
B.S., California State Polytechnic University,
Pomona
M.A., California State University, Los Angeles
- Sheff, Eileen T. (1979)**
Professor of Counseling
Professor of Psychology
B.S., Ohio State University
M.S., California State University, Long Beach
- Sheldon, Charles C. (1988)**
Professor of English
B.A., University of California, Santa Barbara
M.Litt., University of Edinburgh, Scotland
- Skidmore, Richard D. (1975)**
Professor of Business
B.S., M.S., California Polytechnic State University,
San Luis Obispo
- Smetzer, Ronald D. (1981)**
Professor of Industrial Technology
Director, Cooperative Education/Work Experience Program
A.A., A.S., Pierce College
B.A., University of State of New York
CMfgE (Certified Manufacturing Engineer), Society
of Manufacturing Engineers
- Snow, Chadwick (2007)**
Assistant Professor of Psychology
B.A., Skidmore College
M.A., Ph.D., University of Southern California
- Snow, Lila (2006)**
Assistant Professor of Child Development
B.S., M.A., California State University, Northridge
- South, Richard W. (1976)**
Professor of Horticulture
Department Chairperson, Agriculture and
Natural Resources
B.S., Southern Illinois University
M.S., California Polytechnic State University, San
Luis Obispo
- Sparks, Donald M. (1989)**
Professor of Physics
B.S., Humboldt State University
M.S., M.A., California State University, Northridge
- Stein, Philip L. (1965)**
Professor of Anthropology
Department Chair, Anthropological and
Geographical Sciences
B.A., M.A., University of California,
Los Angeles
- Sterk, Jack L. (2007)**
Professor of Speech
B.A., M.A., California State University, Northridge
- Strother, Elizabeth (2007)**
Assistant Professor of Counseling
B.A., M.A., M.S., California State University,
Los Angeles
- Sutton, Daryl Lynn (1979)**
Professor of Nursing
B.S., University of California, Los Angeles
M.S.N., University of California,
San Francisco
Ed.D., Nova Southeastern University
- Tabatabai, Zhila (2002)**
Associate Professor of Mathematics
B.E., Youngstown State University
M.S., University of Cincinnati
M.S., University of Arkansas
- Takeda, Kenneth (2007)**
Vice President, Administrative Services
B.A., M.A., University of California, Los Angeles
- Thorne, Kirsten (2006)**
Assistant Professor of Spanish
B.A., Scripps College, Claremont
M.A., Ph.D., Yale University, New Haven
- Thouin, Laurence G. Jr. (1982)**
Professor of Biology
B.A., Occidental College
M.S., Ph.D., University of Southern California
- Tishler, Roger (1984)**
Professor of Mathematics
B.A., Boston University
M.S., Tulane University
- Tiu, Concepcion (2005)**
Assistant Professor of Nursing
B.S.N., Pamantasan Ng Manila
M.S.N., California State University,
Dominguez Hills
- Trester, Judith (2002)**
Director, Economic & Workforce Development
B.A., Loyola Marymount University
M.A., California Lutheran University
- Valdes, Lauren E. (2000)**
Associate Professor of Library Science
B.A., California State University, Long Beach
M.L.I.S., San Jose State University
- van Tamen-Hall, Victoria (1991)**
Professor of Counseling
B.A., California State University, Northridge
M.Ed., Colorado State University
- Villanueva, Donna-Mae (2000)**
Dean, Academic Affairs
B.A., CUNY/Brooklyn College
M.A., New York University
Ph.D., Claremont Graduate University
- Voss-Rodriguez, Joleen (2001)**
Department Chair, Child Development
Professor of Child Development
B.A., M.A., California State University, Northridge
- Weiser, Marian S. (1963)**
Professor of Dance
B.S., University of Wyoming
M.A., Mills College
- Wells, Raymond A. (1985)**
Professor of Biology
B.A., M.S., California State University, Northridge
Ph.D., University of Southern California
- Wessling, Margaret E. (2005)**
Assistant Professor of Physics
B.A., Amherst College
- M.S., Ph.D., California Institute of Technology
- Whalen, Paul L. (1985)**
Dean, Academic Affairs
A.A., East Los Angeles College
B.A., California State University, Los Angeles
B.S., M.S., North Texas State University
- White, Elizabeth G. (1982)**
Professor of Veterinary Technology
A.S., Pierce College
A.H.T., State of California
- Williams, Sheila M. (1990)**
Professor of History
B.A., M.A., California State University, Northridge
- Wittman, Darlene K. (1979)**
Professor of America Sign Language
Interpreter Education
B.A., M.A., California State University, Northridge
- Wood, Mia (2007)**
Assistant Professor of Philosophy
B.A., Pepperdine University
M.A., University of South Carolina
- Yamada, Katsuya (1989)**
Professor of Physics
B.S., Tokyo Denki Daigaku, Tokyo
M.S., Ph.D., University of Tennessee
- Yates, Rebecca (2006)**
Assistant Professor of Agriculture
B.A., California State University, Humboldt
M.A., California State University, Dominguez Hills
D.V.M., University of California, Davis
- Yoder, Kathie A. (1988)**
Professor of Mathematics
B.A., Mount St. Mary's College
M.A., University of California, Santa Barbara
M.S., California State University, Northridge
- Yoshiwara, Bruce W. (1989)**
Professor of Mathematics
B.A., M.A., Ph.D., University of California,
Los Angeles
- Yoshiwara, Katherine (1980)**
Professor of Mathematics
B.S., Michigan State University
M.A., University of California, Los Angeles
- Zayac, John (2007)**
Assistant Professor of Geology
B.S., University of California, Santa Cruz
M.S., University of California, Santa Barbara
- Zitzelberger, John F. (1987)**
Professor of Electronics
A.S., Don Bosco Technical Institute
B.S., California State Polytechnic University,
Pomona
M.S., California State University, Los Angeles

EMERITI

- Adelson, Ben H.; 1965-1981;
Professor of Journalism
- Alberti, Leo; 1956-1980;
Professor of Chemistry
- Allocco, Brenda K.; 1986-2001;
Professor of Nursing
- Alvarez, E.C.; 1955-1983;
Professor of Computer Science
- Anderson, Arthur J.; 1955-1980;
Professor of Business Administration
- Anderson, Donald; 1962-1995;
Professor of Philosophy
- Anderson, Ellen S.; 1965-1993;
Professor of Business
- Anderson, Marcia; 1989-2006;
Professor of Nursing
- Anderson, Richard; 1964-2004;
Professor of Counseling;
Professor of Psychology
- Anderson, Roger; 1994-1995;
Professor of Mathematics
- Andrino, Ruben D.; 1966-1993;
Professor of Modern Languages
- Ater, Leroy Earl, Jr.; 1966-1989;
Professor of English
- Baker, Robert S.; 1985-1995;
Professor of Theater Arts
- Ball, Odis C.; 1975-1995;
Professor of Theater
Professor of Physical Education;
- Barlow, John D.; 1949-1984;
Professor of Animal Science
- Basil, Kathlene L.; 1965-2001;
Professor of Business
Department Chair, Office
Administration
- Bayer, Diana E.; 1967-1984;
Professor of Special Reading/English
- Bell, Michael R.; 1968-2004;
Professor of Physical Education;
Department Chair, Physical
Education Men's
- Beller, Anthony; 1968-1998;
Professor of Business Administration
- Beyer, Frank; 1968-2002;
Professor of English
Department Chair, English
- Bird, Billy G.; 1968-1995;
Professor of Floral Design
- Bishop, Raymond Thomas; 1957-1982;
Professor of Physical Education
- Bixler, Margaret L.; 1979-1993;
Teacher, Campus Child
Development Center
- Boyd, Barbara J.; 1966-1973;
Assistant Professor of Physical
Education
- Bravo, Edward; 1970-1991;
Professor of Physical Education
- Brown, Roger A.; 1971-2004;
Professor of Counseling
- Cameron, Catherine M.; 1973-1994;
Professor of Nursing;
Acting Dean, Administration
- Campbell, E. Dudley; 1975-1999;
Professor of Psychology
- Campbell, Thomas R.; 1975-2006;
Professor of Biology
- Carrillo, A. Alexander; 1968-1989;
Professor of Art
- Castellano, Rita; 1968-1995;
Professor of Anthropology
- Cavanaugh, Jane T.; 1970-1982;
Professor of Psychology
- Chambers, James V.; 1968-1983;
Professor of English
- Chambers, Robert D.; 1957-1989;
Professor of Physical Education
- Chapman, Norman C.; 1957-1968;
1977-1982;
Professor of Music;
Dean of Instruction
- Chase, Robert; 1971-1985;
Dean of Academic Affairs
- Christensen, Audrey; 1965-2001;
Professor of Speech Communication
- Christie, Evelyn G.; 1965-1997;
Professor of Chemistry
- Cluff, John M.; 1966-1989;
Professor of Political Science
- Cohen, Sylvia L.; 1965-1995;
Professor of Psychology
- Corbeil, John W.; 1965-1992;
Professor of Art
- Cornner, Mike; 1975-2006;
Assistant Professor of Journalism
- Crandall, James W.; 1965-1991;
Professor of Art
- Crawford, Roger C.; 1971-1999;
Professor of Physics
- Curby, J. C. (Suzette); 1971-2001;
Professor of Physical Education
- de Champlon, John S.; 1965-1984;
Professor of Foreign Languages
- DeLaney, Gertrude Anne; 1980-1997;
Professor of Computer Science and
Information Technology
- De Leon, Ralph; 1961-1986;
Professor of Physical Education
- Delgado, Carole Ann; 1977-2008;
Associate Dean, Academic Affairs
- Delling, Leonard V.; 1974-1994;
Professor of Electronics
- De Martin, Albert; 1963-1997;
Professor of Electronics
- Dengler, Ben; 1968-1993;
Professor of Architecture
- Deonik, Walter A.; 1957-1988;
Associate Professor of Engineering
- DesMarreau, Philip D.; 1976-92;
Professor of Animal Science
- Dixon, James; 1949-1982;
Professor of Horticulture;
Coordinator of Administrative
Services
- Doctor, Charlotte B.; 1989-2007;
Professor of English;
Dean, Academic Affairs
- Drooyan, Irving; 1956-1983;
Professor of Mathematics
- Drummond, Patricia A.; 1991-1995;
Professor of Counseling
- Eisenbart, Gordon J.; 1975-2005;
Professor of History
- Elman, Sidney H.; 1961-1995;
Professor of Political Science
- Enger, Robert R. 1988-1996;
Assistant Professor of Business
- Enkema, Patricia; 1967-1987;
Professor of Biology
- Eskelin, Gerald Ray 1973-2001;
Assistant Professor of Music
- Farhood, John N.; 1986-1991;
Dean of Academic Affairs
- Farrar, Ronald D.; 1968-1989;
Professor of Foreign Languages;
Department Chairperson, Foreign
Languages
- Feldman, Bernard; 1967-1983;
Professor of Mathematics
- Fiorello, Geraldine Y.; 1961-1990;
Professor of Physical Education
- Fish, Barbara; 1977-2006
Professor of Counseling
- Fisk, Richard; 1985-1995;
Professor of Music
- FitzGerald, Richard E.; 1970-1995;
Professor of English
- Foster, Harold; 1963-1984;
Professor of Psychology
- Fox, Stuart; 1986-2006;
Professor of Life Science
- Friedrich, Linda B.; 1987-1995;
Professor of Nursing
- Furman, Mildred; 1971-1986;
Professor of Health Education
- Gani, Scarlett; 1985-2003;
Professor of Modern Languages
- Gazurian, Garo; 1971-1983;
Professor of Art
- Gechtman, Murray; 1956-1989;
Lecturer in Mathematics;
Department Chairperson,
Mathematics
- Gelber, Martin B.; 1965-2003;
Professor of Architecture
- Girgis, Amal Y.; 1976-2007;
Professor of Chemistry
- Goerss, Harold; 1971-2006;
Professor of Economics
- Goldbloom, Erwin M.; 1965-1995;
Professor of Physical Education
- Goldblum, Sheldon M.; 1970-1995;
Professor of History
- Gonzalez, Margarita L.; 1984-2005;
Professor of Counseling
- Gottlieb, Seymour; 1970-2003;
Professor of Mathematics
- Greer, Fontaine; 1989-2002;
Professor of English
- Guffey, Mary Ellen; 1975-1994;
Professor of Office Administration
- Haile, Lynne H.; 1968-1998;
Professor of Physical Education
- Halby, William A.; 1966-1987;
Professor of Industrial Education;
Director, Cooperative Education
- Hall, Fay K.; 1986-1989;
Professor of Nursing
- Hankammer, Larry; 1968-1995;
Professor of Physical Education
- Hardesty, James N.; 1965-1995;
Professor of Mathematics
- Harwick, Betty C. B.; 1966-1995;
Professor of Sociology
- Haskell, Barry S.; 1958-1999;
Professor of Geology
- Hayworth, Edward; 1963-1993;
Professor of Business Administration
- Heckel, Russel H.; 1969-1995;
Professor of History
- Hoffmann, Edmund C.; 1970-1999;
Professor of Computer Science and
Information Technology
- Holiday, Jay E.; 1956-1964;
Assistant Professor of Psychology;
Department Chairman, Behavioral
Science
- Holloway, Mildred B.; 1969-1979;
Professor of Nursing;
Department Chairperson, Nursing
- Hopper, Barbara K.; 1968-1982;
Professor of Biology
- Horn, Larry; 1976-2007;
Professor of Sociology
- Horne, Janet B.; 1979-2005;
Professor of Computer Applications
and Office Technologies
- Horst, Donald P.; 1970-1988;
Professor of Theater
- Horstein, Charlotte G.; 1986-1997;
Professor of Nursing
- Hotop, Max; 1963-1989;
Assistant Professor of Physics;
Counselor
- Houghten, Sadako H.; 1966-1986;
Professor of Biology
- Houston, Ann H.; 1969-1999;
Professor of Biology
Department Chairperson, Life
Science
- Huber, William A.; 1965-1989;
Professor of Chemistry;
Department Co-Chairperson,
Chemistry
- Hubbell, John L.; 1965-1984;
Professor of Foreign Languages
- Hume, Carlyle M.; 1975-2000;
Department Chairperson, Music
Professor of Music
- Hutner, Lavina; 1998-2006;
Associate Professor of Counseling
- Hylton, Wallace; 1985-1989;
Professor of Art
- Ikkanda, J. Martin; 1971-2007;
Professor of Biology
- James, Anna Gale; 1966-1999;
Articulation Officer
Professor of Psychology
- Johnson, J. Thomas; 1972-2001;
Professor of Philosophy
- Johnson, Ray; 1964-1973;
Dean of Instruction
- Jones, Harry; 1963-1994;
Professor of Electronics
- Kamuk, John; 1985-1989;
Lecturer of Industrial Education
- Kharitonoff, Alexander G.; 1965-1986;
Professor of History
- Khasigian, Amos; 1965-1983;
Professor of Economics
- Kinchloe, Ralph; 1970-2001;
Professor of Biology
- Kiner, Nolan W.; 1950-1976;
Professor of Horticulture
- Kistel, Paul D.; 1977-2004;
Professor of English
- Klass, Bernard M.; 1965-2001;
Professor of History
- KleeB, Jane; 1963-1986;
Professor of English
- Kostanick, Celeste B.; 1957-1983;
Professor of Geography
- Kramer, G. Thomas; 1971-1999;
Professor of Journalism
- Krause, Gary B.; 1979-2005;
Professor of Landscape Architecture
- Kuczynski, John; 1968-2000;
Professor of Art
- Kuljian, Ernest S.; 1951-1984;
Professor of Chemistry
- Lagerstrom, James; 1966-1997;
Professor of Speech Communication
Department Chairperson, Speech
Communication
- Landau, William; 1966-1989;
Professor of English
- Lange, Donna L.; 1975-2003;
Professor of Physical
Education/Health
Department Chair, Physical
Education Women's
- Lenier, Minnette G.; 1984-2001;
Professor of English
- Leventhal, Robert M.; 1963-1995;
Professor of History
- Lewis, Henry E.; 1963-2004;
Professor of Physical Education
- Lewis, William E.; 1981-1984;
Dean, Student Services;
Associate Professor of Business
Administration
- Lieu, Sandi; 1985-2007;
Professor of Mathematics

- Livezey, Jack; 1983-1995;
Associate Professor of Computer
Science and Information Technology
- Logan, Barrie; 1972-2006;
Professor of Chemistry
- Lopez, Henry P.; 1966-1999;
Professor of Modern Languages
- Loucks, Jean; 1971-1990;
Vice President, Academic Affairs
- Luke, Roy; 1964-1995;
Professor of Mathematics
- MacMaster, Joan H.; 1969-1995;
Professor of History;
Department Chairperson,
History/Humanities
- Madden, William R.; 1959-1983;
Professor of Library Services
- Madson, Derald L.; 1969-1995;
Professor of Biology
- Majer, Lincoln; 1972-1975;
Lecturer in Vocational Education
- Martinez, Carlos; 1992-2006;
Dean, Academic Affairs
- Mason, Joyce; 1967-1990;
Professor of Business
- McCarty, Marcella A.; 1961-1981;
Professor of Health Services
- McClatchey, William D.; 1986-1989;
Professor of Anthropology
- McCrackin, Russell; 1963-1983;
Professor of Physics
- McCutcheon, Thomas; 1983-1994;
Associate Professor of Mathematics
- McWilliams, Marian; 1958-1995;
Professor of Physical Education
- Means, Daniel G.; 1989-1991;
Professor of Educational Guidance;
President of the College
- Mehlman, Mary R.; 1964-1995;
Professor of Mathematics
- Meyers, Paul A.; 1974-2005;
Professor of Biology
- Meziere, Mary J.; 1965-1995;
Professor of English
- Migliore, Barbara; 1989-2006;
Professor of Nursing
- Moore, Anna; 1957-1989;
Lecturer in Physical Education
- Muir, John K.; 1964-1989;
Lecturer in Physical Education
- Mull, Charles H.; 1982-1998;
Professor of Industrial Technology
- Mundsack, Allan; 1995-2003;
Professor of Mathematics
- Munsey, Robert E., Jr.; 1965-1995;
Professor of Industrial Technology
- Nabi, Hosni; 2001-2002;
Professor of Biology
- Nardin, Barbara; 1976-1988;
Associate Professor of Geology
- Nicklin, John R.; 1970-1973;
Acting President of the College
- Nordberg, Paul C.; 1976-1999;
Associate Professor of Art
- Obrecht, Frederick P.; 1992-1995;
Professor of English
- O'Connor, Robert; 1965-1994;
Professor of Health Education
- O'Dea, Marcia C.; 1991-2005;
Professor of Modern Languages
- O'Dea, Thomas F.; 1985-2005;
Professor of Modern Languages
- Odegard, Patricia; 1979-1989;
Professor of Nursing
- Oliver, Tim; 1999-2006;
Vice President, Administration
- Oliver, Tom; 2000-2006;
Vice President, Development
- Osborne, Philip R.; 1980-1999;
Professor of Vocational Education
Director, Cooperative Education
- Pam, Irene S.; 1974-1995;
Professor of Counseling
- Pandey, Carol J.; 1971-2005;
Professor of Psychology
- Paulman, Jack S.; 1967-1977;
Professor of Computer Science
- Pence, Robert L.; 1969-1995;
Professor of Anthropology
- Pendleton, James; 1970-1989;
Professor of Physical Education
- Perry, Gerald E.; 1964-1995;
Professor of Physical Education
Department Co-Chairperson,
Physical Education-Men
- Peterson, Lynne; 1976-2006;
Professor of Psychology
- Peterson, Philip E.; 1975-1994;
Professor of Mathematics
- Phifer, Elaine E.; 1989-2002;
Professor of Nursing
- Pickard, Dean; 1983-2004;
Professor of Philosophy/Humanities
Professor of Physical Education
- Pill, Beatrice L.; 1955-1982;
Professor of Chemistry
- Pinkston, Howell; 1970-2001;
Professor of Art
- Ponsor, Judith; 1980-2003;
Professor of Nursing
- Powell, Mark L.; 1967-1995;
Professor of Geography
Department Chairperson, Earth
Science/Physics
- Raboy, Joseph; 1968-1989;
Professor of English
- Ramirez, Lucia; 1984-2004;
Professor of Counseling
- Ravetch, Herbert; 1958-1970; 1978-
1985;
President of the College;
Associate Professor of English
- Reidy, James B. Jr.; 1976-1989;
Professor of Computer Science;
Department Chairperson, Computer
Science
and Information Technology
- Renzi, Joseph; 1971-1983;
Professor of Vocational Education
- Richards, James R.; 1986-1991;
Professor of Psychology
- Rinnander, Elizabeth A.; 1981-2004;
Associate Dean, Academic Affairs
- Rooney, Colleen; 1975-2006;
Professor of Counseling
- Rosemark, Erika; 1974-1989;
Assistant Professor of Early
Childhood Education Director,
Campus Children's Center
- Rosen, William J.; 1976-1988;
Assistant Professor of Mathematics
- Ross, Bernice; 1986-2006;
Professor of Psychology
- Ross, D. Lee; 1971-1986;
Dean, Academic Affairs
- Rothe, Morris; 1957-1978;
Professor of Mathematics
- Scheibel, Barbara G.; 1976-1989;
Professor of Special Reading/English
- Scheibel, Robert W.; 1969-1989;
Professor of Journalism
- Schneiderman, Beth; 1971-1991;
Professor of English
- Schulman, Benson R.; 1966-1989;
Professor of English
- Schulman, Florence W.; 1968-1987;
Professor of Health, Physical
Education,
Leisure Management
- Schulman, Sandra; 1972-1989;
Director, Study Skills Center;
Professor of Special Reading/English
- Sears, Malcolm G.; 1976-2005;
Professor of Natural Resources
Management
- Shaver, James R.; 1987-1995;
Professor of Sociology
- Shaw, William L.; 1958-1995;
Professor of Electronics
- Shepherd, Henry B.; 1970-2005;
Professor of Physical Education
- Sherman, Arthur A.; 1984-2002;
Professor of Computer Science and
Information Technology
- Shocket, Sol; 1959-1992;
Professor of Economics
- Siemens, David F., Jr.; 1966-1986;
Professor of Philosophy
- Silver, Constance R.; 1969-1988;
Counselor
- Sirakides, Leo N.; 1973-1995;
Professor of Business
- Siskin, Burton F.; 1986-1995;
Professor of Anthropology
- Slattery, Eugene R.; 1950-1993;
Professor of Mathematics
- Small, Laurence; 1974-2007;
Professor of Mathematics
- Smith, Richard A.; 1986-2003;
Professor of Psychology
- Smith, Thomas; 1964-1987;
Professor of Library Services
- Smith, Walter Henry; 1956-1995;
Professor of Art
- Snooks, A. Nancy (1971)
Professor of Art
- Soccoccio, Joseph M.; 1977-1999;
Professor of Photography
Department Chairperson, Media
Arts
- Solomon, Marcia S.; 1976-2004;
Professor of Nursing
Department Chairperson, Nursing
- Stanley, Kenneth; 1966-2002;
Professor of Physical Education
- Sutherland, Miriam M.; 1976-1989;
Professor of Nursing
- Thomas, Louise B.; 1975-2001;
Professor of Nursing
- Thompson, Terry; 1966-2006;
Professor of Business Administration
- Thomsen, Mary Joan M.; 1964-1999;
Professor of Psychology
- Tontsch, John W.; 1965-1995;
Professor of Computer Science and
Information Technology
- Topik, Fred S.; 1959-1977;
Professor of Foreign Languages
- Toyoshima, Joe; 1964-1989;
Lecturer in History
- Treadwell, Terence J.; 1986-1992;
Associate Professor of Psychology
- Trinchero, Bart L.; 1968-2000;
Professor of Industrial Technology
- Turney, Kay E.; 1965-1995;
Professor of Physical Education
Department Chairperson,
Physical Education/Women
- Van Auken, Alfred J.; 1961-1986;
Professor of Art
- Van Vlaenderen, Bernard; 1976-1994;
Professor of Mathematics
- Van Voorhis, James C.; 1964-1989;
Professor of Architecture
- Vernon, James Y.; 1971-1986;
Professor of Meteorology
- Vree-Brown, Marion F.; 1958-1985;
Professor of Music
- Waldron, Jill R.; 1971-1998;
Professor of English
- Walker, John Michael; 1973-1989;
Lecturer of Horticulture
- Warren, James A.; 1970-2005;
Professor of Music
- Wechsler, Ron; 1978-2006;
Professor of Animal Science
- Whitman, Orene; 1972-1989;
Professor of Nursing
- Wilkinson, Jean; 1964-1984;
Associate Professor of English
- Williams, Charles R.; 1974-1995;
Assistant Professor of Physical
Education
- Williams, Robert L.; 1969-1980;
Associate Professor of History
- Wilson, Charles C.; 1961-1984;
Professor of Journalism
- Wilson, Gussie Edwards; 1964-1975;
Professor of Business
- Woods, Dorris S.; 1989-1995;
Associate Professor of Nursing
- Wynns, John; 1957-1978;
Professor of Philosophy
- Zappala, Robert R.; 1976-2002;
Professor of Astronomy
- Zeitlin, Herbert; 1980-1989;
Counselor;
Professor of Education

GLOSSARY OF TERMS

Academic Probation - After attempting 12 units, a student whose cumulative grade point average (beginning Fall 1981) falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive semesters is subject to dismissal from the College.

Academic Renewal - Removal of substandard grades from a student's academic record for purposes of computing the grade point average; special conditions must be met.

Add Permit - A card issued by an instructor upon presentation of a valid Registration/Fee Receipt which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by Admissions & Records before the published deadline.

Admissions and Records - The office and staff that admits a student and certifies his or her record of college work; also provides legal statistical data for the College.

Administration - Officials of the College who direct and supervise the activities of the institution.

Application for Admission - A form provided by the College on which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a Permit to Register issued.

Assessment Tests - Tests given prior to admission which are used to determine the student's assignment to the most appropriate class level.

A.S.O. - Organization to which all enrolled students are eligible to join called the Associated Student Organization.

Associate Degree (A.A. or A.S.) - A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of 60 to 64 semester units.

Bachelor's Degree (B.A., A.B., B.S.) - A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

Certification of Completion - A certificate granted by a community college upon satisfactory completion of a formal program of vocational study of 16 to 45 units.

Community College - A two-year college offering a wide range of programs of study, many determined by local community need.

Concurrent Enrollment - Enrollment in two or more classes during the same semester. Also, enrollment of a student attending a K-12 school and a community college at the same time.

Continuing Student - A student registering for classes who attended the College during one of the previous two semesters. A student registering for the fall semester is a continuing student if he or she attended the College during the previous spring or fall semesters; attendance during the summer session is not included in this determination.

Corequisite - A requirement that must be satisfied at the same time a particular course is taken; usually a corequisite is concurrent enrollment in another course.

Counseling - Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.

Course - A particular portion of a subject selected for study. A Course is identified by a Subject Title and Course Number; for example: Accounting 1.

Course Title - A phrase descriptive of the course content, for example the course title of Accounting 1 is "Introductory Accounting I."

Credit by Examination - Course or unit credit granted for demonstrated proficiency through testing.

Dismissal - A student on academic or progress probation for three consecutive semesters may be dismissed from the College. Once dismissed the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

Educational Program - A planned sequence of credit courses leading to a defined educational objective such as a Certificate of Completion or Associate Degree.

Electives - Courses which a student may choose without the restriction of a particular major program-curriculum.

Enrollment - That part of the registration process during which students select classes by ticket number to reserve a seat in a selected class and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

Full-time Student - A student may be verified as a full-time student if he/she is enrolled and active in 12 or more units, during the Fall or Spring semester.

General Education Requirements - (also called Breadth Requirements). A group of courses selected from several disciplines which are required for graduation.

Grade Points - The numerical value of a college letter grade: A-4, B-3, C-2, D-1, F-0.

Grade Point Average - A measure of academic achievement used in decisions on probation, graduation, and transfer. The GPA is determined by dividing the total grade points earned by the number of attempted units.

Grade Points Earned - Grade points times the number of units for a class.

INC - Incomplete. The administrative symbol "I" is recorded on the student's permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student's control. The student must complete the course within one year after the end of the semester or the "I" reverts to a letter grade determined by the instructor. Courses in which the student has received an Incomplete ("I") may not be repeated unless the "I" is removed and has been replaced by a letter grade. This does not apply to courses which are repeatable for additional credit.

IP - In Progress. An "IP" is recorded on the student's permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.

Lower Division - Courses at the freshman and sophomore level of college.

Major - A planned series of courses and activities selected by a student for special emphasis which are designed to teach certain skills and knowledge.

Matriculation - A process designed to assist students to achieve their educational goals.

Minor - The subject field of study which a student chooses for secondary emphasis.

NDA - Non-degree applicable.

Non-penalty Drop Period - The first four weeks of a regular semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

Parent Course - A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.

Pass/ No Pass (formerly Credit/No Credit) - A form of grading whereby a student receives a grade of CR or NCR instead of an A, B, C, D, or F. A CR is assigned for class work equivalent to a grade of C or above.

Permit to Register - A form listing an appointment day and time at which the student may register. The permit is issued to all new students upon acceptance to the College, and to all continuing students.

Prerequisite - A requirement that must be satisfied before enrolling in a particular course usually a previous course with a grade of "C" or better, or a test score.

Progress Probation - After enrolling in 12 units a student whose total units for which a W, NCR, or I has been assigned equals 50 percent or more of the units enrolled is placed on progress probation. A student whose cumulative number of units (beginning Fall 1981) for which a W, NCR, or I has been assigned equals 50 percent or more for three consecutive semesters is subject to dismissal from the College.

RD - Report Delayed. This temporary administrative symbol is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Registration - The process whereby a continuing student or a new or reentering student whose application has been accepted formally enters the College for a specific semester and receives a Registration/Fee Receipt. The student may enroll in open classes as part of the registration process.

Returning Student - A former Pierce student registering for classes who did not attend the College during the previous two semesters. A student registering for the fall semester is a returning student only if he or she did not attend the College during the previous spring or fall semesters; attendance during the summer session is not included in this determination. Returning students must file a new Admissions Application.

Schedule of Classes - A booklet used during registration giving the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a semester.

Section - A group of registered students meeting to study a particular course at a definite time. Each section has a section number listed in the Schedule of Classes before the scheduled time of class meeting.

Section Number - See "Section", above.

Semester - One-half of the academic year, usually 16 weeks.

Subject - A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or Psychology.

Subject Deficiency - Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

Transfer - Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transferable Units - College units earned through satisfactory completion of courses which have been articulated with four-year institutions.

Transcript - An official list of all courses taken at a college or university showing the final grade received for each course.

Transfer Courses - Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

Units - The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

Units Attempted - Total number of units in the courses for which a student received a grade of A, B, C, D, or F.

Units Completed - Total number of units in the courses for which a student received a grade of A, B, C, D, or CR.

W - An administrative symbol assigned to a student's permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but before the last day to drop.

Withdrawal - The action a student takes in dropping all classes during any one semester and discontinuing coursework at the College.

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PIERCE COLLEGE CAMPUS

6201 Winnetka Avenue, Woodland Hills (818) 347-0551

Campus Map

PIERCE college



MTA - De Soto



PIERCE VILLAGE (8100 - 8300)

- Child Development Classroom
- Electronics
- EOPS/CARE
- GAIN/CalWORKS
- Job Center/Co-op Ed
- Media Arts (Photo Lab)
- Modern Language
- Nursing Skills Lab
- Roundup
- Speech
- ENCORE/Oasis & Workforce Development

ADMINISTRATION & STUDENT SERVICES (1000)

- Admissions and Records
- Counseling
- Special Services
- Transfer Center

Future Child Development Center

Future Center for the Sciences

Future Parking Lot 8 (under construction)

Equestrian Center

Agricultural Science 4100

Maintenance and Operations 4500

FACULTY OFFICES (2200 - 3100)

- PACE/Honors
- Foundation

COLLEGE SERVICES BUILDING (2100)

- Business Office
- Copy Tech
- Freudian Sip Cyber Cafe
- Financial Aid
- Student Store
- Veterans' Office

- Daily Parking Permit Dispenser
- Designated Smoking Area
- Keycard Gate
- Restrooms
- Sheriff's Department

Chalk Hill (Cross Country Course)

2008
Cartographer: Aidan Yoakama
Lambert Conformal Conic Projection
NAD 83
790' Above Mean Sea Level
Recorded at Pierce Weather Station 2005



PIERCE college